Guidelines for certification of organic textile products (GOTS)
1. GENERAL DESCRIPTION

The Global Organic Textile Standard (GOTS) is recognised as the world’s leading processing standard for textiles made from organic fibres. It defines high-level environmental criteria along the entire organic textiles supply chain and requires compliance with social criteria as well.

Only textile products that contain a minimum of 70% organic fibres can become GOTS certified. All chemical inputs such as dyestuffs and auxiliaries used must meet certain environmental and toxicological criteria. The choice of accessories is limited in accordance with ecological aspects as well. A functional waste water treatment plant is mandatory for any wet-processing unit involved and all processors must comply with minimum social criteria. The Global Organic Textile Standard International Working Group released the GOTS Version 4.0 on the 1st of March 2014

2. APPLICABILITY OF THE GOTS CERTIFICATION SYSTEM

The applicability of the GOTS certification system starts with the first processing step in the textile supply chain.

**GOTS Manual - Issue of 01 March 2014 - Interpretation:**
Depending on the kind of the organic fibre processed the following stages are considered as the first processing stages that must be GOTS certified:
- Ginning for cotton
- Retting for bast fibres
- Boiling and washing cocoons for silk
- Scouring for wools and other animal fibres (respective grading if this step is undertaken before scouring and not already covered by the organic farming certification)

Organic fibre production is not directly covered by the GOTS certification system as GOTS does not set standards for organic fibre cultivation itself.

3. SCOPE OF THE STANDARD

**GOTS § 1.2.** The standard covers the processing, manufacturing, packaging, labelling, trading and distribution of all textiles made from at least 70% certified organic natural fibres. The final products may include, but are not limited to fibre products, yarns, fabrics, garments, fashion textile, accessories (carried or worn), textile toys, home textiles, mattresses and bedding products, as well as textile personal care products.

**GOTS Manual - Issue of 01 March 2014 - Interpretation:**
In principle any product that can be considered as a textile fibre product is covered under the scope of this standard. Textile fibre products containing electronic components are excluded.
Furniture is not covered under this scope. Also, the standard does not cover products made from non-fibre materials such as leather, skin or hide.
A product can only be certified and labelled ('organic' or 'made with organic') as a whole. It is not possible to certify and label only a part or component of a product.
4. CRITERIA OF THE STANDARD

The standard focuses on compulsory criteria only. Some of the criteria are compliance requirements for the entire facility where GOTS products are processed (2.4.10. Environmental management, 2.4.11. Waste water treatment, 3. Minimum social criteria and 4.1. Auditing of processing, manufacturing and trading stages), whereas the others are criteria relevant for the specific products subject to certification (all other criteria of chapter 2 and chapter 4.2. of this standard).

Generally, a company participating in the GOTS certification scheme must work in compliance with all criteria of the standard.

### CRITERIA RELEVANT FOR THE SPECIFIC PRODUCTS SUBJECT TO CERTIFICATION

| 2.1. Requirements for organic fibre production |
| 2.2. Requirements for material composition |
| 2.2.1. Products sold, labelled or represented as “organic” or “organic – in conversion” |
| 2.2.2. Products sold, labelled or represented as “made with x % organic materials” or “made with x % organic – in conversion materials” |
| 2.3. General requirements for chemical inputs in all processing stages |
| 2.3.1. Prohibited and restricted inputs chemical inputs |
| 2.3.2. Requirements related to hazards and toxicity |
| 2.4. Specific requirements for processing and test parameters |
| 2.4.1. Separation and Identification |
| 2.4.2. Spinning |
| 2.4.3. Sizing and weaving / knitting |
| 2.4.4. Non-woven manufacture |
| 2.4.5. Pre-treatment stages, wet processing |
| 2.4.6. Dyeing |
| 2.4.7. Printing |
| 2.4.8. Finishing |
| 2.4.9. Requirements for additional materials and accessories |
| 2.4.12. Storage, packaging and transport |
| 2.4.13. Record keeping & internal quality assurance |
| 2.4.14. Technical quality parameters |
| 2.4.15. Limit values for residues in GOTS Goods |
| 2.4.16. Limit values for residues in additional materials and accessories |

In order to facilitate the preparation of documents by the operators were prepared specific form for the collection of information relating to the criteria of the standard.

These forms list the requirements of the standard and the interpretations provided by the Manual for the Implementation of GOTS_Version 4 - 01 March 2014.
### COMPLIANCE REQUIREMENTS FOR THE ENTIRE FACILITY WHERE GOTS PRODUCTS ARE PROCESSED

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.4.10. Environmental management</td>
<td>In order to facilitate the preparation of documents by the operators were prepared specific form for the collection of information relating to the criteria of the standard.</td>
</tr>
<tr>
<td>2.4.11. Waste water treatment</td>
<td>These forms list the requirements of the standard and the interpretations provided by the Manual for the Implementation of GOTS_Version 4 - 01 March 2014.</td>
</tr>
<tr>
<td>3. Minimum social criteria</td>
<td></td>
</tr>
<tr>
<td>3.1. Scope</td>
<td></td>
</tr>
<tr>
<td>3.2. Employment is freely chosen</td>
<td></td>
</tr>
<tr>
<td>3.3. Freedom of association and the right to collective bargaining are respected</td>
<td></td>
</tr>
<tr>
<td>3.4. Working conditions are safe and hygienic</td>
<td></td>
</tr>
<tr>
<td>3.5. Child labour must not be used</td>
<td></td>
</tr>
<tr>
<td>3.6. Living wages</td>
<td></td>
</tr>
<tr>
<td>3.7. Working hours are not excessive</td>
<td></td>
</tr>
<tr>
<td>3.8. No discrimination is practised</td>
<td></td>
</tr>
<tr>
<td>3.9. Regular employment is provided</td>
<td></td>
</tr>
<tr>
<td>3.10. Harsh or inhumane treatment is prohibited</td>
<td></td>
</tr>
<tr>
<td>3.11. Social Compliance Management</td>
<td></td>
</tr>
<tr>
<td>4. Quality assurance system</td>
<td></td>
</tr>
<tr>
<td>4.1. Auditing of processing, manufacturing and trading stages</td>
<td></td>
</tr>
</tbody>
</table>

