



TextileExchange
Creating Material Change

Textile Exchange Content Claim Standard Version 1.0 - 2012

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Content Claim Standard **2012, Version 1.0**

The *Content Claim Standard* (CCS) is a standard for tracking and verifying the content of one or more specific raw materials in a final product.

CONTENTCLAIM
STANDARD

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Foreward

Textile Exchange is an international, member-supported non-profit organization that was established in 2003 under the original name of Organic Exchange. Textile Exchange operates internationally and is committed to the responsible expansion of both the organic cotton and sustainable textile value chains.

In 2004 Organic Exchange developed the OE 100 and OE Blended standards to verify the organic cotton content claims on products. The standards set up a system for tracking and documenting the purchase, handling and use of certified organic cotton fiber. Since then we have seen the need for a more widely applicable standard that would support all content claims, giving companies a tool to use in confirming that the products they are buying or selling contain the percentage of a given material that they have requested from their suppliers.

While we recognized the desire for a standard to directly back up sustainability claims, we did not feel that we were in the position to determine what materials and processes could be deemed ‘sustainable’. Instead, we decided to create a standard that would give a full chain of custody for all materials, providing a valuable tool for companies making claims about their products. It is essentially a business-to-business tool to allow for an effective verification process, as well as a foundation for content claim standards built around specific input materials.

The standard has been written by Textile Exchange, and the first draft was put out for review and comment by professionals from the certification community. Textile Exchange has partnered with Outdoor Industry Association (OIA) to give the second draft of the standard a thorough review from a variety of stakeholders via the Materials Traceability Working Group (MTWG), consisting of over 140 members from all sectors of industry. The Content Claim Standard logo was designed by Troy Tucker.

Introduction

The CCS verifies the presence and amount of a given material in a final product. It tracks the flow of a material from the source to the final product and is certified by an accredited third party. It allows for transparent, consistent and comprehensive independent evaluation and verification of material content claims on products. It can be used as a business-to-business tool to give companies the means to ensure that they are getting what they are paying for and selling, and also serves as the foundation for content claim standards that are developed around specific raw materials (eg: organic, recycled). Note that on its own, the CCS cannot be used as a consumer-facing logo.

The Standard does not cover the certification of the input material itself – that will be verified independently of the production process certification. It also does not address other inputs, environmental aspects of processing (such as energy, water or chemical use), any social issues or legal compliance.

The benefits of this Standard are that content claims made on final products can be fully backed up through third party certification, transparency is increased, and consumer trust is improved. Industry will have a clear and uniform process, leading to greater consistency, efficiency and integrity.

Intended users of this Standard are manufacturers, brands and retailers, certification bodies, and organizations supporting specific raw material initiatives.

This is a voluntary standard that is not intended to replace the legal or regulatory requirements of any country. It is the responsibility of each operation to demonstrate compliance with all applicable laws and regulations related to marketing, labour and business practices.

Section A - General Information

A1 - Scope

A1.1 What is the *Content Claim Standard*?

The Content Claim Standard is an international standard that provides for third-party verification of the material content of products.

A1.1a The Standard establishes that specific input materials are accounted for and quantified for the purposes of making a percentage-based claim.

A1.1b The Standard applies to products that contain 5% to 100% of a Claimed Material.

A1.1c The Standard can be used with any input material, and can apply to any supply chain.

A1.1d The Standard gives guidelines for practices that protect the integrity and identity of the Claimed Material.

A1.1e The Standard gives chain of custody certification.

A1.2 Application

The CCS applies to organizations that wish to demonstrate the validity and legality of the material content claim of the products they buy, sell and/or produce. It provides third party verification of the amount of a given material being claimed in a final product. It addresses the flow of goods within and between companies, and covers manufacturing, storage, handling, and shipping.

The CCS should be used in cases where a claim cannot be backed up by another standard or recognised testing method, or when other verification methods are not in place (internal track and track systems, genetic markers etc.).

A1.3 What is outside the scope of the Standard?

The framework set forth in the Standard does not include the following considerations:

A1.3a The Standard does not set any requirements around the attributes of the raw material that is being claimed in the final product.

A1.3b The Standard does not address safety, health and performance concerns.

A1.3c The Standard does not address the social or environmental performance and impacts of production.

A1.3d The Standard does not address any processing inputs.

A1.3e The Standard does not provide a consumer-facing logo for products.

A1.4 Effective Date

The standard is effective as of September 10, 2012.

