



FLO-CERT GmbH
Public Compliance Criteria List - Textile Certification
NSF Checklist Textile 1.1 EN-GB
July, 5th 2016

Compliance Criteria are established by FLOCERT to translate requirements of the Fairtrade Standards and FLOCERT requirements into verifiable control points that are evaluated during the certification process to determine compliance with the Fairtrade Standards. Non-conformity with a Compliance Criterion is considered a non-conformity with the respective standard requirement. Each Compliance Criterion is linked to a specific timeline indicating when it needs to be fulfilled.

There are three types of Compliance Criteria:

Core (C): reflect Fairtrade principles and must be complied with.

Major (M): reflect key Fairtrade principles where non-compliance represents a major risk to the Fairtrade system. Non-conformity with a major compliance criterion may lead to certification sanctions.

Development requirements (D): refer to the continuous improvement that certified organizations must demonstrate. Compliance with development criteria is verified against an average score.

Instead of a plain yes/no-approach there are 5 levels of compliance, called ranks. Rank 1 and 2 indicate non-compliance whereas ranks 3 to 5 indicate compliance with the Fairtrade Standards.

The FLOCERT Public Compliance Criteria List - Textile Certification - is based on the Fairtrade Textile Standard (Version dated March, 22nd 2016), the Fairtrade Trader Standard (Version dated March, 1st 2015) published by Fairtrade International. The Compliance Criteria are published in several languages. In the case of an interpretation dispute in any of the published languages, the English version of the Compliance Criteria prevails.

Reference	Applicable for	CC N°	Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	CC Type
		1	General requirements and commitment to Fairtrade							
FLOCERT Requirement	Textile Manufacturer	1.0.0.01	You have a valid countersigned FLOCERT certification contract.	No		Yes			0	C
FLOCERT Requirement	Textile Manufacturer	1.0.0.02	You have a valid FLOCERT permission to trade or a valid FLOCERT certificate for each product	No		Yes			0	M
FLOCERT Requirement	Textile Manufacturer	1.0.0.03	The average score for development criteria is equal or above 3.0.	No		Yes			0	C
FLOCERT Requirement	Textile Manufacturer	1.0.0.04	All non-conformities of the previous audit have been corrected.	No		Yes			0	M
FLOCERT Requirement	Textile Manufacturer	1.0.0.05	The conditions of granted exceptions are met.	No		Yes			0	C



FLOCERT Requirement	Textile Manufacturer	1.0.0.06	(Only applicable if you receive a complaint related to compliance with requirements of the Fairtrade Textile Standards or a Fairtrade textile product) You handle and document all complaints and follow-up actions relating to compliance with requirements of the applicable Fairtrade Standards. These records are made available to the auditor.	Complaints were received but have not been followed up and/or not documented.	There is a written procedure for complaint management, but the complaint/s have not been followed up and documented.	There is a proper documentation of the actions taken on the complaints and its follow up and documents.		There is a written procedure for complaint management and complaints are handled in line with the procedure AND complaints and follow up are documented.	0	C
		1.1	Commitment to Fairtrade							
1.1.1	Textile Manufacturer	1.1.0.01	Your mission statement or policy includes statements on: • How continuous improvement of social and sustainable production practices are implemented in the company • Commitment to achieve the aims and values of Fairtrade. • How workers are informed about commitment to Fairtrade.	The company does not have a mission or policy statement.	The company's mission statement or policy does not include all the statements OR it includes all statements but it lacks important details.	The company's mission statement includes all the statements AND all statements fulfill the requirements of the CC.	RANK 3 AND the company has made positive social and economic contributions to workers beyond legal obligations.	RANK 4 AND the company has made positive social and economic contributions to workers and communities beyond legal obligations.	3	D
1.1.1	Textile Manufacturer	1.1.0.02	You have measurable key performance indicators for the CEO and senior management regarding Fairtrade goals - mainly social development/capacity building, labour conditions, environmental responsibility and fair trade.	The company does not have measurable performance indicators.	The company has measurable performance indicators but FT goals are not included.	The company has measurable key performance indicators and FT goals are included.		RANK 3 AND the company makes positive social and economic contributions beyond legal obligations.	3	D
1.1.2	Textile Manufacturer	1.1.0.03	You have displayed your commitment to Fairtrade in a public workplace in languages or pictograms understandable to all workers and ensure that all workers are aware of this.	The commitment to Fairtrade is not displayed in a public workplace.	The statement is displayed in public place but not in local language or not understandable or visible to workers.	The statement is displayed in public place, in local language/s and at least 50% of the workers are aware of it.	RANK 3 AND the statement is displayed in more than one prominent public place, documents, websites etc.	RANK 4 AND the workers are provided a copy of the statement/pictograms OR members have been trained on FT OR there are additional informative materials of FT.	0	C



1.1.3	Textile Manufacturer	1.1.0.04	You have appointed a person responsible for Fairtrade matters (Fairtrade Officer) who reports directly to or is part of the senior management.	The Fairtrade Officer is not appointed.	The Fairtrade Officer is appointed but does not report to senior management.	The Fairtrade Officer is appointed and reports directly to or is part of the senior management.		RANK 4 AND the Fairtrade Officer is regularly trained in his/her responsibilities.	0	C
1.1.3	Textile Manufacturer	1.1.0.05	The Fairtrade Officer acts as a liaison between Fairtrade International, FLOCERT, workers and managers regarding Fairtrade matters and ensures the compliance, implementation and monitoring of the company's performance regarding the Fairtrade requirements.	There is no Fairtrade Officer OR the Fairtrade Officer does not act as a liaison AND does not ensure the implementation, compliance and monitoring of the company's performance regarding the Fairtrade requirements.	The Fairtrade Officer does not perform all of the required functions as described in the CC.	The Fairtrade Officer acts as liaison AND supports the implementation and monitoring of the company's performance regarding the Fairtrade requirements.	The Fairtrade Officer acts as liaison AND ensures the implementation and monitoring of the company's performance regarding the Fairtrade requirements.	RANK 4 AND a management review of the Fairtrade Officer is conducted periodically to assess the performance of the Fairtrade Officer to the requirements of the CC.	0	C
1.1.3	Textile Manufacturer	1.1.0.06	Responsibilities of the Fairtrade Officer are included in his/her job description and employment contract.	No		Yes			0	C
1.1.3	Textile Manufacturer	1.1.0.07	The Fairtrade Officer is appointed as the management representative on the compliance committee.	No		Yes			0	C



1.1.3	Textile Manufacturer	1.1.0.08	The Fairtrade Officer has the relevant knowledge and experience to perform his tasks.	The Fairtrade Officer lacks both knowledge and experience about his job.	The Fairtrade Officer lacks either experience or knowledge about his job.	The Fairtrade Officer has both knowledge and related experience about his job.	RANK 3 AND the Fairtrade Officer has previous experience in labour rights or environmental protections organisations or other Fairtrade standards.	RANK 4 AND the Fairtrade Officer is external trained and is exclusively hired to carry out his task.	0	C
		1.2	Compliance committee							
1.2.1	Textile Manufacturer	1.2.0.01	You have created a Compliance Committee (CC) for the purpose of engaging workers in implementing the requirements of the FT Textile Standard	The company has not initiated the process of forming a CC.	The company has started the process but yet to complete OR there is a CC in place but it is not aware of its duties and responsibilities.	A CC has been created and is aware of its duties.	RANK 3 AND the committee is functional.	An existing functional committee (e.g. worker/trade union committee) has been assigned the job and the committee is active.	1	M
1.2.1	Textile Manufacturer	1.2.0.02	The CC has following minimum tasks which are included in it's ToR and informed to the members: <ul style="list-style-type: none"> • Facilitate quarterly internal audits by meeting and consulting with workers. • Conduct annual risk assessments • Report on internal audits, risk assessments and recommend corrective actions with time lines to senior management. • Communicate results of internal audit and risk assessments to workers through written communication and an annual general (GA) assembly of workers. • Help workers in understanding the grievance procedure and using it on behalf of the workers when necessary, maintaining workers anonymity. • Designateing at least one CC member(s) as Health and Safety representative 	The tasks are not in the ToR and CC is not aware of its tasks.	There is a ToR but not all the tasks are included or workers are not informed about the tasks.	There is a ToR with all the tasks AND the members are informed about their tasks AND the compliance committee follows its functions according to the defined procedures.	RANK 3 AND the CC's tasks are assigned to an already active committee (e.g. trade union committee).	RANK 4 AND The CC collects inputs from workers and is effectively handling its tasks.	1	M



1.2.2	Textile Manufacturer	1.2.0.03	The CC has minimum 4 members. At least 75% of the members are trade union/democratically-elected worker representatives and maximum 25% are appointed management representatives.	The committee has less than 4 members OR/AND less than 75% of the members are worker representatives.	The committee has at least 4 members but less than 75% of the members are worker representatives.	Committee has at least 4 members and a minimum of 75% are workers representatives.	RANK 3 AND more than 75% of the members are from the workers side.		1	C
1.2.2	Textile Manufacturer	1.2.0.04	Worker members are either chosen by the factory's trade union or democratically elected by the workers in the absence of a trade union.	Worker members are neither chosen by the trade unions nor democratically elected by the workers.	Few are chosen by the trade unions or elected by the workers but rest of the 75% are not chosen by the trade union or elected.	All worker representatives are chosen by the trade union or democratically elected by the workers and the selection/elections are documented.	RANK 4 AND the elections took place in the presence of external observers or trade unions consulted workers for selection of the members to CC.s		1	M
1.2.2	Textile Manufacturer	1.2.0.05	Composition of your CC reflects the composition of workforce, taking into account gender, type of work and rank.	Composition of the CC doesn't reflect composition of the workforce.	Composition of the CC partly reflects composition of the workforce.	The makeup of the CC reflects the composition of the workforce.	RANK 3 AND is proportional.	RANK 4 AND representatives are present for those workers who cannot be present at the meetings e.g. seasonal/temporary/migrant.	1	C



1.2.2	Textile Manufacturer	1.2.0.06	The current list of CC members is posted and accessible to all workers in the workplace.	The list is not publicly displayed in the work place.	Only a part of the list is displayed in the workplace OR the place it is posted is not accessible to all workers of the company-OR member list is not updated OR it is not posted permanently.	The complete and updated list of CC members is displayed publicly in the workplace (notice boards, cafeteria etc) and accessible to all workers of the company.	RANK 3 AND full list is circulated among all departments and provided to workers on request OR the list is published in the newsletter/websites.	RANK 4 AND the list circulated among individual workers separately or in General Assembly.	1	C
1.2.3	Textile Manufacturer	1.2.0.07	The management delivers buyer details to the CC and the CC provides relevant input (as defined by Fairtrade International) on workplace challenges in relation to trade to brand owners and to next operator in certified supply chain.	The company does not make buyer details available to the CC.	The company delivers the necessary information but the CC does not provide relevant input to brand owner or next operator in the supply chain.	The company delivers all necessary information and the CC provides relevant input about workplace challenges to brand owners/next operator in the supply chain.	RANK 3 AND the CC is actively in touch with Fairtrade International, brands and other operators in the supply chain.	RANK 4 AND there is evidence that Brand practices reflect input from CC on work place challenges.	3	D
1.2.4	Textile Manufacturer	1.2.0.08	The CC has a Terms of Reference (ToR) including following aspects: <ul style="list-style-type: none"> • Aims of the Committee • Composition of the membership • Procedures for election or appointment (by the trade union) of the members • Procedures of the committee: terms of office, frequency and dates of meetings, documentation • Internal regulations and responsibilities • procedures of the general Assembly, delegate system (for GA) if applicable • How interests of migrant and seasonal/temporary workers are served. 	The CC does not have a TOR.	There is a ToR but it lacks some of the points as per the compliance criteria.	There is a written ToR and the ToR include all the points as in the compliance criteria.	RANK 3 AND the ToR include details on how each point is fulfilled.	RANK 4 AND the internal regulations stress on reaching decisions by consensus (as per the guidance in the explanatory document of Fairtrade International), and, in the absence of consensus, by majority vote in the absence of consensus.	1	C