### 5. MANUAL FOR IMPLEMENTATION OF GLOBAL ORGANIC TEXTILE STANDARD

The Manual for the Implementation of the Global Organic Textile Standard provides interpretations and clarifications for specific criteria of the Global Organic Textile Standard (GOTS) and related publications (e.g. the Licensing and Labelling Guide) approved by the Technical Committee of the International Working Group. The Manual is intended to prevent any inconsistent, inappropriate or incorrect interpretation of the standard and also contains requirements and detailed specifications for the application of the GOTS and the implementation of the related quality assurance system for certifiers. The interpretations, corrections and further clarifications as provided in this document are binding for all approved GOTS certifiers and users of the GOTS. The currently valid issue of the Manual for the Implementation of GOTS was released alongside with GOTS_Version 4- 01 March2014.

### 6. KEY CRITERIA FOR PROCESSING AND MANUFACTURING

#### 6.1 Environmental Criteria

- At all stages through the processing organic fibre products must be separated from conventional fibre products and must to be clearly identified
- All chemical inputs (e.g. dyes, auxiliaries and process chemicals) must be evaluated and meeting basic requirements on toxicity and biodegradability/eliminability
- Prohibition of critical inputs such as toxic heavy metals, formaldehyde, aromatic solvents, functional nano particles, genetically modified organisms (GMO) and their enzymes
- The use of synthetic sizing agents is restricted; knitting and weaving oils must not contain heavy metals
- Bleaches must be based on oxygen (no chlorine bleaching)
- Azo dyes that release carcinogenic amine compounds are prohibited
- Discharge printing methods using aromatic solvents and plastisol printing methods using phthalates and PVC are prohibited
- All operators must have an environmental policy including target goals and procedures to minimise waste and discharges
- Wet processing units must maintain full records of the use of chemicals, energy, water consumption and waste water treatment, including the disposal of sludge. The waste water from all wet processing units must be treated in a functional waste water treatment plant
Guidelines for certification of organic textile products (GOTS)

- Packaging material must not contain chlorinated plastics (e.g. PVC). Any paper or cardboard used in packaging material for the retail trade of GOTS Goods (incl. labelling items such as hang tags or swing tags) must be recycled from pre- or post-consumer waste or certified according to a program that verifies compliance with sustainable forestry management principles.

6.2 Minimum Social Criteria

Minimum social criteria based on the key norms of the International Labour Organisation (ILO) must be met by all processors and manufacturers. They must have a social compliance management with defined elements in place to ensure that the social criteria can be met. For adequate implementation and assessment of the following social criteria topics the listed applicable key conventions of the International Labour Organization (ILO) have to be taken as the relevant basis for interpretation.

7. KEY CRITERIA FOR FIBRE PRODUCTION

GOTS § 2.1 Requirements for organic fibre production GOTS Version 4.0
Approved are natural fibres that are certified 'organic' or 'organic - in conversion' according to Regulation (EC) 834/2007, USDA National Organic Program (NOP), or any (other) standard approved in the IFOAM Family of Standards for the relevant scope of production (crop or animal production). The certification body must have a valid and recognised accreditation for the standard it certifies against. Recognised accreditations are ISO 65 / 17065 accreditation, NOP accreditation, IFOAM accreditation and IFOAM Global Organic System accreditation. Certifying of products as 'organic - in conversion' is only possible, if the standard on which the certification of the fibre production is based, permits such a certification for the fibre in question. Conversion nature of fibres must be stated as specified in chapter 1.4. of the GOTS standard.

GOTS Manual - Issue of 01 March 2014, page 5 - Interpretation:
- ISO 65 accredited certifiers are expected to have transferred their accreditation to ISO 17065 until 15 September 2015 (which is three years from its release).
- References:
  - USDA NOP (USA Organic Regulation)
  - List of NOP accredited certifiers
  - EC 834/2007 (EU Organic Regulation)
  - EC 889/2008 (providing implementation rules for EC 834/2007 regarding organic production, labelling and control)
  - EC 1235/2008 (providing implementation rules for EC 834/2007 regarding imports of organic products from third countries)
  - List of standards approved in the IFOAM Family of Standards
  - List of IFOAM accredited certifiers
  - List of IFOAM Organic System Accreditation accredited certifiers

GOTS Manual - Issue of 01 March 2014, page 4 of 25 - 2.1 Requirements for organic fibre production - Further clarifications:
Organic fibre certification according to JAS is not possible. (→ per definition of JAS) Certification of 'in conversion' (resp. 'in transition') status is not possible according to USDA NOP. (→ per definition of NOP)
The USDA policy memorandum "Labeling of Textiles That Contain Organic Ingredients" clarifies that textile products that are produced in accordance with GOTS may be sold as organic in the U.S. A valid requirement in this context is that all of the fibres identified as organic in these textiles must be produced and certified to the USDA NOP regulations. Legal requirements (e.g. with regard to organic fibre certification) may also apply in other countries and must be respected.
Reference: USDA policy memorandum "Labeling of Textiles That Contain Organic Ingredients"
Guidelines for certification of organic textile products (GOTS)

8. REQUIREMENTS FOR MATERIAL COMPOSITION

GOTS § 2.2. Requirements for fibre material composition

2.2.1. Products sold, labelled or represented as "organic" or "organic – in conversion"

No less than 95% of the fibre content of the products - excluding accessories - must be of certified organic origin or from 'in conversion' period (identified and labelled as specified in chapters 1.4 and 2.1 of this standard). Up to 5% of the fibre content of the products may be made of non-organic fibres that are listed under 'additional fibre materials' in chapter 2.4.9. The percentage figures refer to the weight of the fibre content of the products at normal conditions.

