



## Information required at inspection – textiles (Third Countries excl. UK)

This guide is designed to help you prepare for your annual inspection visit. Please ensure that all information listed is readily accessible at your inspection, where relevant, and covers the period since your last visit; if it is not, we may need to carry out a follow-up visit at additional cost.

Please also ensure that relevant production, technical and financial staff are available on the day. The inspector will need access to a power supply, desk and protective clothing if required. The list below is intended to help with your inspection requirements and reduce the possibility of non-compliance.

### 1. Record-keeping, supply chain, traceability and quality assurance (GOTS 2)

Your records must show full traceability from receipt of products, raw materials or inputs (as relevant) to dispatch. Your inspector must also be able to complete an audit verifying the balance between input and output over a 12 month period. Documents the inspector may need to see include:

- Purchase/ goods-in records (including GOTS verification checks)
- Delivery/goods-out
- Financial records
- Value of organic products sold during the period of the last certified sales declaration
- Stock records and records of stock-takes
- Production records
- Supplier and subcontractor GOTS certificates & transaction certificates
- Contracts with subcontractors stipulating job conditions and GOTS compliance measures
- GOTS Letters of Approval for inputs

### 2. Products (GOTS 2 &3)

- Working specifications for approved products and material composition
- Approved labelling release and packaging release forms
- Mitigation evidence for cotton fibres from high-risk countries (as determined by Fair Trade Risk Map: <https://riskmap.fairtrade.net/> & <https://www.fashionrevolution.org/transparency-beyond-tier-one>)

### 3. Due diligence (GOTS 4)

- Evidence that due diligence and the 'six steps framework' (GOTS 4.1.1) has been implemented within business operating procedures and processes.
- Evidence how risk (direct or indirect) has been assessed and documented mitigation strategies
- Policy on Responsible Business Conduct

### 4. Organic production records (GOTS 4.2.6)

- Production records
- Specifications for all raw material and inputs used in processing
- Hygiene/cleaning schedules and records
- Details of bleed runs used to purge equipment (if not dedicated organic)
- Evidence of heavy metal free status for all machine oils

## 5. Environmental management (GOTS 4.3)

- Environmental & Chemical Management Policy
- Data on energy and water resources and their consumption per kg of textile output
- Records to evidence the monitoring and testing of noise pollution, and air pollution in accordance with local legal regulations
- Information on sources of greenhouse gas emissions

## 6. Waste-water treatment (GOTS) 4.3.2 (if wet processing)

- Records of effluent monitoring and results
- Permission from local water authority (or equivalent if outside UK) to discharge to public sewer
- Permission from Environment Agency (or equivalent if outside UK) to discharge to surface waters
- Training records

## 7. Human Rights, Social Criteria (GOTS 4.4) & governance criteria (GOTS 4.5)

- Responsible Business Conduct Policy
- Employment policies and contracts
- Records of working hours, employee age, pay
- Training records (H&S, fire, energy conservation, etc)
- Living wage gap calculation
- Code of Conduct (CoC) policy

Provision may need to be made so that a number of staff can be asked to attend interviews which will be used to demonstrate compliance with minimum social criteria.

No. workers	Individual interviews
1-100	5 (or total no. of workers if <5)
101-500	6
501-1000	12
1001-2000	20

## 8. Product technical quality criteria (GOTS 5)

- Product Quality Manual' for Quality Management System (QMS)
- Internal audit records
- Evidence that you have adequately assessed the risk of prohibited residues or product substitution to determine what testing would be necessary (see/request form P1232 for guidance)
- Evidence that you have adequately assessed the risk of product/s not meeting the quality parameters (dimensional stability for garments and colour fastness) to determine what testing would be necessary (see/request form P1232 for guidance)