1.2.5	Textile Manufacturer	1.2.0.09	You have arranged training to all the CC members and/or trade union/worker representatives to carry out their duties, including internal audits and basic risk assessments through trainers approved by Fairtrade International or Fairtrade field staff or affiliates.	No training is provided.	Training is provided but not through the FI approved trainers or field staff OR not to all CC members and/or trade union/worker representatives OR training content does not include all requirements of this criteria.	Training is provided to most of the CC members and/or trade union/worker representatives AND content of training was sufficient AND more trainings are planned/scheduled to cover the rest of the CC members.	Training is provided to all the CC members and/or trade union/worker representatives AND training materials are clear and correct AND	RANK 4 AND the company actively encourages and supports additional trainings on relevant topics to the CC members and/or trade union/worker representatives OR establishes a support network for new CC members where current and/or former members offer support.	1	C
1.2.6	Textile Manufacturer	1.2.0.10	(Only applicable if there is no elected union representative on the Health and Safety (H&S) committee) The CC has designated one or more of its member(s) as the H&S representative(s) to liaise between the H&S Officer, the CC, trade union representatives and workers on-site. The member (s) will act as a point of contact for workers on H&S matters (see also Reference 3.6.3).	A H&S representative was not designated.	A H&S representative was designated but he/she is not aware of his functions or no realizing his/her job.	The company has appointed a resident or visiting doctor he/she is qualified for the job. Related requirements of the national legislation is complied with.			0	C
1.2.6	Textile Manufacturer	1.2.0.11	(Only applicable if there is no elected union representative on the Health and Safety (H&S) committee) The management provides the H&S representatives with the necessary training and information to undertake their tasks.	No		Yes			0	C
1.2.7	Textile Manufacturer	1.2.0.12	The CC is meeting regularly (at least every 3 months) during working hours and minutes of the meeting signed by all the participants are documented.	The CC doesn't meet at least every 3 months.	The CC meets regularly but the minutes are not documented and signed OR the meetings do not take place during working hours.	The CC meets at least every 3 months during working hours -and minutes of the meeting are documented and signed.	RANK 3 AND the CC meets more often than once in 3 months as required.	RANK 4 AND the CC meetings are integrated with other relevant certification and compliance processes of the company.	0	C



1.2.7	Textile Manufacturer	1.2.0.13	Meeting minutes of the CC are posted publically in the workplace in a format and language understandable to all workers.	The meeting minutes are not displayed publicly at the workplace.	Meetings minutes are displayed publicly at the workplace but not in an understandable format and language for all the workers.	Meeting minutes are displayed publicly at the workplace AND are understandable to all workers.	RANK 3 AND all minutes are found in book/file(s), all signed, decisions are recorded with clarity and annexes are included in the book OR the meeting minutes are read out to the workers in each department.	RANK 4 AND the meeting minutes are circulated among all the workers.	0	C
1.2.8	Textile Manufacturer	1.2.0.14	You allocate time during regular working hours and necessary resources like private facilities to meet and office space to keep equipment and lockable files etc for the CC to carry out its work.	The company does not allocate time and space (e.g. office space) for the CC to carry out its work.	The company allocates time during working hours but doesn't allocate private space or other facilities (e.g. office space) for the CC to carry out its work OR your company doesn't allocate time during working hours.	The company allocates time during working hours and private space for the CC meetings along with other facilities (e.g. office space) for the CC to carry out its work.	RANK 3 AND the company has provided a separate permanent office and equipments for the CC.	RANK 4 AND the company provides time, space and other facilities for the CC meetings off-site when all members decide to do so.	0	C
1.2.8	Textile Manufacturer	1.2.0.15	(Only applicable if the CC has piece-rate or other similarly compensated workers) The workers are compensated for the time spent on CC work.	No		Yes			0	C
1.3 Audit access and transparency										
1.3.1	Textile Manufacturer	1.3.0.01	You accept announced and unannounced audits at its premises including subcontracted premises and provides all requested information needed to demonstrate compliance with the Fairtrade standards.	The company denied access to sites or documents OR to confidential interviews with members or workers OR otherwise undermined the audit.	Certain key persons were not reachable for unjustified reasons OR the company was not active in bridging the information gaps.	Information was poorly prepared but the organisation was active in bridging the gaps OR certain key persons were not reachable due to understandable reasons.		RANK 3 AND the information for the audit was carefully prepared.	0	M
1.3.2	Textile Manufacturer	1.3.0.02	You register all subcontractors used for the production of the Fairtrade certified goods with FLOCERT. FLOCERT is informed of all changes, specially when a subcontractor is no longer used or when the company has a new subcontractor.	No		Yes			0	C



TS 1.1.3	Textile Manufacturer	1.3.0.03	You have a contract with each additional entity that is not 100 % owned by the master operator that requires compliance with requirements of the FT Textile standard and stating that FLOCERT is authorized to conduct on-site audits of the additional entity. (Does not apply to entities that do not fall into the scope of certification e.g. storage sites, where no repacking activities take place as well as additional entities that have their own FLOCERT certification).	There are no contracts.	Contracts do not have all the requirements listed in the cc or some of the additional entities do not have contracts.	Complete contracts with all additional entities.			0	C
1.3.3	Textile Manufacturer	1.3.0.04	You ensure that at least one trade union/worker representative(s) or CC member participates in the whole audit (including the opening and closing meeting of FLOCERT). No income deductions are made for the time spent during the audit.	There is no participation of the trade union/worker representative(s) or CC members in the FLOCERT audit.	Trade union/worker representative(s) or CC member participate during the FLOCERT audit, BUT the company makes income deduction OR doesn't compensate for the time spent in the audit.	The company ensures that at least one trade union/worker representative(s) or CC member participates in the FLOCERT audit and no income deductions are made for the time spent in the audit.	RANK 3 AND the auditor verifies that all other CC members are well informed about the FLOCERT audit workflow and results.	RANK 3 AND the company encourages and enables the participation of the more than one CC member and workers in the entire audit process.	1	C
1.3.4	Textile Manufacturer	1.3.0.05	After every audit, you share the final audit results with workers through trade union/elected worker representatives or CC members in a format and language understandable to workers.	The final audit results are accessible only to management.	The final results of the audit are shared with the workers through their representatives but not understandable to workers/representatives.	The worker representatives are informed about the final audit results in a format and language accessible to workers.	RANK 3 AND there is a clear, established and demonstrable procedure to inform all workers, about the final results of the audit.	RANK 4 AND the final results of the audit have been communicated to the workers directly after the audit.	1	C
1.3.4	Textile Manufacturer	1.3.0.06	You allow time during working hours to trade union/elected worker representatives or CC members to inform the final audit results to all workers. No income deductions are made for the time spent during these meetings.	No time during working hours is allowed for trade union/elected worker representatives or CC members to explain the audit results to the workers.	The company allows time during working hours BUT makes income deduction/ doesn't compensate for the time spent communicating results of the audit.	Time during working hours is allowed for trade union/elected worker representatives or CC members to explain the audit results to the workers and no income deductions are made for the time spent communicating results of the audit.			1	C



1.3.5	Textile Manufacturer	1.3.0.07	You involve trade union/elected worker representative(s) or CC worker members in finding solutions for the non-compliances detected during the FLOCERT audit.	The company does not involve trade union/elected worker representative(s) or CC worker members in finding solutions for the non-compliances detected during the FLOCERT audit.	Trade union/elected worker representative(s) or CC worker members are involved in finding solutions BUT not for all non-compliances detected during the audit.	The company involves trade union/elected worker representative(s) or CC worker members in finding solutions for all non-compliances.	RANK 3 AND the CC has a leading role in defining solutions for NCs related to workers/labour rights.	RANK 4 AND the company involves trade union/elected worker representative(s) or CC worker members also in implementing the corrective actions for non-compliances.	1	C
1.3.6	Textile Manufacturer	1.3.0.08	You allow Fairtrade International representatives to interact with workers to discuss matters related to Fairtrade as needed, during working hours and without any interference of the management. No income deductions are made for the time spent during the meetings.	Management does not allow Fairtrade international representatives to meet the workers during the working hours.	Though the management allows such meetings to take place, restrictions/conditions have been imposed such that all matters related to Fairtrade cannot be discussed with all categories of workers OR income deductions are made.	Yes		RANK 4 AND management pro-actively invites FI representatives to the place of work.	0	C
		1.4	Management Systems							
1.4.1	Textile Manufacturer	1.4.0.01	You have written internal auditing policies and procedures in place to monitor compliance and assess your performance with the Fairtrade Textile Standard.	There are no written policies and procedures for internal audits in place.	The company has used the FLOCERT public compliance criteria as internal audit checklist but has no policy and procedure for the internal audit OR the internal policies and procedures are not followed in practice.	The company has a written policy, procedure and template/checklist and related documents for the internal audit AND the policies and procedures are followed.	RANK 3 AND the documents are reviewed and approved by the senior management.	RANK 4 AND the corrective measures that resulted of the internal audit are implemented.	1	M
1.4.1	Textile Manufacturer	1.4.0.02	The policy and procedures include roles and responsibilities of the management and Compliance Committee and are publicly displayed among the workers.	The policy and procedure are very general not specifying roles and responsibilities and are maintained as internal documents of the company (not published)	The policy and procedure specify roles and responsibilities but the documents are maintained as internal documents of the company (not published)	The policy and procedure specify roles and responsibilities of CC members and management and are publicly available.	RANK 3 AND the policy and procedures are circulated to all the committees and departments.	RANK 3 AND the documents are circulated among the workers.	1	C