GOTS Manual - Issue of 01 March 2014, page 5 - Interpretation: Normal conditions are 65 % relative humidity ± 4 % and 20 °C ± 2 °C as specified in ISO 139 Textiles — standard atmospheres for conditioning and testing. Reference: ISO 139 Textiles — standard atmospheres for conditioning and testing

9. RESIDUE TESTING, TECHNICAL QUALITY AND HUMAN TOXICITY CRITERIA

GOTS - 2.4.14. Technical quality parameters

Any final product labelled according to this standard should comply with the following technical quality parameters. Information about any (potential) non-compliance(s) must be indicated by the licensee of the final product in the product declaration.

GOTS - 2.4.15. Limit values for residues in GOTS Goods

Even if produced in compliance with this standard textiles may carry traces of residues (e.g. due to unavoidable contamination). The following table lists the corresponding limit values for GOTS Goods (please refer to the Table list - GOTS Version 4.0 - Page 22, 23, 24).

GOTS - 2.4.16. Limit values for residues in additional materials and accessories

Additional materials and accessories (in accordance with the criteria of chapter 2.4.9.) used for GOTS Goods need to comply with the following limit values for residues (please refer to the Table list - GOTS Version 4.0 - Page 24, 25, 26).

GOTS - 4.2 Testing of Technical Quality Parameters and Residues

Certified Entities are expected to undertake testing in accordance with a risk assessment in order to assure compliance with this standard and in specific with the criteria of chapter 2.4.14 (Technical Quality Parameters) as well as 2.4.15 and 2.4.16 (Limit Values for Residues in GOTS Goods, additional materials and accessories). All GOTS Goods, the components of these products and the inputs used are to be included in this risk assessment and therefore potentially subject to testing. The testing frequency, the type and number of samples are to be established according to this risk assessment. Laboratories that are accredited according to ISO/IEC 17025 and that have appropriate experience in residue testing for textiles respective chemical inputs are approved to perform residue testing for those tests that are under the scope of their accreditation.
For Testing of Technical Quality Parameters and Residues according GOTS standard, BAC uses Laboratories that are accredited according to ISO/IEC 17025, that have appropriate experience in textile residue testing and that are able to perform tests in accordance with the requirements set by GOTS (GOTS - 2.4.14. Technical quality parameters; GOTS - 2.4.15. Limit values for residues in GOTS Goods; GOTS - 2.4.16. Limit values for residues in additional materials and accessories: GOTS - 4.2 Testing of Technical Quality Parameters and Residues; GOTS § 4.2 Testing of Technical Quality Parameters and Residues- GOTS Manual - Issue of 01 March 2014.

10. CERTIFICATION OF THE ENTIRE TEXTILE SUPPLY CHAIN

Operators participating in the GOTS certification scheme must work in compliance with all criteria of the standard. Operators (Processors and manufacturers) from post-harvest handling up to garment making, as well as traders up to the import stage, have to undergo an on-site annual inspection cycle and must hold a valid GOTS operational certificate applicable for the production / trade of the textiles to be certified and labelled as GOTS certified.

11. GOTS OPERATORS CLASSIFICATION, INSPECTION AND CERTIFICATION REQUIREMENT

General criteria

"Processors, manufacturers and traders of GOTS Goods must participate in the GOTS certification procedure which is based on an on-site annual inspection cycle (including possible additional unannounced inspections based on a risk assessment of the operations). They must hold a valid certificate of compliance listing the certified products/product categories and the processing, manufacturing and trading activities that are qualified under the scope of certification (including names of subcontractors assigned and their relevant processing and manufacturing steps).

Specific criteria for GOTS inspection and certification - GOTS Manual - Issue of 01 March 2014 - Interpretation:

<table>
<thead>
<tr>
<th>Depending on the kind of the organic fibre processed the following stages are considered as the first processing stages that must be GOTS certified:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Ginning for cotton</td>
</tr>
<tr>
<td>- Retting for bast fibres</td>
</tr>
<tr>
<td>- Boiling and washing cocoons for silk</td>
</tr>
<tr>
<td>- Scouring for wools and other animal fibres (respective grading if this step is undertaken before scouring and not already covered by the organic farming certification)</td>
</tr>
</tbody>
</table>

The inspection and certification obligation for the different stages in the supply chain of GOTS Goods can be summarised as following:

| Processors and manufacturers: | Certification based on annual on-site inspection is obligatory. |
| Subcontractors (in the field of processing and manufacturing): | Certification based on on-site inspection is obligatory; interpretation advice for possible exemptions from the annual on-site inspection cycle under the provision for 'small-scale subcontractors with a low risk potential' is provided as following: |
| - Operators employing not more than 10 production workers can be considered as 'small-scale' in this context. |
| - Units performing wet processing can generally not be considered as having a 'low risk potential' regarding environmental criteria whereas processors and manufacturers employing workers in developing countries can generally not be considered as having a 'low risk potential' regarding social criteria. |
| Accordingly Bioagricert may decide on exceptions from the annual onsite inspection cycle for units with no more than 10 production workers performing job work for a certified entity such as home based working units and mechanical processing and manufacturing |

Guidelines for certification of organic textile products

Approved by CC on 02/02/2015
Reviewed by RAQ/CDC Writing RAQ
units in developed countries but need to assure that on-site visit takes place at least every 3rd year. 
the risk assessment on which the decision to make use of exceptional rule is based on will be documented.

**Traders (any B2B activities; such as import, export and wholesale entities):**
Certification based on annual on-site respective remote inspection (as specified in the standard) is obligatory, if at least one of the following conditions are valid:
- they become proprietor of GOTS Goods (= buy and sell them) with an annual turnover with these products of at least 5000€
- they are engaged with packing or re-packing of GOTS Goods - they are engaged with labelling or re-labelling of GOTS Goods.
Remote inspections shall only be carried out for traders which do not have or subcontract any processing or manufacturing activities if the Approved Certifier is able to cover all applicable aspects of the below minimum inspections protocol without being on-site.