A2 - References

The following referenced documents were used in the development of this standard:

- OE 100 Standard V2
- OE Blended Standard V2

- ISO/IEC Directives, Part 2: Rules for the structure and drafting of International Standards
- ISO/IEC Guide 59: Code of Good Practice for Standardization

A3 - Supplementary Documents

The following documents have been written to support the understanding and implementation of the CCS standard. The most current versions will be available at www.TextileExchange.org, and all provisions made in these documents are to be treated as binding alongside the Standard itself:

- CCS Implementation Manual
- CCS Licensing Contract for Certification Bodies

A4 - Definitions

For the purposes of this document, the following terms and definitions apply:

Audit: A means to verify compliance with a standard. Audits can be on-site, desk audits (review of documents) or a combination of both.

Blend: A combination of Claimed Materials and other materials.

CCS product: Goods-in-process or finished products that have been certified to the CCS. CCS products may also be referred to as CCS inputs and CCS outputs.

Certification Body: An authorized third party carrying out inspection and certification in accordance with the provisions set out in this Standard.

Certifier: The individual working for the authorized certification body who reviews the results of the inspection and makes the final certification decision.

Certification: The issuing of written assurance (the certificate) by an independent body that it has audited a management system and verified that it conforms to the requirements specified in this Standard.

Chain of Custody: A system to document and guarantee the path taken by a defined entry material through all stages of transfer and production, to the final product. The chain of custody preserves the identity of the entry material.

Claim: An oral, written, or implied, representation, statement, advertising or other form of communication that is presented to the public or buyer that relates to the presence of a Claimed Material in the content of a product.

Claimed Material: The specific material that is being verified by the CCS as a content claim in a final product.

Commingling: Physical contact between certified and non-certified materials during production, processing, transportation, storage or handling.

Content: Proportion of a material in a product.

Inputs: All substances and materials used in the production of textiles.

Inspection: The act of examining and evaluating the production or handling of the claimed material by an applicant for verification to establish compliance with the CCS standard.

Label: Descriptive, informative or pictorial material on or accompanying a product or its immediate container.

Mass Balance Calculation: At each point along the supply chain the records must demonstrate the balance between the inputs and the outputs containing the declared final amount of Claimed Material. The certification body will review transaction certificates as well as shipping invoices to verify that the amounts being claimed are accurate.

Non-compliance: Lack of conformity with the CCS standard.

Operation: A step in the supply chain that receives, processes, packages or stores products covered by CCS.

Organization: Entity being certified to the CCS; involved in the manufacturing, handling and processing of CCS products.

Producer: Entity responsible for the production of inputs into the manufacturing process.

Products: The physical goods that result from each stage of production. These can include finished goods or goods-in-process.

Records: The information in written, visual, or electronic form that documents the activities undertaken by a user to demonstrate accordance with this Standard.

Scope Certificate: A document issued by the certification body that verifies that a given organization is qualified to produce goods to the standard. To qualify, the organization must be inspected by the certification body at least once a year. See Appendix D3.1.

Site: A single functional unit of an organization or a combination of units situated at one locality, which is geographically distinct from other units of the same organization.

Standard: When capitalized, refers to this Standard (CCS Standard). A standard is a set of defined criteria giving the requirements that must be attained to be awarded certification.

Sub-contractor: An individual or organization that is hired by the producer or handler to perform services. Note that the sub-contractor will not take ownership of the goods being processed.

Supply Chain: The progression of business entities involved in the supply and purchase of materials, goods or services from raw materials to the final textile product.

Trader: The individual or organization that takes ownership of CCS products (for the sake of buying and selling) between the supplier and purchaser of the products (eg: between the sewing factory and the retailer). Traders do not necessarily take physical possession of the goods.

Transaction certificate: A document supplied by the certification body that verifies that the goods being shipped from one organization to the next conform to a given standard. Transaction certificates are issued each time goods change ownership, and details will match invoices and shipping documents. See Appendix D3.2.

Unit: The facility in which a production or processing operation is taking place, or at which control or ownership of the CCS material occurs.

Verification: The confirmation, through the provision of evidence, that specified requirements have been fulfilled. Verification can be first party/internal (self assessment), second party (by an entity of the supply chain leading to approval) or third party/external (by an independent party leading to certification).

Section B - General Principles

B1 - General requirements for Certification

B1.1 Procedures

The organization shall establish, implement and maintain procedures and/or work instructions covering all applicable requirements of the CCS.

B1.2 Records

The organization shall maintain complete and up-to-date records to demonstrate conformity with all requirements of the CCS.

The organization shall keep complete and up-to-date records of the description, quantities, origins and/or destinations of all CCS products received and delivered.