1.4.2	Textile Manufacturer	1.4.0.03	You have procedures in place to evaluate your current and new suppliers and subcontractors in your FT supply chain.	The company has no monitoring procedures to evaluate the current and new suppliers and subcontractors in the FT supply chain.	The company can explain the implemented monitoring procedures but has no documents in place for the evaluation OR documents for evaluation exist BUT no monitoring is done.	No written procedures but your company can explain the procedure AND written internal audit checklists/reports are available.	RANK 3 AND written procedures exist (including audit, frequency of audits, self-assessments by the suppliers etc.)	RANK 4 AND there is a written work instructions for the internal auditors and workers participation in the audits at the supplier/subcontractor level is required.	1	C
1.4.2	Textile Manufacturer	1.4.0.04	The procedures for evaluation of the supplier and subcontractors include all the requirements of Grievance Procedure (section 1.4.4), Labour Conditions (chapter 3) and Environmental Responsibility (chapter 4) of the FT Textile Standard.	The monitoring procedures do not contain requirements of the FT Textile Standard.	The monitoring procedures contain only some of the requirements but not all as required in the compliance criteria.	The monitoring procedures contain all the requirements of this compliance criteria and is implemented.	RANK 3 AND the documents are in local language.	RANK 4 AND the company has reviews the procedures based on the monitoring results.	1	C
1.4.2	Textile Manufacturer	1.4.0.05	You have communicated requirements of the standard and procedures to owners and or senior management of the supplier/subcontractors in a format and language easily understood by them and the communication is documented.	The suppliers/subcontractors didn't receive any information regarding the FT Textile Standards and their evaluation against this standard.	The suppliers/subcontractors received some information regarding the FT Textile Standards and their evaluation against this standard, but the information was not complete or very clear to them OR the suppliers/subcontractors know about the Standard but no records of communication exist.	The company has communicated the FT Textile Standard and the evaluation procedures, copies of the standards, evaluation checklist, explanations to the key requirements etc. to all the suppliers and subcontractors. Proof of providing such information/documents is maintained.	RANK 3 AND the Owner/senior management of the supplier/subcontractor are personally explained about the requirements.	RANK 3 AND the company has provided training on FT standard requirement to all the supplier/subcontractor management and worker representatives through Fairtrade International authorised trainers.	1	C



1.4.2	Textile Manufacturer	1.4.0.06	You have made an assessment of risks of non-compliance by your suppliers/subcontractors and records of the assessment are available.	The company is not aware of the risk assessment and risks of non-compliance by the suppliers or subcontractors.	The company is aware of the risks and can explain it BUT the risk assessment is not transparently documented.	The company has carried out a formal risk assessment and records are available.	RANK 3 AND the company has involved workers and/or trade union/worker representatives of the supplier/subcontractor in the risk assessment.	RANK 3 AND the company involves workers and/or trade union/worker representatives of the supplier/subcontractor in the monitoring of the implementation of corrective actions.	1	M
1.4.2	Textile Manufacturer	1.4.0.07	You have implemented corrective actions for the significant risks identified during the risk assessment of your suppliers and proof/documents for the same are available.	The company has yet to work on classification of the risks and corrective actions to address them.	The company has made some efforts but has yet to implement corrective actions for some of the risks identified under major compliance criteria.	The company has identified the major risks from the risk assessment and has implemented corrective actions for all of them. Sufficient proof of implementation of the corrective actions are also maintained.	RANK 3 AND the company has done a review of the implementation.	RANK 3 AND the company has a monitoring system for continuous compliance.	1	C
1.4.3	Textile Manufacturer	1.4.0.08	(Only applicable if the company has subcontractors) You in collaboration with the buyers have developed improved planning methods e.g. critical path planning to reduce reliance on subcontracting.	The company is not aware of the improved planning methods	The company is working on improved planning methods on its own, not collaborating with the buyers.	The company develops improved planning methods in collaboration with the buyers to reduce reliance on subcontracting.	RANK 3 AND the company is using other techniques or expanded capacity to reduce reliance on subcontracting.	RANK 4 AND the company reduces the number of subcontractors.	3	D



1.4.4	Textile Manufacturer	1.4.0.09	You have a written grievance procedure which: <ul style="list-style-type: none"> • allows workers as well as third parties to file complaints directly or anonymously. • protect workers filing complaints from retaliation (e.g. from superiors/management) • includes procedures and time lines for resolving the complaints and implementing remediation. • includes procedure and timelines for updating the complainants about ongoing resolution • ensures that complaints received and its resolution status is forwarded to FLOCERT in order to publish details online • Option for workers to use their representatives e.g. trade union or other council of his/her choice • Appeal procedure for the complainant • All the disputes are documented • Procedures for cases of sexual harassment • is in accordance with national legislation where applicable 	No grievance procedure is in place.	There is a grievance procedure but it is not clear or does not meet the requirements of the CC.	There is a grievance procedure and includes all the issues as detailed in the CC.	RANK 3 AND the procedure includes requirements of the local/national laws applicable.	RANK 4 AND the grievance procedure is developed in consultation with the trade union/worker representatives	0	C
1.4.4	Textile Manufacturer	1.4.0.10	The grievance procedure is effectively communicated to all the workers in their local languages/pictograms. Workers are fully aware of the grievance procedure, their right to be heard and appeal to an independent party (as per 1.4.5)	The procedure has not been communicated to the workers.	The company has made some efforts in communicating the grievance procedures but it was not effective and workers are not aware of their right to be heard and appeal to an independent party.	The company has translated grievance procedures to local language/pictograms. Most of the workers are aware of their rights to be heard and appeal to an independent party.	RANK 3 AND the grievance procedure is displayed in public in the workplace OR records exist for trainings given to workers about the policy	RANK 4 AND the grievance procedure is a part of the worker contract.	0	C
1.4.4	Textile Manufacturer	1.4.0.11	The grievance procedure is effectively implemented.	Grievance procedure is not implemented	Grievance procedure is partly implemented.	Grievance procedure including receiving channels, handling personnel, resolving procedures, records to be maintained etc. is implemented and working effectively.	RANK 3 AND the company has a monitoring procedure for effectiveness of the Grievance procedure	RANK 4 AND the company has review procedure of the grievance procedure involving the trade union/worker representatives based on the monitoring results.	0	C
1.4.4	Textile Manufacturer	1.4.0.12	The grievance procedure implemented ensures easy access to file grievance, anonymity if required and no psychological hurdle for the workers to use it.	The grievance procedure is difficult to use or doesn't ensure anonymity.	The grievance procedure partly ensures anonymity (e.g. some complaint boxes are still under cameras or in working areas).	The grievance procedure is easy to use, ensures anonymity and workers do not have any fear or hesitation to use the system.			0	C



1.4.4	Textile Manufacturer	1.4.0.13	You have not disciplined, dismissed or discriminated in any way against workers for using any grievance procedure.	No		Yes			0	C
1.4.4	Textile Manufacturer	1.4.0.14	Grievances procedures regarding sexual harassment are designated to specially appointed women or women's committees, linked to a female senior manager when possible and with direct access to the Chief Executive. The same principles apply in case of sexual harassment of groups other than women.	No specially appointed women or women's committee or similar for groups other than women.	The appointed women or women's committee has no access to senior manager and chief executive.	There is specially appointed women or women's committee (also similar for groups other than women), who has access to female Senior Manager (when possible) and Chief Executive.			0	C
1.4.5	Textile Manufacturer	1.4.0.15	You have a supplementary grievance system where the compliance committee determines one or two local 'grievance handlers' to help workers in filing and reconciling complaints.	There is no supplementary grievance system involving local grievance handlers.	There is a supplementary grievance system involving local grievance handlers but the grievance handlers are not identified or appointed by the Compliance Committee.	There is a supplementary grievance system involving local grievance handlers and these grievance handlers are identified or appointed by the Compliance Committee.		RANK 3 AND the grievance handlers are identified/appointed in collaboration with the Fair Wear Foundation Grievance process.	3	D
1.4.5	Textile Manufacturer	1.4.0.16	The grievance handlers must be: • Part of the local civil society i.e. trade union or worker rights NGO. • Same gender as majority of the workforce (or one female or male grievance handler) • In regular contact with and accessible to workers	No criteria followed in identifying/appointing the grievance handlers.	Only part of the requirements of the CC is fulfilled.	Grievance handlers meet all the criteria as listed in the CC.	RANK 3 AND grievance handlers have previous experience in handling Industrial grievances.	RANK 4 AND the grievance handlers are also aware of the Fair Wear Foundation Grievance process.	3	D



1.4.5	Textile Manufacturer	1.4.0.17	There is a procedure for supplementary grievance system which includes: <ul style="list-style-type: none"> Workers can file grievances with grievance handlers if they are not satisfied with resolution of their grievance. Grievance handler discusses the issue with the compliance committee within a week. Both grievance handler and CC decide if the complaint is justified, steps taken for reaching resolution and time line for resolution. The CC forwards the grievance and steps agreed to FLOCERT for publishing in a list of current complaints. The grievance handler and CC hears both the sides and reaches a mutual resolution. 	Supplementary grievance systems has no procedures.	There is a procedure but lacks some of the points or some provisions are not clear or do not meet the requirements of the compliance criteria.	There is a procedure including all the provisions/requirements of the compliance criteria.	RANK 3 AND procedures for supplementary grievance procedures are implemented.	RANK 4 AND the supplementary grievance procedure is implemented in collaboration with the Fair Wear Foundation Grievance process.	3	D
		2	Social Development							
		2.1	Capacity building of workers							
2.1.1	Textile Manufacturer	2.1.0.01	You ensure that the workers know about their labour rights and duties.	The company has not initiated awareness creation activities and the workers do not know about their labour rights and duties.	The company has initiated awareness creation among some groups of workers or about some issues but is not sufficient to ensure awareness creation among all workers.	The company has initiated awareness creation through different means to ensure that workers are aware of their rights and duties.	The company is employing dedicated personnel and external experts to provide information to the workers.	The company has an integrated approach with different methods like public display of information, meetings including general assemblies, with trade unions and other partners like FI approved NGOs etc to create awareness.	1	C
2.1.2	Textile Manufacturer	2.1.0.02	You raise awareness at all levels about: <ul style="list-style-type: none"> Fairtrade concept and benefits Functions, duties and positions of committees related to FT as well as elected worker representatives. Implications of FT on company's operations (applicable to management, mainly related to time required for meeting to managers and supervisors). 	No awareness raising is carried out.	Awareness raising has not been carried out in the last year OR workers and management are not aware of the requirements of the CC.	Awareness raising has been carried out regularly AND majority of workers and management understand Fairtrade benefits and structures and its implications for the company's operations.	Awareness raising on different topics are carried out at least every 6 months and included in the induction training for new workers.	RANK 4 AND it is integrated into company procedures.	1	C



2.1.3	Textile Manufacturer	2.1.0.03	Annual training for trade union/elected worker representatives on labour legislation and negotiation skills is provided during working hours.	No training is provided.	Training is not adequate OR does not take place during working hours.	Annual training is provided for the trade union/elected worker representatives on labour legislation and negotiation skills during working hours.	RANK 3 AND the frequency of the training is more than once a year.	RANK 4 AND training is provided by Fairtrade International or other relevant external organizations such as trade unions.	3	C
2.1.3	Textile Manufacturer	2.1.0.04	Training records with information on topics, time, duration, names of attendees and trainers for all training activities are available.	Training records are not available.	Records are available but incomplete.	Records are available with all the information.		RANK 3 AND the company measures the effectiveness of the trainings given.	3	C
2.1.4	Textile Manufacturer	2.1.0.05	You provide opportunities to workers and staff to develop their skills and qualifications.	No opportunities have been provided for workers and staff to develop their skills and qualifications.	The company has provided some opportunities but not to all groups in the workforce.	The company has provided opportunities to workers and staff to develop their skills and qualifications.	RANK 3 AND there is a policy in place to address the development of skills and qualifications.	RANK 4 AND there is a programme in place that actively addresses support to improve worker and staff skills development and qualifications.	3	D
2.1.5	Textile Manufacturer	2.1.0.06	Special attention is given to professional development of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.	The company does not pay any attention to the professional development of women.	The company has a policy on professional development of women but the same is not implemented.	Special attention is given to professional development of women by means of adequate training, capacity building, guidance, encouragement and assistance as necessary.	RANK 3 AND women have achieved professional development within your company.	RANK 4 AND women have reached or have been employed in key positions.	1	C



