

## **Policy and Template for Issuing Certificates of Compliance (Scope Certificates, SCs)**

### **Objective**

This policy provides for mandatory instructions and notes to be followed by Certification Bodies (CBs) approved to issue SCs in accordance with the Global Organic Textile Standard (GOTS) and/or any standard that belongs to Textile Exchange (TE). Both standard setters (the International Working Group on GOTS (IWG) and Textile Exchange) implement this policy in their procedures. The purpose of this policy and the corresponding templates is to unify layout, format and text among the different certifiers and standards in order to enable an easy and practical handling and verification for all users of SCs.

The policy is to be followed and the corresponding template to be used for any SC issued after 1<sup>st</sup> September 2012.

### **Original Document**

The individual CB's letterhead must contain its name and address. Each CB should declare to the respective standard setter if their original document is a paper version or a digital version or if both options are used. If the original is a digital version the following sentence should be added at the bottom of the certificate: "This electronically issued document is the valid original version". The CB should further inform which (unique) security features are used for the original version of the SC (e.g. letterhead and paper layout, watermark etc.). Digital versions should be prepared in secure pdf mode. The CB should also provide the contact details (and features, if applicable) for immediately verifying authenticity of the SCs. The standard setter makes this information available to the whole group of approved certifiers.

### **Template**

The standard setters (IWG resp TE) provide for an individual SC template for each standard. Instructions and notes regarding the content of the SC are provided in the following:

### **Format**

Wording, size of letters and structure is to be used as provided with the attached template. The font is not prescribed. Further instructions and comments to the content:

### **Content**

#### **1<sup>st</sup> page**

#### **Title**

The document is called 'Certificate of Compliance' with 'Scope certificate' in brackets. Other terms (such as company certificate) are not used.

The standards according to which the SC is issued are to be named as following:

- Global Organic Textile Standard (GOTS)
- Organic Exchange 100 (OE 100)
- Organic Exchange Blended (OE Blended)
- Global Recycle Standard (GRS)
- Content Claim Standard (CCS)

A SC can only be issued for one standard.

#### **No of Certificate**

Each SC must have a unique number/code generated by the CB. It must include: - a short form of the certifier's name (e.g. CU, IMO) and - the license (or contract) number of the certified company. This license number should be the same one that is used on TCs (box 2a) (and in IWG and TE public reporting systems)

### **Product categories**

The product categories that the certified company can offer in compliance with the standard are to be named using the following basic product category terms: fibres, yarns, fabrics, garments (or clothing or wear), home textiles, health & hygiene textiles, accessories. To further specify these basic categories the CB may use prefixes and terminology following the samples of the excel table in annex 2. Where product categories/descriptions are missing the CB should submit a proposed terminology (clear wording that is commonly used and understood by the industry) for the requested product category/description to the concerned standard's body (IWG and/or TE) for inclusion in the table.

It is optional to provide detailed information on each certified product individually in the annex to the SC. In this case in the declaration the phrase "(and further specified in the annex)" is to be used.

### **Processing steps/activities**

The processing steps/activities that are qualified under the scope of certification are to be named on page one using the terminology as listed in the annex. Where processing steps are missing the CB should submit a proposed terminology (clear wording that is commonly used and understood by the industry) for the requested process to the concerned standard's body (GOTS and/or TE) for inclusion in the table.

It is optional to provide detailed information on each individually certified product in the annex. In this case in the declaration the phrase "(and further specified in the annex)" is to be used. If (some of) the processing steps/activities are subcontracted under the scope of the certificate, these processing steps/activities should be followed by the term "(subcontracted)" and it is mandatory to list the subcontractors in the annex to the SC.

### **End of validity of the SC**

The validity period must not exceed 16 months from the date of issue.

In line with GOTS and TE certification stipulations it is expected that re-certification will be done on basis of an annual on-site inspection cycle.

### **Declarations at the bottom**

Beside the prescribed wording for the declaration that the SC cannot be used as a transaction certificate and that the issuing body can withdraw the SC before it expires the CB may decide to add an additional declaration that references the certificate to stipulations of the contract with the licensee and/or clauses of the certifier's scope specific procedures.

In addition the applicable accreditation or licensing body and the certifier's accreditation number need to be stated.

## **2<sup>nd</sup> Page** (and further pages, if needed)

### **Products**

Optional is the listing of individual products and their specifications (such as individual product name, material composition product number and label grade).

### **Facilities / sub-contractors**

This list is mandatory if further facilities of the certified company and subcontractors are inspected / certified under the SC. These units must be listed with name, address and detailed processing steps/activities carried out under the SC.

Facilities and subcontractors should always be listed on a separate page as this information is generally supposed to be treated as confidential. This order allows companies to forward / publish the SC without the list of facilities / sub contractors.

**Authorisation**

No space should be left below the last operation or product entry and the final authorisation consisting of date and place of issue, signature and name of the authorised person, stamp of the CB and logo of the standard.

**Footer**

The footer should contain the wording "Certificate of Compliance, page [no of page] / [total no of pages]"

**Annex 1**

Template of the Certificate of Compliance

**Annex 2**

List of product category names and processing steps / activities

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