All records used in the implementation and/or verification of the CCS shall be retained by the organization for a minimum of five years.

B1.3 Staff and Management

The organization shall maintain and communicate clearly defined roles and responsibilities for all staff and management that may have an impact on the implementation of the Standard.

The organization shall appoint a management representative to be responsible for the overall compliance to the CCS standard.

The staff responsible for each procedure impacted by CCS will be identified and given proper and regular training with regards to the implementation of the Standard.

Auditable records are to be kept of staff training related to the CCS.

B2 - Auditing Requirements

B2.1 Inspection Requirements

Organizations involved in the manufacturing and handling of CCS products, from the initial processing of the received Claimed Material to final packing, as well as traders of CCS products, must be inspected by a certification body licensed by Textile Exchange, and must hold a valid scope certificate.

B2.2 Frequency of Inspections

Inspections are to be carried out on an annual basis.

The certification body has the right to carry out unannounced inspection visits. The visits shall cover in particular those units or situations where there may be specific risk of confusion or exchange of CCS products with other products.

The certifier may also decide on exceptions from the annual onsite inspection cycle for sub-contractors

with a low risk potential for compromising the integrity of CCS products. Such units must be clearly identified, and ownership of the goods must remain with the certified entity, and the subcontractor may be subject to inspection at the discretion of the certifier. Note that the certified entity will have responsibility for the integrity of the CCS goods being subcontracted. Core production operations may not be exempt from inspection/certification.

B2.3 Inspection Coverage

The certification body shall make a full physical inspection of the records, production processes and storage units at each site. Note that external storage units being used for CCS products must be declared and will be subject to inspection.

Further details on inspection requirements are found in the CCS Implementation Manual.

The organization must give the certification body, for inspection purposes, access to all parts of the unit and all premises, as well as to the accounts and relevant supporting documents. Inspectors must be allowed to interview staff and workers without restriction. Full access is to be given both for announced and unannounced visits. The same level of access must be given by sub-contractors that will be inspected. It is up to the contracting organization to ensure this is given.

B2.3a Information to be supplied:

The organization must provide the certification body with any information deemed necessary for the purposes of the inspection, including but not limited to:

- a diagram and description of the manufacturing process showing all material and product flows
- all documents that track the flow of the CCS products
- details of the procedures and handling requirements for attaining and maintaining compliance to the Standard
- a full list of all products being certified to the CCS, including their material compositions
- a complete list of suppliers for CCS and non-CCS products or input materials
- results of its own voluntary inspection and sampling programs
- the mass balance equation they use to calculate content claims, as well as an example of the equation being applied.
- conversion rates whenever a process is being performed that results in a change of amount or volume from inputs to outputs.
- any relevant verification documents and/or test results deemed necessary to ensure the identity of the claimed material

Section C - Certification Requirements

C1 - Documenting the purchase and sale of CCS inputs and outputs

Records must be maintained to enable the organization and the certification body to track the Claimed Material as it moves through and between the different processing operations. Records must be current, complete, accurate, easily auditable and understood, and must be held for at least five years.

Transaction certificates (Appendix D2.3) must be used to capture the transfer of goods from one organization to another. Transaction Certificates may only be issued by the certification body that has issued the Scope Certificate for the organization.

The information that certifiers will look for and verify includes:

- the identity of the Claimed Materials or CCS inputs being supplied, the quantities, and the supplier of the inputs
- the identity of the CCS products being produced, the quantities, and the consignees or buyers of the outputs.
- the relationship between the amounts of CCS inputs and outputs

Note that certifiers may also request to see records of all other products purchased or sold.

During the inspection process, CB's must inspect a minimum number of TC's that have been issued for the certified organization. Further requirements are outlined in the CCS Implementation Manual.

The information must be supported with appropriate justification documents. These will include:

C1.1 Inputs:

C1.1a For Claimed Materials entering the supply chain from an outside source:

For materials entering the supply chain, there must be a document giving the name and address of the supplier, the quantity and description of the goods, reference to claims being made about the material along with any corresponding verification or certification.

C1.1b For products already certified to CCS:

A transaction certificate confirming that CCS inputs have been produced by a supplier that has been certified to the CCS or an accepted equivalent standard. The organization shall check the supplier invoice and supporting documents to confirm that the date, quantity, blend percentage and material description all conform to the TC.

C1.1c CCS products received from an internal source:

For goods that are flowing from one production unit to another within the same organization there must be corresponding documentation that references the initial Claimed Material, the quantity, blend percentage, and description of the CCS products being received.