2.1.6	Textile Manufacturer	2.1.0.07	Specific activities have been planned and implemented to achieve equity in the workplace; they specifically address the employment and promotion of suitably qualified people from disadvantaged and minority groups.	No	The company did an analysis of equity in the workplace to identify disadvantaged and minority groups and defined activities and deadlines to address equity in the workplace, but none of the activities have been implemented.	The company did an analysis of equity in the workplace to identify disadvantaged and minority groups and defined activities and deadlines to address equity in the workplace. Some of these activities have already been carried out by your company.	Systematic activities are implemented and include amongst others: education and professional training for women or other disadvantaged people or minority groups, policies to ensure that barriers are eliminated, appropriate representation of all groups in all working levels.	RANK 4 AND a impact assessment study has been done on the programmes.	3	D
2.1.7	Textile Manufacturer	2.1.0.08	You provide adequate crèche facilities for your workers' children up to 6 years of age either inside or outside your premises where needed.	There is no crèche facility.	There is a crèche facility but is not adequate (e.g. only for children up to the age of 2 or is far-off from the premises and doesn't have attendant or very small)	There is a crèche facility and it is adequate for the number of children with basic needs (infrastructure and attendant) and is conveniently located.	RANK 3 AND the company has additional provisions for the crèche like medical services (doctor on call), milk/food etc. OR your company is regularly monitoring the crèche facility for further improvement.	RANK 4 AND the company has preschool/teaching facilities provided for the older children in the Crèche	3	D
		3	Labour Conditions							
		3.1	Freedom from discrimination							
3.1.1	Textile Manufacturer	3.1.0.1	There is no discrimination, support or toleration of discrimination on the basis of race, colour, gender, sexual orientation, disability, marital status, HIV/AIDS status, age, religion, political opinion, union or workers' representative bodies, national extraction or social origin, or any other condition in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement, general treatment in the workplace or other activities.	There is evidence of discrimination and your company has not acted to stop it.	There is evidence of discrimination and your company's actions are not adequate in removing it.	There is no discrimination or your company has taken adequate measures to stop it.	RANK 3 AND the company has a policy and programme to prevent discrimination	RANK 4 AND the company has in place policies and programme to monitor discrimination and actions (positive discrimination) to correct historic or culturally discriminated sections of workers.	0	M



3.1.2	Textile Manufacturer	3.1.0.2	You do not directly or indirectly engage in, support or tolerate the use of corporal punishment, mental or physical coercion, bullying, harassment or abuse of any kind.	There are indications of this practice being common.	There are indications of this happening on rare occasions but your company took no actions.	The auditor found no indication of such practices (through workers' and employers interviews, and local knowledge) OR if there are indications of rare cases your company can demonstrate it took action.	RANK 3 AND the company has a policy and programme against these practices made known to all workers.	RANK 4 AND the company is active in implementing the policy.	0	M
3.1.3	Textile Manufacturer	3.1.0.3	Your company has a policy that clearly outlines fair and appropriate disciplinary measures, that are in line with the principle of non-discrimination and the policy is implemented.	There is no such policy.	There is a policy, but it is either discriminatory or not implemented.	A policy that is in line with the principle of non-discrimination and clearly outlines fair and appropriate disciplinary measures is present and implemented AND the policy is followed.	Your company has developed a procedure based on the policy.	The procedures are implemented.	0	C
3.1.3	Textile Manufacturer	3.1.0.4	You ensure that all workers are made aware of this policy.	The workers are not aware of the policy.	There is a written policy but workers are not aware of the policy OR policy is not followed in practice.	All workers are aware of the policy.	The policy is translated in local languages and posted on notice boards.	Records exist for trainings given to workers about the policy.	0	C
3.1.4	Textile Manufacturer	3.1.0.5	You do not directly or indirectly tolerates behavior, including gestures, language, and physical contact that is sexually intimidating, abusive or exploitative.	There are indications of this being common.	There are indications of this happening on rare occasions but the organization took no actions.	The auditor found no indication (through workers' and employers interviews, and local knowledge) that this is present OR if there are indications of rare cases your company can demonstrate it took action.	RANK 3 AND procedures with proper structure is in place to report and take action in case of any such instances happening in the company.	RANK 4 AND a Quality Management System controls this at workers and management level.	0	M
3.1.5	Textile Manufacturer	3.1.0.6	You have established and implemented a policy that clearly prohibits sexual harassment (also refer to requirement 1.4.4 on procedure for grievances about sexual harassment).	No		Yes			0	C



3.1.5	Textile Manufacturer	3.1.0.7	Workers are aware of this policy and its contents.	The workers are not aware of the policy.	There is a written policy but workers are not aware of the policy OR policy is not followed in practice OR workers are not able to use their rights to oppose sexual harassment.	All workers are aware of the policy.	The policy is translated in local languages and posted on notice boards.	RANK 4 AND Records exist for trainings given to workers about the policy AND there are structures in place for reporting sexual harassment.	0	C
3.1.6	Textile Manufacturer	3.1.0.8	All disciplinary measures are properly motivated and recorded and the employee is informed of the reasons for the decision in order to file a grievance and seek representation (see Textile Standard 1.4.4)	There are no records of the disciplinary measures at all.	Records of disciplinary measures are not complete OR not accessible to the employee.	All disciplinary measures are properly motivated and recorded and accessible to the employee.			1	C
3.1.7	Textile Manufacturer	3.1.0.9	There are records of all terminated contracts that give reasons for termination and indicate if the worker is a member of a trade union or an elected worker representative.	There are no records.	Reasons are given for terminations but there is no indication if member of a trade unions or an elected worker representative.	There are complete records of all terminated contracts.			1	C
		3.2	Freedom from forced and compulsory labour							
3.2.1	Textile Manufacturer	3.2.0.01	You do not directly or indirectly engage in, support or tolerate forced labour, including bonded or involuntary prison labour, and workers are free to leave at any time if they are in a forced labour situation.	There is evidence of use of, support or toleration of forced labour.	There is no use of bonded or involuntary prison labour but workers are not free to leave at any time although they follow the due notice period.	There is no indication of use of, support or toleration of forced labour and this was clearly communicated to all workers.	RANK 3 AND there is a clear policy in place to avoid this.	RANK 4 AND the Quality Management System controls implementation.	0	M
3.2.2	Textile Manufacturer	3.2.0.02	You does not retain any part of worker's salary, benefits, property, original documents (e.g. Passport), money for the purpose of remaining employed.	The company was retaining a part of the salary, benefits or original documents/passport of the employees when they workers want to leave the job.	The company retains some part of the salary/annual benefits or original documents when the migrant workers go on vacation.	The company is not retaining any part of the salary/benefits due or papers for the workers leaving jobs or migrant workers proceeding on annual vacation.	RANK 3 AND the company helps in claiming or transferring social security benefits.	RANK 4 AND the company helps the workers with letters of experience, relocation assistance if required.	0	M
		3.3	Child labour and protection							



3.3.1	Textile Manufacturer	3.3.0.01	You do not employ children directly or indirectly (through sub-contracting) under the age of 15 or under the age defined by local law, whichever is higher.	There are indications of this being common.	There are indications of this happening on rare occasions but your company took no actions OR children of workers work for your company.	The auditor found no indication (through workers' and employers interviews, and local knowledge) that this is present OR if there are indications of rare cases your company can demonstrate it took action.	There is a written policy that is made known to workers that ensures that children attend school.	RANK 4 AND the Quality Management System controls child labour and protections at worker level.	0	M
3.3.2	Textile Manufacturer	3.3.0.02	You do not directly or indirectly (through sub-contracting) submit workers less than 18 years of age to any type of work which puts their health, safety or morals and their school attendance at risk.	There are indications of non-suitable work being common.	There are indications that, on rare occasions, workers less than 18 perform non-suitable work and your company took no actions.	The auditor found no indication (through workers' and employers interviews, and local knowledge) that this is present OR if there are indications of rare cases the company can demonstrate it took action.		RANK 3 AND the company has an awareness raising programme for workers that identifies suitable work.	0	C
3.3.2	Textile Manufacturer	3.3.0.03	(Only applicable if young workers are hired) You ensure that a young workers total activity including school, work and transportation time doesn't exceed 10 hours per day.	No		Yes			0	C
3.3.3	Textile Manufacturer	3.3.0.04	You encourage decent youth employment and offers apprentice/trainee programs for young workers where possible.	The company doesn't offer an apprenticeship/trainee programs. No convincing reasons are offered for not offering the program.		The company encourages youth to take up the program and offers an apprenticeship/trainee programs complying with the national legislation for apprenticeship program.		The company actively promotes the apprenticeship program among the youth-in local communities/schools etc.	3	D



3.3.3	Textile Manufacturer	3.3.0.05	(Only applicable if your company has trainee/apprentice programs) Duration of the program, wages and terms are in accordance with national legislation where applicable, or otherwise agreed between management and young worker's representatives. The trainee worker is free to leave the programs at any time and it is mentioned in the terms.	Requirements of the national legislation with respect to duration, wages, terms etc are not complied. Or workers are not free to leave the program.	The company complies with only one or two requirements of the national legislation e.g. wage or duration or terms.	The company complies with requirements of national legislation or agreed between the management and apprentice workers representatives mainly wage, duration & terms. The terms also include worker can leave any time.		RANK 3 AND the company has CBA with the young worker representatives with wages, duration and terms better than the national legislation if any.	3	D
3.3.4	Textile Manufacturer	3.3.0.06	You have a established a monitoring system for achievements for the trainee/apprentice program and schemes for professional development. Monitoring is done by the compliance committee along with management.	No system is established.	System established only for apprentice program Or monitoring is done by only management.	System is established for both trainee/apprentice program as well as professional development scheme. Monitored by both CC members and management.	RANK 3 AND the monitoring system is in writing and the system is implemented.	RANK 4 AND third parties like professional institutes/colleges/individuals are involved in training and evaluation.	3	D
3.3.5	Textile Manufacturer	3.3.0.07	Upon completion of the apprentice program by the participant, your company issues a certificate of completion signed by a senior manager with details of the program, skills learned and duration of the program. Certificate details follow applicable national legislation, where it exists.	No certificates issued.	Certificates issued but lack details (as required in the compliance criteria or national legislation) or signature of the senior Manager.	The company issues a certificate signed by a senior manager including all the details as required in the criteria as well as in applicable national legislation.	The certificate is issued without delay at the end of the apprentice program.	The company takes recognition/accreditation for the apprenticeship program as per the Industry norms/national legislation if any for better recognition across the Industry.	3	C
3.3.6	Textile Manufacturer	3.3.0.08	You have established and implemented a Child Labour Policy, including a clear statement against child labour and a clear commitment to adopting a child rights' approach to protecting and remediating impacted children.	No policy is in place.	There is a policy but it is not followed in practice.	There is a policy in place even if it lacks some clarity OR the process slightly differs from its description.	There is a policy in place and followed but not all workers are aware of it.	All workers are aware of the policy and records are kept.	0	C
3.3.6	Textile Manufacturer	3.3.0.09	The child labour policy is clearly displayed in the working area and communicated to all the workers.	The child labour policy is not displayed or communicated to workers.	The policy is displayed but workers are not aware as it is not visible in the working area or not communicated to workers.	The child labour policy is displayed publicly in the working area and communicated to all workers in the meetings/trains/GA.		Workers also received communication about child labour policy and national legislations from external trainers/NGOs.	0	C