*On-site visits need to takes place at least every 3rd year.*

**Traders that are not obliged to become certified, because their annual turnover with GOTS Goods is less than 5000€, must register with an Approved Certifier.**

In this context the certified status of their supplier and the correct labelling of the GOTS Goods (with license number and certifier’s reference of the supplier) should be verified.

As soon as their turnover exceeds 5000€ they must inform Bioagricert and are under obligation of certification.

**Retailers**
certification is obligatory, only if:
- they have - beside their retail activity - also a trade activity with GOTS Goods with an annual turnover of at least 5000€ - they are engaged with packing or re-packing of GOTS Goods - they are engaged with labelling or re-labelling of GOTS Goods

12. GOTS CERTIFICATION PROCESS

**GENERAL CRITERIA ON THE BIOAGRICERT CERTIFICATION SYSTEM**

The certification system managed by Bioagricert is based on the following principles:
1. The quality of the product is linked to the quality of the process which includes production procedures and control of the activities done and the results obtained.
2. Only the evaluation of the whole process guarantees the product conformity.
3. Bioagricert does not replace the operator who is responsible for products conformity and for respecting production and control procedures (company auto control: 1st level of auto control).
4. Bioagricert should verify that the operator always respect what indicated in the previous point and all the duties indicated in the contract and in the present regulation (third party control: 2nd level of auto control).
5. The operator should demonstrate to respect the requirements of conformity.
6. The requirements of conformity are measurable and verifiable.

The surveillance activity (3rd level of auto control) on the certification system and on the activity done by Bioagricert is carried out by the Competent Authorities and by the Accreditation Bodies.

13. CERTIFICATION REQUIREMENTS

The requirements that the operators must respect are:
- the GOTS Standard, elated documents and related regulations (national, regional, international)
Guidelines for certification of organic textile products (GOTS)

- the BAC guidelines and BAC documents for GOTS certification
- BAC regulation for GOTS certification
- Price list for the Certification Doc. TB GOTS, BioAgriCert price list.

The above mentioned documents are provided to applicants via ordinary mail or e-mail and can also be found on the internet site www.bioagricert.org.

13.1 GOTS certification regulation

The certification regulation describes:
- the conditions and the procedures for concession, vigilance, extension, suspension, resignation, renewal and revocation of the certification;
- the description of requirements and procedures of evaluation and certification;
- the description of the rights and duties of he who applies for certification;
- the rules for usage of conformity trademarks, the precautions to adopt for advertisement and the modalities to correctly refer to the certification;
- the procedures for treating complaint, the appeal and the contentious;
- the engagements subscribed to by the licensee.

Regulation is approved by CSI.

13.2 Registrations maintained by the operators

Operators involved in GOTS activities must keep records as specified by specific BAC documents (specific master for GOTS certification) and GOTS § 2.4.13. Record keeping & internal quality assurance - Version 4.0

GOTS § 2.4.13. Record keeping & internal quality assurance - Version 4.0

All operational procedures and practices must be supported by effective documented control systems and records that enable to trace:
- the origin, nature and quantities of organic and additional (raw) materials, accessories as well as inputs which have been delivered to the unit
- the flow of goods within the unit (processing/manufacturing steps performed, recipes used and stock quantities)
- the composition of manufactured products
- the nature, quantities and consignees of GOTS Goods which have left the unit
- any other information that may be required for the purposes of proper inspection of the operation

Records relevant to the inspection must be kept for at least five years.

Certified Entities purchasing organic fibres must receive and maintain transaction certificates (=TCs, certificates of inspection), issued by a recognised certifier and certified in accordance with the criteria of chapter 1.4 for the whole quantity purchased.

Certified Entities purchasing GOTS Goods must receive and maintain GOTS transaction certificates, issued by an Approved Certifier for the whole quantity of GOTS Goods purchased. In accordance with the corresponding policy issuing TCs that cover multiple shipments is possible under certain conditions. The maximum time period that a single TC can cover is 3 months.

The consignee of any organic fibres and GOTS Goods must check the integrity of the packaging or container and verify the origin and nature of the certified products from the information contained in the product marking and corresponding documentation (e.g. invoice, bill of lading, transaction certificate) upon receipt of the certified products.
A product whose GOTS compliant status is in doubt may only be put into processing or packaging after elimination of that doubt. The Certified Entity must have concluded a contract with each subcontractor stipulating the conditions of the relevant job work assigned and remains finally responsible for compliance with all criteria of this standard.

**GOTS § 2.4.13 Record keeping & internal quality assurance GOTS Manual - Issue of 01 March 2014, page 16 of 25**

... “Certified Entities purchasing organic fibres must receive and maintain transaction certificates (=TCs, certificates of inspection), issued by a recognised certifier and certified in accordance with the criteria of chapter 1.4 for the whole quantity purchased. Certified Entities purchasing GOTS Goods must receive and maintain GOTS transaction certificates, issued by an Approved Certifier for the whole quantity of GOTS Goods purchased. In accordance with the corresponding policy issuing TCs that cover multiple shipments is possible under certain conditions. The maximum time period that a single TC can cover is 3 months.” ...

**Interpretation:** Transaction Certificates (TCs) for organic (or organic ‘in conversion’) fibres should reflect the interpretation and clarifications as provided for chapter 2.1 of GOTS in this document. TCs for GOTS Goods issued on basis of an organic production standard or another processing standard cannot be accepted in the GOTS supply chain. Detailed mandatory instructions with regard to policies, layout, format and text for issuing GOTS Transaction Certificates (TCs) in the processing/trading chain are provided for in the ‘Policy and Template for issuing Transaction Certificates (TCs)’ as available on the website: [http://www.global-standard.org/certification/certificatetemplates.html](http://www.global-standard.org/certification/certificatetemplates.html)

The Operators must maintain the registrations relative to the process, the product, the raw materials (organic fibres), the inputs, the complaints and the conformity.

