

# Policy For Scope Certificates, V2.1

## Section A - Objective

This policy details requirements and guidance to be followed by certification bodies (CBs) approved to issue scope certificates (SCs) in accordance with any standard that belongs to Textile Exchange or Global Standard gGmbH (GOTS). Both standard setters (Textile Exchange and GOTS) implement this mandatory policy in their procedures. The purpose of this policy – and the corresponding templates – is to unify requirements, layout, format, and text among the different CBs and standards in order to enable an easy, practical handling and verification for all users of SCs.

The policy shall be followed and the corresponding template used for any SC issued on or after **April 1, 2020**.

## Section B - Requirements for Scope Certificates

### B1. Original Document

- B1.1 Each CB shall declare to the respective standard setter if their valid, original SCs are issued as a paper digital version or if both options are used.
- B1.2 If the original is a digital version, the following sentence shall be added at the bottom of the certificate: “This electronically issued document is the valid, original version”.
- B1.3 The CB shall declare – on the SC - which (unique) security features are used for the original version of the SC (e.g. letterhead and paper layout, watermark etc.).
- B1.4 Digital versions of SCs shall be prepared in secure pdf mode.
- B1.5 The CB shall also provide the respective standard setter with the contact details (and/or features) for verifying authenticity of the SCs. The standard setter shall make this information available to all applicable CBs.

NOTE: Digital versions of SCs are encouraged to promote efficiency within the certification process and may save on costs.

### B2. Template

The standard setters (Textile Exchange and/or GOTS) provide a SC template for each Standard.

Requirements and guidance regarding the content of the SC are provided as follows:

## 2.1 Format

Wording, size of letters, and structure is to be used as provided with the SC template. The font is not prescribed.

## 2.2 First Page

### 2.2.1 Header

Each CB's SCs shall contain their name and address.

### 2.2.2 Title

The document is to be called 'Scope Certificate'. Other terms (such as company certificate) shall not be used.

### 2.2.3 Certificate Number

Each SC shall have a unique number generated by the CB<sup>1</sup>.

### 2.2.4 License Number

Each SC shall include the assigned license<sup>2</sup> number of the certified entity. This license number shall be the same one that is used on TCs (Box 3b) (and in GOTS and Textile Exchange public reporting systems).

### 2.2.5 Name of the Standard

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

- Global Organic Textile Standard (GOTS)
- Organic Content Standard (OCS)
- Global Recycled Standard (GRS)
- Recycled Claim Standard (RCS)
- Responsible Down Standard (RDS)
- Responsible Down Standard (RDS) with Parent Farm Certification
- Responsible Wool Standard (RWS)
- Content Claim Standard (CCS)

The version of the standard that the SC is being issued against shall be included after the name of the standard.

Only one SC shall be issued per Textile Exchange standard per certified site or group. Only one SC shall be issued per GOTS Certified Entity.

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<sup>1</sup> The unique SC number may be issued directly by the Central Database System (when operational) or by the CB.

<sup>2</sup> The license number will be generated by the Central Database System (CDS) when it is operational.

### 2.2.6 Product categories

The certified product categories that the certified entity shall offer under the Standard are to be named using the product category terms in *ASR-103a Category Terms*. Where an appropriate product category/description is not available, the CB shall 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 (GOTS and/or Textile Exchange) for inclusion in the table.

The CB shall provide detailed information on each certified product individually in the Product Annex to the SC. In this case in the declaration the phrase “(and further specified in the annex)” is to be used.

### 2.2.7 Processing steps/activities

The processing steps/activities that are qualified under the scope of certification are to be named on page one using the terms in *ASR-103a Category Terms*. Where processing steps are missing the CB shall 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 Textile Exchange) for inclusion in the table.

If any processing steps/activities are subcontracted under the scope of the certificate, these processing steps/activities shall be followed by the term “(subcontracted)” and it is mandatory to list the subcontractors in the annex to the SC.

### 2.2.8 Validity and Issuance Date

The validity period shall not exceed 15 months from the date of issue, unless specifically allowed by a particular standard.

The date (month and day) one day after the expiry of the first SC shall be designated as the anniversary date. Future SCs shall expire one day before the anniversary date, unless specifically allowed by a particular standard.

### 2.2.9 Declarations at the bottom

A declaration as follows shall be included at the bottom of the first page:

Example:

“This Scope Certificate provides no proof that any goods delivered by its holder are GOTS certified. Proof of GOTS certification of goods delivered is provided by a valid Transaction Certificate (TC) covering them.” (“GOTS” shall be replaced by the name of the applicable Standard, for Textile Exchange standards.)

In addition to the prescribed wording, the CB may decide to add a declaration that references any stipulations of the contract with the certified entity and/or clauses of the CB’s scope specific procedures.

### 2.2.10 Accreditation Body

The applicable accreditation body and the CB’s accreditation number shall be stated.

## 2.3 Second Page (and further pages, if needed)

### 2.3.1 Products Annex

Individual products and their specifications (i.e. individual product name, product details, material, material composition<sup>3</sup>, and label grade) are shall be listed using the category terms in *ASR-103a Category Terms*.

## 2.4 Third Page (and further pages, if needed)

### 2.4.1 Facilities Annex

The certified entity is to be named as the 'main facility' under "Type of Relation".

If further facilities of the certified entity are inspected / certified under the SC, these facilities shall be listed with name, address and processing steps / activities carried out under the SC. Since facilities belong to the certified entity itself, the ownership remains with them. Such facilities are to be named as "Facility" under "Type of Relation".

### 2.4.2 Subcontractor Annex

Subcontractors shall appear in this list. These facilities shall be listed with name, address and processing steps/activities carried out under the SC. Such facilities shall be named as "Subcontractor" under "Type of Relation".

**Independently certified subcontractors shall be listed whether inspected under this SC or not.**

The Facilities and Subcontractor Annexes shall be listed on a separate page. This order allows companies to forward / publish the SC without the list of facilities / subcontractors.

### 2.4.3 Authorization

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

## 2.5 Footer

The footer of each page shall contain the wording "Scope Certificate number & License number , page [no of page] / [total no of pages]"

## B3. Reference Documents

The following documents are mandatory supplements to this policy and may be updated by Textile Exchange and/or GOTS at any time. CBs shall use the latest published version of each document.

- *ASR-204 Template for Scope Certificate.*
- *ASR-103a Annex to the Scope Certificate Policy: Category Terms*

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<sup>3</sup> Percentage for each material in the composition is optional.

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This policy and template are harmonized between Textile Exchange and GOTS.

NOTE: The following verbal forms are used to indicate requirements, recommendations, permissions, or capabilities in this policy:

- “shall” indicates a requirement
- “should” indicates a recommendation
- “may” indicates a permission
- “can” indicates a possibility or capability