3.3.6	Textile Manufacturer	3.3.0.10	The Child labour policy is communicated to suppliers and subcontractors. It is a mandatory component of the contract and the suppliers/subcontractors have implemented the same.	The policy is not communicated to the suppliers or subcontractors.	The policy is orally communicated but is not included as a component of the contract with the suppliers/subcontractors OR the suppliers/subcontractors have not implemented the same.	The child labour policy is formally communicated to the suppliers/subcontractors, also included in their contract AND the suppliers/subcontractors comply with the policy.	RANK 3 AND the company provided the policy in local language along with pictograms OR your company organised a training program for the supplier/subcontractors staff on the policy.	RANK 4 AND the company develops a monitoring system to evaluate your suppliers/subcontractors OR makes efforts to only contract subcontractors that have their own social certification.	0	C
3.3.7	Textile Manufacturer	3.3.0.11	(Only applicable if in the past the company or its supplier/subcontractor has employed children under 15 years for any type of work, or children under 18 years were engaged in dangerous and exploitative work) You ensure that those children do not enter or are at risk of entering into even worse forms of labour, including hazardous work, slave-like practices, recruitment into armed conflict, sex work, trafficking for labour purposes, and/or illicit activities.	The company is unaware of current situation of children employed in the past by the organisation itself.	The company took no remedial actions and is unaware of current situation of children employed in the past by subcontractors/suppliers.	The company can provide details of all children working in the past and their current safe situation.	The company had a general programme to support families AND can provide details of all children working in the past and their current safe situation.	The company developed a child rights based remediation policy and program in partnership with a governmental or international organisation AND its members are trained on child rights methodologies.	0	C
3.3.7	Textile Manufacturer	3.3.0.12	(Only applicable if in the past the company has employed children under 15 years for any type of work, or children under 18 years were engaged in dangerous and exploitative work) You have developed a rights based remediation policy and program within a UN Convention on the Rights of the Child (UNCRC) protective framework that covers how to withdraw the children and how to prevent that they enter into worse forms of labour. This program should include remediation projects to ensure the immediate and continued protection of children.	No remediation policy and programme as per this CC is in place.	The remediation policy and programme is not complete as per this CC OR not in line with the UNCRC protective framework.	The remediation policy and programme is in place and is adequate and is implemented.	RANK 3 AND remediation projects include expert partner organizations, preferably local.	RANK 4 AND the FT officer or another representative from senior management is responsible for the development, implementation and evaluation of this policy.	0	C
3.3.8	Textile Manufacturer	3.3.0.13	You have carried out a risk assessment on the prevalence of child labour.	Risk assessment has not been carried out.	Identification of possible risks has important shortcomings, failing to identify required details OR identification of risks is not documented.	Risk assessment carried out and documented and includes all required details.	Risk assessment carried out based on consultation with workers and community.	RANK 4 AND the company updates this assessment regularly.	1	C



3.3.8	Textile Manufacturer	3.3.0.14	(Only applicable if a risk of child labour is identified) You have implemented relevant procedures to prevent children below the age of 15 from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work.	The company does not have any relevant procedures to prevent child labour.		There are relevant procedures and records of all workers stating their age, gender, identification papers, migratory status and other relevant data.		RANK 3 AND implemented a youth inclusive community based on monitoring and remediation on child labour on an on-going basis. This would include: • Identifying children in or at risk of being employed in child labour; • Reporting on the status of the identified children on a regular basis; • Measuring the progress made.	1	C
3.4 Freedom of Association										
3.4.1	Textile Manufacturer	3.4.0.01	There is a form of democratically elected and independent workers' organization established to represent workers in the company and negotiate with management.	There is no form of workers organization.	There is a workers organization but it has not been democratically elected OR it is not independent OR it does not fulfill its tasks.	Yes	There is a recognized trade union and it is active in the sector and in the company.	The company provides its support for Union activities to take place AND the company bargains with unions in good faith.	0	M
3.4.1	Textile Manufacturer	3.4.0.02	You respect the self-organization of workers by engaging with representatives of these organizations through regular dialogue.	The company doesn't respect self-organisation of workers.	The company orally says it respects but there is no proof of recognition in terms of engaging the representatives of self-organisation through regular dialogue.	The company respects the self-organisation of workers and engages with its representatives through regular dialogue. The dialogues are documented.	RANK 3 AND the company provide necessary support to self-organisation of workers in terms of capacity building to establish a trade union.	RANK 4 AND the company provides paid time off for the workers to attend the capacity building activities.	0	C
3.4.2	Textile Manufacturer	3.4.0.03	You respect the rights of workers to form or join unions.	This is not ensured in any way.	There is a written statement but it is not known to the workers OR not implemented.	There is a written statement made public to workers, even if some workers do not know it, OR, there is no written statement but it is implemented and most workers are aware.	RANK 3 AND all workers are aware.	RANK 4 AND the company actively encourages workers to form or join unions.	0	M
3.4.2	Textile Manufacturer	3.4.0.04	You respect the right of workers to bargain collectively in practice.	No		Yes		RANK 3 AND signed collective agreements are documented.	0	M



3.4.2	Textile Manufacturer	3.4.0.05	You accept your duty to bargain in good faith with unions	No		Yes		RANK 3 AND signed collective agreements are documented.	0	C
3.4.2	Textile Manufacturer	3.4.0.06	Workers are allowed to take the initiative themselves and are allowed to organize independently of management.	Management opposes creation of a workers' organisation.	Management puts obstacles in the way of workers organizing themselves'.	Management allows workers to organize.	Management allows such meetings and provide reasonable resources, including paid working time, for this.	Management actively encourages workers to meet and provide reasonable resources, including paid working time, for this.	0	C
3.4.2	Textile Manufacturer	3.4.0.07	You do not interfere in any way with formation, elections, recognition or governance of the trade unions.	No		Yes			0	C
3.4.2	Textile Manufacturer	3.4.0.08	You have not opposed any of these rights in the last 2 years prior to application for certification, unless there is proof that the circumstances have changed.	The company has opposed to rights of freedom of association and/or collective bargaining.		The company has not opposed to these rights in the last two years OR if it has, there is proof that the circumstances have changed.	The company has never opposed to these rights.		0	C
3.4.3	Textile Manufacturer	3.4.0.09	You do not punish, threaten, intimidate, harass or bribe union members or representatives, nor discriminate against workers for their past or present union membership or activities.	There is discrimination and the company does not comply with Standard requirement.	There is evidence of discrimination by management and the company is not effectively controlling this.	There have been cases of discrimination by management but the company took successful actions.	There are no cases of any kind of discrimination.	The company has a training/awareness programme to prevent discrimination AND there are no cases of any kind of discrimination.	0	M
3.4.3	Textile Manufacturer	3.4.0.10	You do not base your hiring on not joining or giving up union membership.	No		Yes			0	M
3.4.3	Textile Manufacturer	3.4.0.11	You do not make any statements or offer or take any actions which interfere with (or seek to influence) worker's choice to form or join a trade union.	No		Yes			0	M
3.4.4	Textile Manufacturer	3.4.0.12	You have signed the Freedom of Association protocol provided by Fairtrade International in Annex 3 to the Hired Labour Standard.	No		Yes	RANK 3 AND the company has sent a copy of the signed protocol to FLOCERT.	RANK 4 AND the protocol was distributed among the workers.	1	C
3.4.4	Textile Manufacturer	3.4.0.13	(Only applicable if the ownership or senior management of a company changes) The FoA protocol is signed by the new owners / management within 3 months.	No		Yes			1	C



3.4.5	Textile Manufacturer	3.4.0.14	The Workers' Right to Unionise Guarantee', which is included in the Freedom of Association protocol, has been communicated to workers by <ul style="list-style-type: none"> • having it translated into the appropriate local languages • having it translated in to appropriate pictograms for the illiterate workers • and by having it displayed publically in the workplace. 	The company has not communicated the FoA to the workers.	The company has communicated the FoA in language that is not understood by majority of the workforce.	Yes	RANK 3 AND there is documented evidence of having communicated verbally to all the workforce in a language understood by the workers.	RANK 3 AND the company used Audio visual aids or external parties (NGO/trade union etc) to effectively communicate workers rights to unionise.	1	C
3.4.6	Textile Manufacturer	3.4.0.15	(Only applicable if there is no union present in the workplace) You provide information and contact details of 'local point of contact' of trade unions. It is displayed publicly in the workplace in local languages and pictograms easily understandable by the workers.	There is no information on display OR workers claim signs are not permanently displayed.	Information/contact details displayed is incomplete or outdated.	Up to date and complete information and contact detail is displayed.	RANK 3 AND workers can demonstrate that they are aware of the local point of contact and its function.	RANK 4 AND the company keeps in touch with Fairtrade International textile support program for the updated information.	1	C
3.4.7	Textile Manufacturer	3.4.0.16	(Only applicable in situations where workers are not represented by a trade union recognized for collective bargaining with your company). You allow representatives of trade union organizations that represent workers in the sector or region to meet with workers in order to communicate about unionisation and/or to carry out their representative functions at an agreed and reasonable time and place. Workers may choose the place to meet with these trade union representatives, on company premises or at any other location.	Management does not allow these meetings.	Management allows these meetings but interfere by being present / sending observers/ noting down attendants/ or any other coercive measure.	Management allows such meetings outside working hours and provide space for this.	Management allows such meetings and provides reasonable resources, including paid working time, for this.	Management actively encourage workers to meet and provide reasonable resources, including paid working time, for this.	0	C
3.4.8	Textile Manufacturer	3.4.0.17	You allow access to trade union representatives representing workers in the workplace in order to communicate about unionisation and/or to carry out their representative functions at an agreed time and place.	Management does not allow these meetings.	Management allows these meetings but interfere by being present / sending observers/ noting down attendants/ or any other coercive measure.	Management allows such meetings outside working hours and provide space for this.	Management allows such meetings and provides reasonable resources, including paid working time, for this.	Management actively encourage workers to meet and provide reasonable resources, including paid working time, for this.	0	C
3.4.7 3.4.8	Textile Manufacturer	3.4.0.18	You do not interfere in any way with, nor conduct any surveillance of the meetings with the trade union representatives.	Do interfere actively.	Are present during meetings, but do not actively interfere.	Are present during meetings at request of the trade union/workers and do not interfere OR are not present.		Are not present and provide a conducive environment for the meetings.	0	C