Records must be kept for at least 5 years; records are utilized by BAC for inspection and evaluation.

**13.3 Registration and complaint management**

Operators must register all known complaints and the documentation of corrective actions undertaken, in order to avoid repetition. The Licensee must also consider anticipated complaints to eventual sublicensees for whom they assume the responsibility of product conformity. Registrations can be recorded in the licensee’s own registers.

**14. ACCESS TO THE GOTS CERTIFICATION SCHEME**

BAC guarantees:
- free access to the certification scheme to all whose activity pertains to the field of application of certification and possess applicable requirements.
- no discrimination of whatever kind and in particular: conditions of financial or debts of any nature; evaluation and certification access is not conditioned by the dimensions of the operator or membership to particular associations or groups;
- equality regarding treatment of applicants and in particular the evaluation of access to applications follows the protocol numbering in entrance and the rejected requests are submitted to the validation of the CSI

BAC accepts the applicants, regardless whether their applications concern the entire processing chain, parts thereof or single operators.
In case Operators are submitted to other Certification Bodies for the same certification scope, BAC will inform the other Certification Body and will seek information in order to prevent misuse of certificates. In this case, BAC will evaluate, during the inspections all registrations, for the activity controlled.

15. PRELIMINARY VISIT

Before accessing to the control system, the operator may require a preliminary inspection during which BAC inspector visits the whole company and expresses an opinion on the practicability of the organic methods; he also values the available documents, points out eventual lacks and registers the inspection results on the inspection Report that must be countersigned by the operator. The preliminary inspection should be paid by the applicant according to BAC fees.

16. CERTIFICATION PROCESS PHASES

16.1 Information for operators and Application procedures

BAC provides to the Applicant the following documents for GOTS certification:

**GOTS official documents:**
- The current version of GOTS and corresponding relevant documents released by the IWG Program changes, including regular updates of procedures and standards;
- Labelling and Licensing Guide,
- Manual for the Implementation of the GOTS and other provisions of the GOTS certification program as provided by the IWG;

**BAC documents:**

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Application form</td>
<td>221</td>
</tr>
<tr>
<td>Master Technical Report</td>
<td>222</td>
</tr>
<tr>
<td>Master Product composition - formulation</td>
<td>223</td>
</tr>
<tr>
<td>Master Chemical input list</td>
<td>224</td>
</tr>
<tr>
<td>Master Suppliers list for organic fibres and conversion</td>
<td>225</td>
</tr>
<tr>
<td>Master Additional materials and accessories list</td>
<td>226</td>
</tr>
<tr>
<td>Master Social Criteria Management</td>
<td>227</td>
</tr>
<tr>
<td>Master Sub contractor list</td>
<td>228</td>
</tr>
<tr>
<td>Master Environmental management</td>
<td>229</td>
</tr>
<tr>
<td>Master Working conditions</td>
<td>230</td>
</tr>
<tr>
<td>Master Gots Transaction certification request</td>
<td>241</td>
</tr>
<tr>
<td>Master Renewal - extension of Gots certificate request</td>
<td>242</td>
</tr>
<tr>
<td>Regulation for GOTS certification</td>
<td></td>
</tr>
<tr>
<td>Guidelines for GOTS certification</td>
<td></td>
</tr>
<tr>
<td>Pricelist - fees for certification</td>
<td></td>
</tr>
</tbody>
</table>
The documentation is sent also sent to applicants by mail or e-mail and can also be found on the internet website www.bioagricert.org.

The fees for certification are elaborated and approved by the CdA and submitted to the validation of the CSI.

The evaluators and the BAC sector managers are able to settle eventual doubts and interpretative divergences of the documentation sent to applicants.

16.2 Application for GOTS certification

The applicant for GOTS certification has to complete the Application Form - M 221 and send it to BAC via ordinary mail or e-mail. Document submitted must be signed by a duly authorized representative of the operator.

The applicant has to provide all information specified in the application form.

16.3 Review of application

When the application is received, the BAC Sector Manager charges an evaluator (RDP) for the evaluation of the application; the assignment is made on the basis of specific skills for GOTS evaluation and absence of conflicts of interest.

RDP evaluates the completeness of Application, prepares the Offer for certification and send it to the applicant.

If CC believes that BAC itself is not able to develop its activity of certification due to the field of application, the operative seats of the applicant and any other particular requirement as the applicant's language, it communicates to the operator the rejection of the application.

The Applicant for certification sends to BAC the signed Offer, provides for the payment of the fee (as specified in the offer) and sends via ordinary mail or e-mail the following documents:

| Master Technical Report       | 222 |
| Master Product composition - formulation | 223 |
| Master Chemical input list    | 224 |
| Master Suppliers list for organic fibres and conversion | 225 |
| Master Additional materials and accessories list | 226 |
| Master Social Criteria Management | 227 |
| Master Sub contractor list    | 228 |
| Master Environmental management | 229 |
| Master Working conditions     | 230 |
The applicant has to provide all information specified in the documents listed above.

Documents submitted must be signed by a duly authorized representative of the operator.

**16.4 EVALUATION PROCESS**

The evaluation process consists of several phases.

The BAC sector manager instructs an evaluator (RDP) for the evaluation of the documentation; the assignment is made on the basis of specific skills for GOTS evaluation and absence of conflicts of interest.

The evaluation activity is carried out by RDP - Function proposing the certification.

**Preliminary assessment of the documentation**

At this stage RDP makes a technical assessment of the documentation submitted by the applicant in order to determine that it is complete and properly filled in, and to ensure that products and processes comply with the requirements for certification. RDP evaluates the documentation with the Applicant's request, for the decision about the operator's acceptance into the BAC control system.

