

## **Policy and Template for issuing Transaction Certificates (TCs)**

### **Objective**

This policy provides for mandatory instructions and notes to be followed by Certification Bodies (CBs) approved to issue TCs 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. 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 handing and verification for all users of TCs.

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

### **Original Document**

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 declare which (unique) security features are used for the original version of the TC (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 TCs. 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 TC template for each standard. Further a 'neutral' template will be provided so that CB's can fill in combinations of standard (e.g.: OE and GRS).

In the following instructions and notes regarding the content of the TC and its boxes are provided.

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

#### **Title**

The document is called 'Transaction Certificate'. Synonyms (such as product certificate, export certificate or certificate of inspection) are not used.

The standards according to which the TC 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 TC can be issued for more than one standard if all products listed are certified to them. If individual products listed are certified to different standards a separate TC for each standard must be issued.

#### **Box 1**

Name and address of the CB's office that issues the TC.

#### **Box 2**

2a – The certifier's licensing code is assigned and provided by the standard setter. It consists of the short form of standard and the CB's name and a running number

generated in chronological order of the CB's approval to the standard (GOTS-IMO-01, GOTS-SACL-02 etc.; OE-CUC-01, OE-IMO-02 etc.)

2b – The certificate's reference number consists of two components:

- First component is the license (or contract) number of the seller (as detailed in box 3). This license number should be the same used on the certificate of conformity (scope certificate) for the licensee (and in GOTS system e.g. as ref.no. in the public data base).
- Second component is to be generated as a unique number by the CB identifying each individual TC.

**Box 3**

Name of seller of the certified product(s) and address.

**Box 4**

Name of inspection body responsible for the listed certified products and company at the listed address (The inspection body may be different from the CB that issues the TC (e.g. another office of the CB or a subcontracted body).

**Box 5**

Name of the last processor of certified product(s) and address. This information is not mandatory. It can be left blank on request of the seller (e.g. if the seller does not want to disclose the name of its (sub-contracted) processor).

**Box 6**

Country from which the certified products are shipped.

**Box 7**

Name of the buyer of the certified product(s) and address.

**Box 8**

Name of Consignee and Address where the certified products are shipped to (this may be a processor or a warehouse)

**Box 9**

Country to which the certified products are shipped to (= country where the consignee of box 8 is located)

**Box 10**

Provide detailed information to clearly identify the certified products.

Minimum Information:

- Units and names of the product(s) as they appear on the invoice
- Label grade, if applicable (e.g. for GOTS: 'organic (in conversion)' or 'made with organic (in conversion)', for OE: OE 100 or OE Blended)
- Fibre material composition of the product(s) (% of each fibre in the product by weight)
- Invoice number and date
- Transport document number and date

If space is not sufficient to get all information of the TC on one page, box 10 can be continued on page 2. In this case a statement must be added in box 10 saying "Information is continued in box 17 on page 2 of this TC"

**Box 11**

Weight of products plus packaging in kg

**Box 12**

Weight of products without packaging in kg

**Box 13**

Commercial Weight of products in kg – optional information

Fibres where moisture content may vary significantly (especially wool) are commonly traded in a commercial weight that calculates the fibres weight in a defined conditioned status. Moisture gain or loss may also be an issue for other fibres, especially if stored in unconditioned status with humidity variations (dry season – rainy season) between purchase and sale. Referencing the commercial weight eliminates such moisture gain or loss in weight calculation.

**Box 14**

The declaration as prescribed on the template is to be used.

**Box 15**

This box is to be used to point out:

- the fact that all of the organic fibres used meet the certification requirement of a specific country to refer to them as organic. Note that for TCs issued to buyers in countries where the organic fibre production and certification must be based on a specific organic farming standard (e.g. in the US, Canada, China, Brazil) before textile products can be advertised and sold with an 'organic' reference (to the fibres used), compliance with this legal requirement must be mentioned. For the US the following confirmation is to be provided: "All of the organic fibres used for the products listed on this certificate are certified to NOP". Equivalent statements are to be provided for other countries concerned.
- the fact that the products listed meet specific legal labelling requirements of a country (e.g. relevant for the US: "the GOTS certification and corresponding labelling of the listed products complies with the requirements of the USDA NOP policy dated 20<sup>th</sup> May 2011 for products that are labelled as "organic" or "made with organic")
- any other declaration or restriction relevant to the certification and labelling of the fibres and products listed

**Box 16**

Contains date and place of issue, signature of the authorised person of the body detailed in box 1, name of this person, stamp of the CB in colour, and logo of the standard in colour.

**2<sup>nd</sup> Page**

Only used if space is not sufficient to get all information of the TC on one page; in this case only the content of box 10 but no other information is to be continued on page 2.

The second page starts with the repeat of the reference number of the TC as provided for in box 2b.

**Box 17**

Title: Annex to Box 10. The information on the certified products and the shipment as detailed in the description to box 10 are continued in this box.

**Box 18**

No space should be left below the last products in the list of box 17 and box 18.

Box 18 repeats signature of the authorised person, name of this person, stamp of the CB and logo of the standard as detailed in the description to box 16.

**Footer**

The footer should contain the wording “Transaction Certificate, page [no of page] / [total no of pages]”

**Annex**

Template of the Transaction Certificate

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