3.4.9	Textile Manufacturer	3.4.0.19	You ensure that trade union/elected worker representatives have access to all workers in the workplace during working time without interference or the presence of management representatives and at agreed times, on average one hour in every three months.	No		Yes		RANK 3 AND the company has proactive programme for the elected worker representatives to access all workers on average at least one meeting every three months during working time without interference or presence of management representatives.	0	C
3.4.9	Textile Manufacturer	3.4.0.20	You ensure that elected worker representatives can meet among themselves during regular working hours, at least once a month for one hour.	No		Yes		RANK 3 AND the company has proactive programme for the elected worker representatives to meet among themselves during regular working hours, at least once a month for one hour.	0	C
3.4.9	Textile Manufacturer	3.4.0.21	You ensure that elected worker representatives meet with representatives of senior management during working hours at least once every 3 months.	No		Yes		RANK 3 AND the company has a proactive programme for the elected worker representatives to meet senior management representatives at least once every 3 months.	0	C
3.4.9	Textile Manufacturer	3.4.0.22	Meetings between elected worker representatives and representatives of senior management are scheduled on a regular basis and are documented.	No		Yes			0	C
3.4.10	Textile Manufacturer	3.4.0.23	(Only applicable in countries where a Collective Bargaining Agreement (CBA) is agreed for the textile sector) You have signed and adhere to this agreement.	No		Yes			1	C
3.4.10	Textile Manufacturer	3.4.0.24	(Only applicable in countries where a CBA is agreed for the textile sector and your company has a separate CBA at company level) The company level CBA agreements do not provide lesser terms and conditions than the sector-wide CBA agreement.	No		Yes			1	C



3.4.11	Textile Manufacturer	3.4.0.25	(Only applicable if there is no sectoral or company level CBA in place) You proactively engage in a process of negotiations with a recognized trade union or with legally authorised worker representatives to enter into a collective agreement.	No	The negotiations held are not with legally authorized worker representatives or recognized trade unions.	Yes	The company accepts reasonable times and venues for bargaining, participate in meetings, give serious consideration and a response to proposals, and provide reasons for its responses.	The company makes every reasonable attempt to reach agreement.	0	C
3.4.11	Textile Manufacturer	3.4.0.26	(Only applicable if there is no sectoral/company level CBA in place) You have not refused any genuine opportunity to bargain collectively with workers.	No		Yes			0	C
3.4.11	Textile Manufacturer	3.4.0.27	(Only applicable in cases where workers have freely and specifically decided to not form or join a trade union and are not otherwise legally authorized to collectively bargain, then the collective bargaining requirement is waived) (Not applicable if there are no unions active in the sector/region or the workers have joined unions that can take part in CBA) You have not used any intimidation or coercion to make workers take this decision. The decision is not the result of any vote in which management was in any way involved.	No		Yes		If no union is present, management and the elected workers' representatives can begin a dialogue with the national union federation(s) for the respective sector and the Global Union Federation (or appropriate International Trade secretariat) about improvement of the workers' representation and implementing a CBA.	0	C
		3.5	Conditions of Employment							
3.5.1	Textile Manufacturer	3.5.0.01	You set wages for workers and other conditions of employment according to legal or CBA regulations where they exist, or at regional average wages or at official minimum wages for similar occupations; whichever is the highest, with the intention of continually increasing salaries.	Salaries < legal minimum or CBA regulations OR it is impossible to calculate reference salaries.	Salaries ≥ legal minimum or CBA regulations but < regional average wages (evidence of regional average MUST exist).	Salaries ≥ legal minimum, CBA or regional average.		RANK 3 AND all legal provisions and agreed benefits are respected for all workers.	0	M



3.5.1 3.5.7	Textile Manufacturer	3.5.0.02	You have specified wages/wage rates for all employee functions and employment terms, such as piecework.	Salaries are discretionary and there are indications of discrimination.	Interviewed workers do not know roughly how much they will earn.	The company informs verbally OR refers to external sources of information (CBA, legal regulations) AND all interviewed workers know roughly how much they will earn.	Salary categories (including all additional benefits) are specified in writing AND all interviewed workers know roughly how much they will earn.	The company has documented employment functions and corresponding wage categories/rates (including all additional benefits). It has included it in the employment contract and made known to all workers in a way that is easy to understand.	0	C
3.5.2	Textile Manufacturer	3.5.0.03	(Only applicable if remuneration (wages and benefits) is below living wage benchmarks approved by Fairtrade International) You ensure that real wages are increased annually to continuously close the gap with living wage within six years from initial certification.	There have been no increases in the last year OR your company does not provide enough information to make a full salary calculation.	There have been wage increases but at or below inflation rate.	There have been real wage increases in the last year OR the workers and your company are actively negotiating wage increases at the time of audit AND there is a written plan and commitment on how to reach the living wage within six years from initial certification.	RANK 3 AND negotiations on annual wage increase take place regularly.	RANK 4 AND the company plans to reach the living wage even before six years from initial certification.	0	M
3.5.2	Textile Manufacturer	3.5.0.04	(Only applicable if remuneration (wages and benefits) is below living wage benchmarks approved by Fairtrade International) Once a living wage is reached, wage increases are expected to continue to keep up with inflation.	No		Yes			0	C
3.5.3	Textile Manufacturer	3.5.0.05	You pay a living wage to all workers as per the living wage benchmarked by Fairtrade International.	No		Yes			6	M
3.5.4	Textile Manufacturer	3.5.0.06	You support sector-wide initiatives on wages including but not limited to Industry bargaining and minimum wage processes, to raise wages across the industry and advocating for wage increases up to a living wage.	The company is actively opposing against industry wide wage bargaining/wage increase to living wage etc.	The company is neither opposing nor supporting such initiatives/ideas.	The company is supporting such initiatives.	The company has initiated/heading some such initiatives.	There is proof that the company had some success in some such initiatives.	3	D



3.5.5	Textile Manufacturer	3.5.0.07	You offer equal pay for equal work to all workers (migrant, temporary and permanent workers) irrespective of gender including benefits and employment conditions for equal work performed.	Workers do not receive equivalent wages, benefits and employment conditions.		All sets of workers receive equivalent/equal benefits and employment conditions OR if equal is not possible, these workers receive the equivalent or an alternative through other means.			0	C
3.5.6	Textile Manufacturer	3.5.0.08	All workers are provided with legal social security including contributions to Provident Fund and or Pension scheme.	No social security to workers is provided.	Social security benefits are not as per the National/Regional/CBA requirement and/or all workers are not covered.	The social security benefits are as per the National/Regional/CBA requirement and all workers (including temporary/seasonal/migrant) are included as beneficiaries and migratory/temporary workers get equivalent benefits.			0	C
3.5.8	Textile Manufacturer	3.5.0.10	Deductions from salaries are only made if they are permitted by national laws, fixed by a collective bargaining agreement or the employee has given his/her written consent.	Deductions are made without the listed indicators OR the written consent is not free OR deductions are disproportionate.		Yes			0	C
3.5.8	Textile Manufacturer	3.5.0.11	(Only applicable if deductions are made from salaries by the company for services it provides) The deducted amounts are in line with the actual costs incurred by the company, and they are not used for disciplinary purposes.	No	Calculation of costs incurred is not possible.	Yes			0	C
3.5.9	Textile Manufacturer	3.5.0.12	Payments are made on time, in a convenient way for the workers, at regularly scheduled intervals that have been communicated to workers.	No		Yes		Convenient way and preferred schedule have been discussed and agreed with the workers/worker representatives.	0	C
3.5.9	Textile Manufacturer	3.5.0.13	Workers receive pay slips or equivalent in local language and simple understandable format providing a clear account of wages earned, allowances, bonuses, overtime payment and all deductions in detail.	No pay slips are issued.	Pay slips do not list all the required fields as per this CC.	Pay slips are issued regularly containing all required information	RANK 3 AND a pay slip is issued along with the salary each month.		0	C
3.5.9	Textile	3.5.0.14	Payment is made in legal tender	No		Yes			0	C
3.5.9	Textile Manufacturer	3.5.0.15	For wage payments in cash, the company maintains proof of payment with signatures of the workers.	No		Yes			0	C



3.5.10	Textile Manufacturer	3.5.0.16	For work based on production, quotas and piecework, during normal working hours, the pay is the equivalent to average hourly waged work based on a manageable work load and is not below proportionate minimum wage, relevant industry average, CBA or living wage benchmark approved by Fairtrade International whichever is higher.	Salaries < legal minimum or CBA regulations OR it is impossible to calculate reference salaries.	Salaries ≥ legal minimum or CBA regulations but < regional average wages (evidence of regional average MUST exist).	Salaries ≥ legal minimum, CBA or regional average.	RANK 3 AND all legal provisions and agreed benefits are respected for all workers.	The company calculates SAM (standard allowed minutes) and labour minutes calculation for determining productivity and fixing the piece rates.	0	C
3.5.10	Textile Manufacturer	3.5.0.17	Information about this pay rate, including how it is calculated, is transparent and available for all workers and worker organizations.	Pay rate is discretionary and there are indications of discrimination.	Interviewed workers do not know roughly how much they will earn.	Organisation informs verbally OR refers to external sources of information (CBA, legal regulations) AND all interviewed workers know roughly how much they will earn.	Pay rate (including all additional benefits) are specified in writing AND all interviewed workers know roughly how much they will earn.	Pay rate (including all additional benefits) is specified in writing and made known to all workers in a way that is easy to understand.	0	C
3.5.11	Textile Manufacturer	3.5.0.18	You comply with applicable national and local legislation, industry standards and CBA regarding working hours and overtime regulations.	No		Yes			0	C
3.5.11	Textile Manufacturer	3.5.0.19	You do not require workers to work in excess of 8 hours per day and 48 hours per week on a regular basis.	No		Yes			0	C
3.5.12	Textile Manufacturer	3.5.0.20	Overtime is voluntary and not required on regular basis.	No		Yes			0	C
3.5.12	Textile Manufacturer	3.5.0.21	Any overtime does not extend over a period of more than 3 consecutive months and/or does not exceed 12 hours per week, or 3 months per year, unless exceptional circumstances apply.	There is no control to avoid that overtime exceeds what the criteria defines.	There is a control in place for managing overtime, but overtime exceeds 3 months and/or 12 hours per week.	There is a control by HR department that follows the criteria. However there are some periods where overtime limits are exceeded, by few hours and/or days per year.	There is a successful overtime control system by HR department and overtime does not exceed the definition in the criteria.	The company has developed advanced planning tools in collaboration with the buyers to reduce overtime.	0	C
3.5.12	Textile Manufacturer	3.5.0.22	You have received approval from FLOCERT for an exception in case it overtime exceeds the defined limits.	The company has not applied for exception OR has not received approval for exception.	An exception was granted but it is not valid anymore OR overtime exceeds granted limits.	The exception granted by FLOCERT is still valid and overtime limits are not exceeded.			0	C
3.5.13	Textile Manufacturer	3.5.0.23	You have implemented adequate measures to avoid overtime for regular production periods anticipating and planning for production peaks and other extraordinary situations.	The company has no measures in place to avoid overtime during regular production periods.	The company has some measures but they are neither implemented or not efficient enough.	The company has implemented some measures which are adequate and efficient in avoiding or significantly reducing overtime during regular production periods.	The company has implemented a management system to predict extraordinary situations, efficiency of production processes.	RANK 4 AND the company uses practices/techniques like extension of time frame for 'seasonal production', stocks holding, increase of production capacity and employment.	3	C