**In particular RDP evaluates:**

- The operator’s ability to comply with all GOTS certification requirements (and applicable related procedures) and BAC certification requirement;
- The conformity of the raw materials, auxiliary materials and inputs used in manufacturing processes as determined by GOTS and related doc
- The conformity of the sources of supply (for agricultural raw materials, auxiliary materials, inputs)
- The conformity of the activities, products and processes subcontracted (sub contractor)
- The conformity of products and processes as determined by GOTS (and related doc) and the requirements for certification
- The Environmental management Policy;
- The Social Compliance Management Policy
- labels and advertising projects (eventual)

Evaluation activities are undertaken in compliance with the rules provided by the Global Organic Textile Standard (GOTS), the Manual for the Implementation of the Global Organic Textile Standard, the GOTS instructions and policies (including the FAQ and documents published on the GOTS website - reserved area for Certification Body), the BAC Quality Manual and specific BAC procedures for GOTS evaluation.
16.5 Result of preliminary assessment

a) In case of inconsistency or fail for lack of documentation, RDP informs the Operator of the deficiencies and non-conformities and communicate the limits within which the supplementary documentation must be submitted.

b) If within the time allowed the applicant does not provide for adjustment of the documentation, the application expires. In this case, RDP submits the dossier to the Sector Manager who asks the operator to apply corrective actions and the integration of the documentation, deciding the time for the adjustment. If within the deadline the operator demonstrates he has carried out the corrective actions, eliminating the lacks found, BAC will repeat only the necessary parts of the initial inspection and of the tests and the CC deliberates for the certification. In the contrary case, the CC rejects the application specifying the reasons for denial, with clear reference to the GOTS criteria or other certification requirement violated.

c) If COMPANY has sent in a timely manner the documentation integrative in response to Non Conformity and integrative documentation is satisfactory for the closure of the NC, RDP send to the Applicant the acceptance of Corrective Action and proceeds to the scheduling of INITIAL INSPECTION.

16.6 Preparation of initial inspection

BAC, after completing the evaluation of the documentation, proceeds in Preparation of inspection and in particular:
- Select an inspector with specific skills to perform the inspection (qualifications, no conflicts of interest, knowledge of the language); the selection of the inspector is also based on geographic location of the company.
- agrees with the company the date of inspection
- Prepares the specific visit program (Master 237) for the applicant; the program also includes the Inspector/s in charge of verification
- Sends the visit program to the applicant and to the inspector (at least 7 days before the date of verification)

The program gives a detailed activities: the objectives of the audit, organizational units and processes to be audited, the place and date of the audit will be carried out; the audit length; the name of the inspector/s.

The composition of the audit team will be deemed as accepted if not received within 5 working days, written and justified reasons for a possible objection.

RDP inform the inspector about any non-conformities and the associated requests for corrective action issued previously, in order to enable the inspector to verify whether the non-conformities have been resolved.

17. INITIAL INSPECTION

The inspection protocol includes the following key elements:
• Initial Meeting (to confirm the scope of verification and proceed with the planning of specific activities, identifying staff member)
• Evaluation of company documents (technical reports submitted by the operators and related doc)
• Evaluation of GOTS requirements, relevant to the products / processes
• Verification of the effectiveness of the concrete measures taken and the application of the good working practices;
• Review of bookkeeping (records and accounts) in order to verify flow of GOTS goods (input/output reconciliation, mass balance calculation and trace back lots and shipments). This is a key aspect of the inspection of any operation that sells/trades GOTS goods.
• Assessment of the processing and storage system through of visits to the applicable facilities and storage units (which may also include visits to non-organic areas if there is reason for doing so);
• Assessment of the separation and identification system and identification of areas of risk to organic integrity
• Verification of High-risk situations (Parallel processing of GOTS and non-GOTS products - handling and documentation regarding (wet-)processing, storage and sales)
• Inspection of the chemical inputs (dyes and auxiliaries) and accessories used and assessment of their compliance with the applicable criteria of the GOTS
• Inspection of the waste water (pre-) treatment system of wet processors and assessment of its performance.
• Verification of adherence to the defined minimum social criteria (interview with management, confidential interviews with workers, personnel documents, physical on-site inspection, unions/stakeholders)
• Verification of adherence to the defined minimum social criteria (interview with management, confidential interviews with workers, personnel documents, physical on-site inspection, unions/stakeholders), in particular, following the GOTS Manual - Issue of 01 March 2014 – Interpretation:
  a. Inspection to processing and storage units, toilet facilities, rest areas and other sites of the company with access for workers
  b. Interview with management and confidential interviews with workers and worker’s representatives
  c. Review of personnel files, such as list of workers employed, workers contracts, pay rolls, shift and working time protocols, age verification, social insurance documents
  d. Verification that corrective actions have been taken
    - e. Verification of results of social compliance audit report, if available for the inspected facility, in order to evaluate the conformity to GOTS requirement and verification procedures (eg. Of social compliance scheme globally recognized: Fair Wear Foundation (FWF); Social Accountability 8000 (SA 8000); Worldwide Responsible Accredited Production (WRAP); Business Social Compliance Initiative (BSCI).

Where such verifiable audit reports are available based on on-site inspection in the period of one year before the GOTS inspection takes place and indicating compliance with the applicable GOTS social criteria, a significant reduction of the audit time in these areas is considered reasonable.
• Verification of the operator’s risk assessment of contamination and residue testing policy potentially including sample drawing for residue testing either as random sampling or in case of suspicion of contamination or non-compliance
• Verification that non-conformities issued previously have been resolved and associated corrective action have been implemented
• Verification that changes to the standards and to related requirements have been effectively implemented;
• signalling the deviation from the norm and the contestation of eventual non-conformities.
• Final meeting to present the results of the inspection and NC (eventual)

The inspector can also collect samples of product or raw materials for the execution of laboratory tests or analysis (if required by the sampling plan).

The results of inspection are formalized in the M231 - INSPECTION REPORT, M 32 - sampling (if required by the sampling plan) and in M34 - non-conformity (eventual), countersigned by the operator (or delegate) who receives a copy.

During the closing meeting the inspector presents the results of inspection, discusses the non-conformities identified and provides explanations on the iter and timing for management of non-conformity.