In each case, the receiving organization is required to inspect the documents accompanying the input

goods to confirm that the description, quantity and source described in the document match the goods themselves. The outcome of this inspection must be recorded, and if there are any doubts about the validity of the incoming goods, the processing of the CCS product may not be started until conformity is proven.

C1.2 Outputs:

A transaction certificate that states that the products have been produced according to the CCS standard.

Invoices and shipping documents which show that the outgoing products have been sold to a named entity.

C1.3 Mass balance test

For each production step, the records must demonstrate the balance between the CCS inputs and the outputs containing the declared final amount of Claimed Material. All calculations are done based on the weight of the materials.

In its simplest form, the equation is:

$$(A+B)*(1-C) = D \text{ containing } A/(A+B) \% \text{ of material A}$$

A = Amount of claimed material by weight

B = Amount of non-claimed material by weight

C = Percentage of loss during production

D = Amount of final product by weight

The calculation must also take into account stock levels and rejected goods. When the properties of the claimed material vary significantly from the other materials, and the variance could lead to significant differences in gain or loss in production between the different materials, the organization must show that they are taking this into consideration in their own calculations, and the CB will check these.

The final percentage of gain or loss will be compared to the expected percentage and any differences will be investigated. Deviations of over 5% of the expected amounts will be investigated and may result in a non-conformity assessment.

C2 - Managing CCS goods during production

C2.1 Written Procedures

Written procedures must be in place to enable the organization and certification body to ensure the integrity and identity of CCS products as they move through production. Companies are required to maintain a documented system plan that describes the processes, including the points of risk and the material flow diagram.

C2.2 Confirmation of Inputs

At each production step there must be documentation that is linked to the incoming goods.

C2.3 Segregation

Claimed Materials must be kept separately from non-Claimed Materials and CCS products must be separated from other products of the same type. Extra precautions must be taken where Claimed Materials or CCS products are being shipped, stored or produced alongside non-Claimed Materials or products of the same type to ensure that no confusion or substitution occurs.

Sufficient steps must be taken to ensure that no significant amount of non-claimed material is mixed in with the claimed materials during production, handling, shipping or storage.

C2.4 Identification

Claimed Materials or CCS products must be clearly identified and tracked as they move through production. This may include, but is not limited to, direct labelling of Claimed Materials or CCS products, machines, storage vessels, or storage areas.

C3 - Packing and Transporting CCS Products

The organization shall ensure that the products containing Claimed Material must be transported to other units, including wholesalers and retailers, only in appropriate packaging, containers or vehicles that are closed in such a manner that substitution of the content cannot be achieved without manipulation or damage of the seal.

All shipments of CCS products must have a label stating:

- the name and address (city and country) of the producer or, where different, of the owner or seller of the product
- the name and address (city and country) of the consignee
- the name of the product, including a reference to the Claimed Material content (expressed as a percentage) of the product being shipped
- the name of the transporter
- reference to the Content Claim Standard, the name of the certification body and the identification number (project number) of the certification body
- the lot identification number
- quantity of products
- date of shipment

Alternatively, this information can be presented on an accompanying document, as long as such document can be undeniably linked with the packaging, container or vehicle of the product.

C4 - Storing CCS Products

The storage of products must be managed in order to segregate Claimed Materials and CCS products and ensure easy identification of lots. Procedures must be in place to prevent commingling or substitution of the Claimed Materials and CCS products with other materials or products.

All warehouses for each production step must be listed and inspected as part of the overall certification

process to ensure protection from commingling or confusion with other materials. All other warehouses (ie: in transit) must be listed and may be inspected at the discretion of the certifier.

C5 - Labelling of CCS Products

Please reference CCS Implementation Manual.

C5 - Products suspected of not satisfying the requirements of the CCS standard

When an organization suspects that an input that they have purchased or a product that has been manufactured is not in compliance with this Standard, they shall withdraw references to the Claimed Material content of the related product until they can confirm the valid certification of the product, and shall inform the certification body immediately.

Section D - Appendix

D1 - Tools and Resources

D1.1 *Textile Exchange Certification Toolkit - Essential Series*

The *Certification Toolkit* has been developed to provide increased clarity for brands and retailers trying to understand how to most accurately certify their products. This tool helps to address issues around why certification is important, the essential steps, understanding certificates, pricing and labeling.

The guide is free to members of Textile Exchange, or can be purchased on its own by non-members. For more information please visit <http://www.textileexchange.org>.

D1.2 **Questions and Additional Information**

For questions or additional information about the CCS please contact: integrity@TextileExchange.org.