3.5.14	Textile Manufacturer	3.5.0.24	You allow workers at least one day of rest for every 6 consecutive days worked, unless exceptional circumstances apply.	No		Yes			0	C
3.5.15	Textile Manufacturer	3.5.0.25	Overtime is compensated at a premium rate that is applicable to compensation by payment or by allocation of time off work with premium factor. If neither national legislation, nor CBA, nor agreements with unions specify these rates, the following factors apply: a factor of 1.5 for work performed on regular workdays and at a factor of 2 for work performed on the regional day of rest, public holidays and night work.	No premium rate is applied for compensation of overtime.	A premium rate is applied but it does not meet the defined factors.	A premium rate is applied, or based on the required factors in the CC or according to the national legislation, CBA or agreements with unions.	RANK 3 AND workers are aware of the calculation for compensation of overtime.		0	C
3.5.16	Textile Manufacturer	3.5.0.26	Meal and work breaks as per national legislation are defined, granted and respected.	Workers are not allowed to take breaks.	workers are allowed to take breaks BUT they are not properly defined OR they are not always fully respected.	Defined lunch and work breaks are defined as per national legislation, granted and respected.	The work breaks are flexible.	Work breaks are above the national legislation and agreed with the trade union/worker representatives.	0	C
3.5.17	Textile Manufacturer	3.5.0.27	Workers receive paid leave like annual leave, casual leave, national holidays etc, as per the national legislation (including terms).	Workers do not receive any leaves as per national legislation.	Workers receive all the leaves but less than what is specified in the national legislation or not as per the terms.	Workers receive all the paid leave as per the national legislation with the provisions in the law like encashment/carry forward.	Workers have flexibility in taking some paid leaves.		0	C
3.5.18	Textile Manufacturer	3.5.0.28	At least 2 calendar weeks of paid leave per year are granted to workers, not including sick and casual leave. The leave period is in line with national legislation and/or CBA, if either of these exceeds two weeks.	No		Yes			3	D
3.5.19	Textile Manufacturer	3.5.0.29	You follow national legislation regarding regular temporary paid sick leave.	No		Yes			0	C
3.5.20	Textile Manufacturer	3.5.0.30	You have a regulation on sick leave that ensures: - at least 5 days of paid sick leave per year excluding the annual leave. - payment of wages during sick leave. - that the workers are protected from being dismissed during temporary sick leave.	There is no regulation and 5 days of paid sick leave is not provided.	There is a regulation but is not implemented.	Yes		Yes AND the company is providing more than 5 days of paid sick leave per year.	3	D



3.5.21	Textile Manufacturer	3.5.0.31	You have a regulation on leave caused by employment injury that ensures: - at least 5 days of paid leave per year excluding the annual leave. - that the workers are protected from being dismissed during temporary leave for injury. - injury leave is not deducted from annual leave.	There is no regulation and 5 days of paid leave for injury is not provided.	There is a regulation but is not implemented.	Yes		Yes AND the company is providing more than 5 days per year of paid leave for injury.	0	C
3.5.22	Textile Manufacturer	3.5.0.32	You have a regulation on disability compensation/benefits that ensures that workers sustaining long-term disabilities caused by employment injury are fairly compensated.	There is no regulation on disability compensation or the company has not provided any compensation in case of employment related long term disability.	There is a regulation but is not implemented or the compensation provided is less than the national legislation.	The company has a regulation and is implemented. Disability compensation is at least as per national legislation or fairly calculated taking into account the loss of income to the worker in the absence of national legislation.	RANK 3 AND the company provides additional compensation through private insurance.		1	C
3.5.23	Textile Manufacturer	3.5.0.33	You have a regulation on survivor benefits which ensures that dependent family members of workers killed in an employment related accident are fairly compensated.	There is no regulation related to survivor benefits.	There is a regulation but is not implemented.	The company has a regulation and is implemented. Survivor benefit is at least as per national legislation or fairly calculated taking into account the loss of income to the worker in the absence of national legislation.	RANK 3 AND the company provides additional compensation through private insurance.	RANK 4 AND the company provides employment to to one of the family members.	1	C
3.5.24	Textile Manufacturer	3.5.0.34	You grant its workers at least 8 weeks of maternity leave with compensation consistent with national laws or not less than 2/3 regular pay, whichever is higher, not including annual leave and not incurring any loss or privilege on account of such a leave.	The maternity period is less than 8 weeks.	The compensation during the period is less than those allowed as per this CC.	The maternity benefits comply to the National legislation or this CC whichever is higher.		Rank 3 AND the company is providing more than 8 weeks of maternity leave with compensation.	0	C
3.5.25	Textile Manufacturer	3.5.0.35	(Only applicable if the maternity leave is less than 12 weeks) The leave is increased by one week each year until 12 weeks is reached or national legislation is complied which ever is higher.	No increase of maternity leave takes place.	Maternity leave is increased but less than one week per year.	There is a written plan to increase maternity leave to 12 weeks, at least increasing by one week per year and the plan is implemented. If the leave provision is higher in the national legislation, the company complies with the same.	There is a written plan to increase maternity leave to 12 weeks and maternity leave is increased by more than one week a year.	Maternity leave is increased to 12 weeks in one go OR is increased even for longer.	3	D



3.5.26	Textile Manufacturer	3.5.0.36	No woman worker's employment has been terminated during her pregnancy or maternity leave, except on the grounds unrelated to the pregnancy or birth of the child.	No		Yes			0	C
3.5.27	Textile Manufacturer	3.5.0.37	Pregnant and nursing women do not perform work (including work during night hours) that may compromise the health of the mother or the child.	No		Yes			0	C
3.5.28	Textile Manufacturer	3.5.0.38	Nursing mothers have been granted two or more daily breaks during paid working time, or a daily reduction of hours of work, to breastfeed their child for at least up to 6 months after the birth.	No		Yes			0	C
3.5.29	Textile Manufacturer	3.5.0.39	If the period granted for the nursing breaks is for less than 12 months, the company must increase the duration to at least 12 months after the birth.	No		Yes			3	D
3.5.30	Textile Manufacturer	3.5.0.40	All regular work is undertaken by permanent workers. Time-limited contracts and subcontracting are undertaken only during peak periods, in the case of special tasks and under special circumstances.	No		Yes			0	C
3.5.31	Textile Manufacturer	3.5.0.41	All workers (including permanent, migrant, seasonal and temporary) have a legally binding written contract signed by worker and the employer that includes: - job description - working hours - pay rate - overtime regulation - social benefits - entitlements and deductions - annual paid leave, sick leave, protection of the worker from loss of pay in the case of illness, disability or accident, or loss of life - and a notice period for termination that is the same as the notice period for the employer.	The company has no legally binding written contract or it is provided only for permanent workers.	Written contracts do not comply with labour law OR notice period is longer for the worker OR does not contain all of the requirements as per this CC.	All workers have signed contracts that include at all requirements as per this CC.		RANK 3 AND the company uses the textile sector specific contracts and includes details from collective bargaining agreements.	0	C
3.5.32	Textile Manufacturer	3.5.0.42	All workers have a signed copy of their employment contract in a format and language they understand.	Yes		No			0	C
3.5.32	Textile Manufacturer	3.5.0.43	All workers are made aware of their rights and duties, responsibilities, salaries, and work schedules as part of the legal labour contract.	No		All workers are made aware AND information on workers rights and duties is communicated on notice boards in appropriate language.	Induction trainings are provided for all new workers on their rights and duties according to their contracts.	Regular awareness raising sessions on the workers rights and duties are carried out.	0	C
3.5.33	Textile Manufacturer	3.5.0.44	You have records of all workers including contracted workers that indicate their names, payment and their working hours.	No records of workers maintained	Records exist but not for all the workers e.g. contract workers. Or do not include all the details	Records are available with all the information for all categories of workers.	Detailed records with ID numbers, date of joining, job descriptions etc.	Individual worker files are maintained for all the workers.	0	C



3.5.34	Textile Manufacturer	3.5.0.45	(Only applicable if your company actively recruits workers from other regions within the country or from other countries) You pay any recruitment or agency and visa fees incurred. If the work period is less than one year, travel costs to and from their home country or region is also paid.	No system for paying the recruitment/visa/travel costs.	The company pays only for some costs or pays only a part of the costs.	The company pays fully the recruitment/agency, visa and travel costs (for work period of less than one year).	RANK 3 AND The company pays the costs upfront and sends the tickets for travel.	RANK 4 AND the company strictly instructs and monitors the recruitment process/agency against any corruption in the process of recruitment.	0	C
3.5.35	Textile Manufacturer	3.5.0.46	(Only applicable if the company provides housing) The housing ensures structural safety and reasonable levels of decency, privacy, security and hygiene.	No		Yes	The company provides acceptable definitions of decency, privacy, security and hygiene which have been developed together with elected worker representatives, and follows them.	RANK 3 AND and family housing and dormitories comply with guidance to housing requirements-3.5.35 of Fairtrade Textile standards.	0	C
3.5.35	Textile Manufacturer	3.5.0.47	(Only applicable if your company provides housing) There is regular upkeep of housing and communal facilities.	No		Yes	A proper maintenance schedule is in place for regular upkeep of housing. Records are available to show that maintenance is carried out regularly. A reporting system is in place and functioning for workers to report any maintenance needs.	There is a housing maintenance committee with members from trade union/worker representatives and senior management.	0	C
3.5.35	Textile Manufacturer	3.5.0.48	(Only applicable if your company provides housing) If sanitary facilities are shared, a reasonable number of toilets and bathing facilities with clean water, per number of users, and according to regional practice, are available.	No		Yes		RANK 3 AND and family housing and dormitories comply with guidance to housing requirements-3.5.35 of Fairtrade Textile standards.	0	C
3.5.35	Textile Manufacturer	3.5.0.49	(Only applicable if your company provides housing) Worker housing is located in separate buildings from production areas, storages and warehouses and not exposed to high noise or dust levels.	No		Yes		RANK 3 AND and housing complies with guidance to housing requirements-3.5.35 of Fairtrade Textile standards.	0	C



3.5.35	Textile Manufacturer	3.5.0.50	(Only applicable if your company provides housing) National or state regulations are complied with in all cases.	No		Yes			0	C
3.5.35	Textile Manufacturer	3.5.0.51	(Only applicable if your company provides housing) Workers have the freedom to choose if they want to be in company housing or not.	No		Yes			0	C
3.5.35	Textile Manufacturer	3.5.0.52	(Only applicable if the company provides housing and charges rent) Rent for housing is in accordance with local averages or benchmark set by local government, if available.	No		Yes			0	C
3.6 Occupational Health and Safety										
3.6.1	Textile Manufacturer	3.6.0.01	Work processes, workplaces, machinery and equipment on the production sites are as safe as possible and inherent health risks have been minimized and risk management strategies are in place for adequate control.	Workplaces, machinery or equipment represent patent important hazards for workers OR there have been fatal or grave accidents without the organisation taking any measure.	Indoor workplaces are not equipped against fire hazards OR fire exits are not maintained clear of obstructions OR machinery is dangerous to operate OR the auditor could find other important hazards.	All machinery has appropriate safety devices and there are at least fire exits and fire fighting equipment in indoor workplaces AND the auditor could not find any important hazards.	RANK 3 AND the organisation is aware of national regulations on health and safety and proves compliance.	The organisation is aware of the national regulation on health and safety and proves compliance AND the organisation already complies with all CC on health and safety below.	0	M
3.6.1	Textile Manufacturer	3.6.0.02	There are systems established to detect, avoid, or respond to potential threats to the health and safety of workers	Your company has no systems in place.	Your company has some written systems but are not implemented.	Your company has systems (e.g. inspections, maintenance, alarms etc for each workplace or machines) in place to detect or respond to potential threats to health and safety.	Rank 3 AND the system avoids potential threats to health and safety of the workers through early detection.	RANK 4 AND a Quality Management System is in place to regularly verify the implementation of the system.	0	C
3.6.1	Textile Manufacturer	3.6.0.03	Risk areas and potential hazards are clearly identified by warning signs in appropriate languages and include pictograms if possible.	No		Yes			0	C
3.6.1	Textile Manufacturer	3.6.0.04	Safety instructions and procedures including accident prevention and response are in place and communicated to staff.	No safety instructions and procedures are in place.	They are not complete or not communicated to workers.	Yes	Safety instructions are obvious and put in strategic places.	RANK 4 AND workers are trained regularly.	0	C
3.6.1	Textile Manufacturer	3.6.0.05	All hazardous machinery and equipment is equipped with adequate safety devices.	No		Yes		RANK 3 AND a Quality Management System is in place to routinely check on this compliance.	0	C