The result of the inspections is considered confirmed if the operator does not receive a different communication from BAC within 60 days from the inspection.

18. FINAL EVALUATION AND CERTIFICATION DECISIONS

At this step RDP reviews the completeness of documents, and in particular:
- Inspection Report
- non-conformity reports (eventual)
- test reports (eventual)
- eventual additional inspection visit - for verification closure of NC
- Labels conformity

Evaluation activities are recorded in the forms (M 238 and M 239).

18.1 Proposal of certification (RDP)

If the evaluation result is positive, RDP proposes the product certification to the Sector Manager for the operator's enrolment in the LdL and the granting of the Certificate of Conformity. In case of non-conformities which compromise the proposal of certification, RDP sets out the reasons and submits the dossier to the attention of the Sector Manager who puts on the agenda the following Certification Committee meeting.

19. ENROLMENT INTO THE LICENSEES LIST AND CERTIFICATION GRANTING

Deliberation of certification (certification decision): the proposal of certification made by RDP is submitted to the Sector Manager who, if approves it, deliberates the operator's enrolment in the LdL and the granting of the Certificate of Conformity.

In case of non-conformities (e.g. major non-conformities) which compromise the granting of the certification, the Sector Manager submits the dossier to the CC, who asks the operator to apply corrective actions and the integration of the documentation, deciding the time for the adjustment.

The applicant must submit to BAC, on time, a comprehensive documentation which shows that preventive and corrective actions have been implemented.
If within the deadline the operator demonstrates he has carried out the corrective actions, eliminating the lacks found, BAC will repeat only the necessary parts of the initial inspection and of the tests and the CC deliberates for the certification. In the contrary case, the CC rejects the application specifying the reasons for denial, with clear reference to the GOTS criteria or other certification requirement violated.

With the deliberation of the Sector Manager or the Certification Committee, there is the:
- granting of the GOTS Certificate of Conformity;
- operator’s enrolment in the LdL for the certified products;
- approval of the labels and granting the Logo application (Bioagricert Logo and GOTS logo) (eventual)
- granting of the GOTS transaction certificate (if requested).

19.1 Certification ratification
Certification ratification (CSI): the ratification of the Certificate of Conformity and the validation of the rejected demand are managed by the CSI.
The activity of ratification includes the evaluation of a licensees’ sample, selected on the basis of the norms UNI ISO 2859. The evaluation regards the whole procedure of certification and consists of an analysis of the grade of satisfaction of the applicable requirements, defined by the GOTS Standard, the Manual for the Implementation GOTS Standard and Biogricert procedure of certification.

20. CERTIFICATION DOCUMENTS

20.1. GOTS conformity certificate (= operational certificate, scope certificate)
BAC ensures that GOTS certificate (M 240) (= operational certificate, scope certificate) is in line with the GOTS Policy

20.2. Transaction certificate
BAC ensures that GOTS Transaction certificate (M 240) is in line with the GOTS Policy.
The Transaction certificate will be issued when requested by the GOTS certified Operator (Gots Transaction certification request - M 241).

20.3 Conformity declarations granted by the licensee
They are documents issued by the licensee; they are all identified with "declarations of conformity granted by the supplier" in agreement with the norm UNI EN ISO 17050. They should always been covered by a Certificate of Conformity. They are documents under controlled emission and should be managed by the operator in order to guarantee the chance to retire the products from the market.
The addressees of the certified products must be informed directly by the Operator in cases of non-conform products or withdrawal of the certification by BAC.
21. GOTS LABEL GRADING, LABELLING AND LICENSING

GOTS § 1.4. The standard provides for a subdivision into two label-grades. The only differentiation for subdivision is the minimum percentage of 'organic' / 'organic - in conversion' material in the certified product. Labelling of products as 'in conversion' is only possible, if the standard, on which the certification of the fibre production is based, permits such labelling for the fibre in question.

Only textile goods (finished or intermediate) produced in compliance with this standard by a Certified Entity and certified by an Approved Certifier (= GOTS Goods) may be sold, labelled or represented as:

a) "organic" or "organic - in conversion"

or

b) "made with (x %) organic materials" or "made with (x %) organic - in conversion materials"

and the GOTS logo (or the immediate reference "Global Organic Textile Standard" or the short form "GOTS").

GOTS Logo

The GOTS logo may be used as on-product label to market GOTS certified textiles and intermediates. Its use on certified products is optional. No additional fee applies for the use of the GOTS logo.

The GOTS logo always must be accompanied by a reference to the applicable label grade, by a reference to Bioagricert srl and/or Logo Bioagricert and a reference to the Company's name and/or licence.

In all cases the GOTS labelling can only be applied to the product/packaging by a Certified Entity and must have been approved by the Certified Entity's Approved Certifier in advance of its application.

The Operator, before putting the product on the market, must have the certificate of conformity and the labels approved by BioAgriCert.

All details regarding licensing and labelling including the amount of the respective licence fee are defined in the Licensing and Labelling Guide. Read more about 'Licensing and Labelling Guide'.
22. MAINTENANCE OF THE CERTIFICATION

Once the certificate is issued, the operator should always maintain the requirements of conformity according to the law and to The Global Organic Textile Standard (GOTS).

In order to maintain the conformity, the operator should:

1. always comply with Bioagricert Regulation on Global Organic Textile Standard and all provisions of the GOTS certification program as provided by the IWG;
2. always comply with the BAC Protocol of agreement for GOTS certification;
3. issues declarations on the certification only for the scopes for which the certification has been issued;
4. issues declarations of conformity only when he is sure of the product conformity according to the requirements of the certification scheme; if the operator suspects that a product is not conforming, he should immediately cancel any reference to the organic method from the product or identify and separate it from conforming products. The operator can process and sell the product only after eliminating any doubt on its conformity or he can sell the product without any reference to BAC certification and the organic method;
5. communicate to Bioagricert (within 30 days) any changes in the product, process or management system which may modify the conformity;
6. inform BAC on any accidental events that may modify the conformity and if he is involved in legal proceedings concerning the product conformity;

7. records complaints and keep all documents concerning corrective actions taken. The operator should consider also complaints coming from sub licensees for whom he is responsible.