D2 - Sample Documents

D2.1 Scope Certificate

[Certifier's Letterhead containing Name and Address of certifier]

CERTIFICATE OF COMPLIANCE

(Scope Certificate)

N° **xxxxx**

[Certification Bodies Name] declares that

NAME OF CERTIFIED COMPANY

Address

has been inspected and assessed according to the

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and that products of the categories as mentioned below (and further specified in the annex) comply with this standard:

Product categories: [Terminology for basic product category terms as provided for in the policy, for specification prefixes and terminology following the samples of the provided excel list can be used]

Processing steps / activities carried out under responsibility of the above mentioned company (by the operations as detailed in the annex) for the certified products:

[List of processing steps/activities, terminology to be used from provided list]

This Certificate is valid until: dd / Month / yyyy

Place and Date of Issue

Stamp of the issuing body

Standard's Logo

[Signature]

Name of the authorised person

This certificate cannot be used as a transaction certificate.
The issuing body can withdraw this certificate before it expires if the declared compliance is no longer guaranteed.

[Optional: A sentence that references the certificate to stipulations of the contract with the licensee and/or clauses of certifier's scope specific stipulations]

Accredited/Licensed by: [name of accreditation body], Accreditation N°: [xxxx]

[If applicable: This electronically issued document is the valid original version]

[Certifier's Letterhead containing Name and Address of certifier]

Annex to certificate no. xxxxx / [CCS] / [Year]/[no of cert issued]

[Name of certified company]

[Content Claim Standard]

[Optional]

In specific the certificate covers the following products:

Name of product	Material composition	Product code

Place and Date of Issue

Stamp of the issuing body

Standard's Logo

[Signature]

Name of the authorised person

[Certifier's Letterhead containing Name and Address of certifier]

Annex to certificate no. xxxx / [CCS] / [Year]/[no of cert issued]
 [Name of certified company]
 [Content Claim Standard]

Under the scope of this certificate the following facilities / subcontractors have been inspected and assessed. The listed processing steps/activities comply with the corresponding criteria of the [CCS] for the certified products:

Name and address of operation	Processing steps / activities

Place and Date of Issue

Stamp of the issuing body

Standard's Logo

[Signature]

Name of the authorised person

TEMPLE

D2.2 Scope Certificate Policy Guidelines

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 handing 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 1st 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

1st 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.

2nd 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]”

D2.3 Transaction Certificate

TEMPLATE TRANSACTION CERTIFICATE (TC) FOR TEXTILES PROCESSED
ACCORDING TO THE **[Content Claim Standard]**

1. Body issuing the certificate (name and address) Name of CB's issuing office Address	2a) licensing code of the certification body [CCS]-[CB]-[no.] 2b) Reference number of the certificate [Licensee no. of seller]-[TC no.]	
3. Seller of the product(s) (name and address) Name of seller of certified product(s) Address	4. Inspection body (name and address) Name of inspection body Address	
5. Last processor of the product(s) (name and address) Name of last processor of certified product(s) Address	6. Country of dispatch Country of dispatch	
7. Buyer of the product(s) (name and address) Name of buyer of certified product(s) Address	8. Consignee of the product (Address of the place of destination) Name of Consignee Address	
	9. Country of destination Country of destination	
10. Product and shipment information Minimum Information: <ul style="list-style-type: none"> - Units and names of the product(s) as they appear on the invoice - Label grade, if applicable - Fibre material composition of the product(s) (% of each fibre in the product by weight) - Invoice number and date - Reference to transport document (number, date, transport company, truck no, container no) [If more space is required:] information is continued in box 17 on page 2 of this TC	11. Gross weight (kg) kg	
	12. Net weight (kg) kg	
	13. Commercial weight (kg) kg	
14. Declaration of the body issuing the certificate This is to certify that the [fibre material name] used for the products designated above has been processed in accordance with the [Content Claim Standard]. Compliance with this standard is continually monitored by the inspection body named in box 4.		
15. Additional declaration (if appropriate)		
16. Place and date of issue Signature of the authorised person of the body detailed in box 1 Name	Stamp of the issuing body	Logo of the Standard

[If applicable: This electronically issued document is the valid original version]

Reference Number of the certificate: [Licensee no. of seller]/[TC no.]		
17. Continuation of box 10		
18. Signature of the authorised person of the body detailed in box 1	Stamp of the issuing body	Logo of the Standard
Name		

TEMPPLATE

D2.4 Transaction Certificate Policy Guidelines

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 1st 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.

1st 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 20th 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.

2nd 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]”