The operator, making the certification public, should respect the following conditions:

- should clearly and exclusively refer to the products for which he has obtained the certification and should not confuse consumers on certified and not certified products;
- should send advertising projects concerning certified products to Bioagricert for approval before publishing them, especially the projects which are destined to consumers;
  Deceptive advertisements are considered a non conformity and lead to a sanction. The incorrect use of trademarks and certificates, for example due to printing mistakes, may lead to the suspension and withdrawal of the certification and also to damage claim if no corrective actions are immediately taken (e.g. prove it was only a mistake). False assertions and the counterfeiting of trademarks and certificates are legally prosecuted;
- should respect the use of trademarks of conformity in accordance with the provisions of the GOTS Labeling and Licensing Guidance.

23. SURVEILLANCE ACTIVITY

Until the operator is enrolled in the certification and control system, BAC carries out the surveillance activity to ensure the evaluation activities.

The surveillance activity has the aim to guarantee always the conformity with the requirements required, and in particular to:

- Ensure that products marketed with references to the certificate comply with the characteristics referred to GOTS;
- ensure the maintenance of the adequacy of structures, organization and process;
- ensure the full implementation of all the provisions of the GOTS;
- ensure that changes to the product, the manufacturing process or quality system not compromise the conformity of the product and they comply with the provisions of the GOTS;
- verify that the trademarks on the product and advertising are used in accordance with the provisions of the Regulations and GOTS Licensing and Labelling;
- take samples of products and / or raw materials for the execution of tests or laboratory tests, in accordance with the sampling plan.

All operator's seats must be submitted to the annual on site inspection according to GOTS rules and interpretation specified in the GOTS Manual- Issue 2014.

All operator's seats must be opened to the BAC inspector who carries out the inspection activity, even if without notice, at any time during the working hours and there must always be someone who should cooperate with the inspector.
23.1 Kind of Inspections and frequency

All operator's seats must be submitted to the on site inspection according to GOTS rules and interpretation specified in the GOTS Manual - Issue 2014.

The following kind of inspections is provided:

- announced inspections (according to GOTS rules and interpretation specified in the GOTS Manual - Issue of 01 March 2014) of the whole productive process (both GOTS and non GOTS), with notice of the operator;
- unannounced inspections (according to GOTS rules and interpretation specified in the GOTS Manual - Issue of 01 March 2014), without notice; they usually control the productive process and can also control the distribution in order to verify the labels, trademarks, information for the consumer and take samples of products for the execution of tests or laboratory tests in accordance with the sampling plan
- further inspections for the following cases: licence extension; licensees that are always able to comply with the certification requirements; new products or changing of the product, process, management system that can influence the conformity of the certified products.

According to criteria defined in the GOTS Manual - Issue of 01 March 2014, the kind and frequency of inspections for the different stages in the supply chain of GOTS Goods can be summarised as following:

<table>
<thead>
<tr>
<th>Operators</th>
<th>N° inspections with notice</th>
<th>N° unannounced inspections Without notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processors and manufacturers:</td>
<td>1 annual on-site inspection</td>
<td>1 possible additional unannounced inspections based on a risk assessment of the operations</td>
</tr>
<tr>
<td>Subcontractors (in the field of processing and manufacturing)</td>
<td>1 annual on-site inspection</td>
<td>1 possible additional unannounced inspections based on a risk assessment of the operations</td>
</tr>
<tr>
<td>'Small-scale subcontractors (in the field of processing and manufacturing) with a low risk potential regarding environmental criteria and social criteria' Units with no more than 10 production workers performing job work for a certified entity such as home based working units and mechanical processing and manufacturing units in developed countries</td>
<td>Exceptions from the annual onsite inspection cycle</td>
<td></td>
</tr>
<tr>
<td>Traders (any B2B activities; such as import, export and wholesale entities) if at least one of the following conditions are valid: - they become proprietor of GOTS Goods (= buy and sell them) with an annual turnover with these products of at least 5000€ - they are engaged with packing or re-packing of GOTS Goods - they are engaged with labelling or re-labelling of GOTS Goods Remote inspections shall only be carried out for traders which do not have or subcontract any processing or manufacturing activities</td>
<td>1 annual on-site respective remote inspection (as specified in the standard). On-site visits need to takes place at least every 3rd year.</td>
<td>---</td>
</tr>
</tbody>
</table>

24. LICENCE EXTENSION

The following possibilities for the licence extension are provided:

- extension of the certificate of conformity to new products;
Guidelines for certification of organic textile products

- extension to new kind of activities and/or new operative units: processing lines, productive seats.

The licensee, to request the extension, must send the documentation provided for the request. The Sector Manager, when he/she receives it, values the necessity of new inspections and evaluation procedures. On the basis of the inspections result, the Sector Manager or the CC, decides on the licence extension and grants the new certificate.

For extension of Gots certificate the Operator has to send to Bioagricert the Master Renwal-extension of Gots certificate - M 242.

25. RENEWAL OF CERTIFICATION

In general, re-evaluation follows the procedures for initial evaluation.

Operator shall send to BAC the application for Renewal of certification (Master Renwal-extension of Gots certificate - M 242), 2 month before the expiration date of the certificate in order to maintain the validity of certificate.

Bioagricert srl, before the protocol expires, will activate the procedure for the renewal (documents review, inspection at the applicant and to the units involved in the certification): after the renew, the new certificate will be issued.

For extension and/or renewal of Gots certificate the Operator has to send to Bioagricert the Master Renwal-extension of Gots certificate - M 242.

26. RENUNCIATION OF CERTIFICATION

The operator may renounce to certification at any time by sending a written communication to BAC.

The operator may renounce to certification for the following reasons:

- he does not want to conform to new certification conditions;
- he closes the business which is object of control and certification;
- he wants to change CB.