3.6.1	Textile Manufacturer	3.6.0.06	Protective guards are placed over moving parts.	Yes		No		RANK 3 AND a Quality Management System is in place to routinely check on this compliance.	0	C
3.6.1	Textile Manufacturer	3.6.0.07	Safety equipment is provided to all workers who are instructed and monitored in its proper use.	Workers work unprotected as common practice.	Basic measures have been implemented BUT interviewed workers recognised it is not used at all times OR workers are charged for PPE OR penalised for normal wear-out.	Workers are provided with free essential PPE (organisation may penalise for lost/damage due to improper use) AND interviewed workers declare it is used at all times.	RANK 3 AND PPE is adapted to local weather conditions as much as possible in order to increase usability.	RANK 4 AND a Quality Management System is in place that controls the use of PPE.	0	C
3.6.2	Textile Manufacturer	3.6.0.08	A Health and Safety Officer in charge of occupational health and safety matters reporting to the senior management is appointed.	No		Yes			0	C
3.6.2	Textile Manufacturer	3.6.0.09	The H&S Officer is qualified and adequately trained for the job.	The H&S officer is not trained or qualified.	Senior management are not committed to ensure that the H&S officer is trained.	Yes			0	C
3.6.2	Textile Manufacturer	3.6.0.10	The H&S officer is provided with adequate time and resources to carry out her/his duties	No	Time and resources provided by your company are not enough to carry out her/his duties.	Yes			0	C
3.6.2	Textile Manufacturer	3.6.0.11	Senior management ensures that the H&S officer has a job description included in his/her employment contract which includes the following responsibilities: implementing, suggesting, planning and monitoring measures to improve health and safety on the site and for informing and training workers on H&S.	H&S officers has no job description in the employment contract.	H&S officers job description is not complete as per this requirement OR not signed by senior management.	Yes			0	C
3.6.3	Textile Manufacturer	3.6.0.12	The H&S Officer meets with the trade union/worker representative(s) as well as H&S representative of the Compliance Committee regularly to discuss and receive improvement inputs on health and safety in the workplace.	No	The H&S officer meets but not regularly or H&S officer doesn't discuss or take inputs.	There is a schedule for meeting which is implemented.	RANK 3 AND meeting minutes and inputs are documented.	The H&S Officer performs his/her duties in close co-operation with the CC committee and evaluates complaints and suggestions for improvements.	1	C



3.6.3	Textile Manufacturer	3.6.0.13	The CC H&S representative actively communicates with all workers on issues of health and safety and makes suggestions for improvements to the H&S Officer.	No		Yes		RANK 3 AND records exist of meetings of the CC H&S representative and workers where suggestions are documented and feedback on progress is given.	1	C
3.6.4	Textile Manufacturer	3.6.0.14	You carry out regular H&S risk assessments, share it with H&S representative/s of the Compliance Committee and adapts safety measures accordingly.	No H&S risk assessment has been carried out.	The risk assessment is carried out but safety measure are not adapted accordingly OR does not cover all areas of work in the company OR is not shared with H&S representative/s of the CC.	The risk assessment was carried out covering all work areas, shared with the the H&S representative of the compliance committee and safety measures have been adapted.	RANK 3 AND risk assessments are carried out by qualified and trained internal teams.	Risk assessments are undertaken by relevant technical experts such as fire- fighting brigades, engineers, technical representatives of machinery suppliers, local labour inspectors and in some cases a medical expert.	3	D
3.6.5	Textile Manufacturer	3.6.0.15	Properly marked fire exits, escape routes, fire fighting equipment and fire alarms are provided for every indoor workplace, according to industry standard.	No	The facilities are not adequate or appropriate or do not match to industry standard.	Yes	RANK 3 AND checklist based system is in place to keep control on the safety of fire safety system.	RANK 4 AND monitoring is realized by relevant technical experts through external audits or as part of the Quality Management System.	0	C
3.6.5	Textile Manufacturer	3.6.0.16	Fire exits and escape routes are kept clear from obstacles allowing for swift and safe exit in case of an emergency.	No		Yes			0	C
3.6.6	Textile Manufacturer	3.6.0.17	You regularly train new and existing staff and workers in evacuation procedures and the trainings are documented.	No		Yes	RANK 3 AND trainings are conducted as per requirements of the national legislation where available.	RANK 4 AND evacuation trainings are provided by technical experts such as fire- fighting brigade personnel.	0	C
3.6.6	Textile Manufacturer	3.6.0.18	Fire safety drills are conducted at least every 6 months and are documented.	No		Yes	RANK 3 AND fire safety drills are conducted as per requirements of the national legislation where available.	RANK 4 AND fire safety drills are conducted technical experts such as fire-fighting brigade personnel.	0	C



3.6.7	Textile Manufacturer	3.6.0.19	All information, safety instructions, re-entry intervals and hygiene recommendations regarding hazardous work are displayed clearly in a visible place in the workplace in the language(s) understood by workers and with pictures.	There is no information concerning safety instructions, re-entry intervals and hygiene recommendations.	The information is not in a language understood by workers and/or has no illustrations familiar to workers (Pictograms, pictures, schemes, drawings).	Yes	Safety instructions are clear and put in strategic places.	RANK 4 AND workers are trained regularly.	0	C
3.6.7	Textile Manufacturer	3.6.0.20	Safety instructions are in line with technical guidelines provided by machinery and production suppliers, MSDS (Material Safety Data Sheets), and local authorities of inspections (e.g. firefighting brigade, labour inspector etc.).	No	Only some instructions comply.	Yes			0	C
3.6.7	Textile Manufacturer	3.6.0.21	MSDS for all the chemical substances and preparations fulfils internationally recognised standards – REACH Regulation (see Annex I, Requirements for the compilation of safety data sheets Directive EU 453/2010).	No MSDS maintained for all the products.	MSDS maintained but do not conform to REACH (may be from local suppliers).	Product specific MSDS from the manufacturer complying with requirements of the REACH regulation.		RANK 3 AND the company maintains the latest versions.	0	C
3.6.8	Textile Manufacturer	3.6.0.22	Regular training of workers and their representatives in the basic requirements of occupational health and safety (OHS), relevant health protection and first aid are held at least once per year. The training is repeated for all new or reassigned workers.	No training is held.	The trainings are not held at least once per year OR are not documented OR the documents are incomplete.	At least one training has been undertaken in an year AND content of training was sufficient.	RANK 3 AND the training is done as per a prepared schedule. It includes making workers aware of their right to remove themselves from unsafe situations without being penalized for doing so.	RANK 4 AND the frequency of the training is more than one in a year OR your company evaluates the training given.	0	C
3.6.8	Textile Manufacturer	3.6.0.23	Training also aims at creating awareness among workers of their right to remove themselves from unsafe situations without being penalized for doing so.	No		Yes		RANK 3 AND Workers are well aware of their rights concerning Health and Safety.	0	C
3.6.9	Textile Manufacturer	3.6.0.24	All workers and their representatives are trained in health and safety matters appropriately for their specific job and task.	No		Yes			0	C



3.6.9	Textile Manufacturer	3.6.0.25	Workers that are engaged in any potentially hazardous work are trained according to the tasks they carry out at least once every year. The training covers health and environmental risks of the products workers handle, if applicable, and enables them to take correct emergency actions in case of accident.	Workers engaged in potentially hazardous work have not been trained.	The trainings do not cover health and environmental risks of the products they handle and/or emergency actions and/or records are not kept or are not complete.	All workers engaged in potentially hazardous work have been trained AND content of training was sufficient.	Workers are trained accordingly and complete records are maintained.	RANK 4 AND the frequency of the training is more than one in a year OR your company evaluates the training given.	0	C
3.6.8	Textile Manufacturer	3.6.0.26	You keep records of trainings on occupational health and safety indicating information on topics, time, duration, names of attendees and trainers.	No		Yes			0	C
3.6.9	Textile Manufacturer	3.6.0.27	Dyestuffs and chemical handlers including transport and storage and waste are thoroughly instructed and trained at regular intervals by a recognised institution or by specialists in the safe handling and the risks of pesticides and chemicals.	No trainings have been given to this group.	The regularity is less than once a year or the trainings has not done by recognized institution or by specialists OR the trainings do not cover safe application and risks involved.	There is at least one training per year and the training is done by recognized institution or by specialists and cover areas such as safe handling and risks involved.	There is schedule for such trainings with topics which cover all necessary areas and trainings are documented.	RANK 4 AND the training frequency is more than once a year.	0	C
3.6.10	Textile Manufacturer	3.6.0.28	You have a H&S policy outlining measures for handling and storage of hazardous chemicals and has implemented the same.	The company doesn't have a H&S policy on hazardous chemical handling and storage.	There is a policy but the same is not implemented	There is a written policy and the same is implemented.	RANK 3 AND the company has detailed procedures	RANK 4 AND the procedures are implemented.	0	C
3.6.10	Textile Manufacturer	3.6.0.29	You maintain specific updated MSDS for all the chemical substances and preparations.	No MSDS maintained.	General MSDS (for groups of chemicals/dyes) or very old versions of MSDS.	Manufacturers have the latest version of MSDS, specific for the dye/auxillary/chemical/chemical preparation.			0	C
3.6.11	Textile Manufacturer	3.6.0.30	You have procedures in place to comply with the Registration, Evaluation, Authorisation and Restriction of chemical (REACH) regulation on the use of chemicals (see 4.1.1).	No		Yes			3	D



3.6.12	Textile Manufacturer	3.6.0.31	Persons younger than 18 years, pregnant or nursing women, persons with incapacitating mental conditions, persons with chronic, hepatic or renal diseases and persons with respiratory diseases are not engaged in any potentially hazardous work.	There is no criteria for keeping out persons at risk from potentially hazardous work e.g. pre employment medical examination for chemical handlers.		Persons at risk are not given potentially hazardous work in policy or practice, e.g. pre-employment medical examinations exist.		RANK 3 AND the company has a system to identify these category of workers and allocate them the safer jobs.	0	C
3.6.13	Textile Manufacturer	3.6.0.32	Company working premises and surroundings are free of obvious defect and are maintained in a safe, clean and, where necessary, hygienic condition at all times.	No		Yes	There is a maintenance department in place that ensures that the premises and surroundings are effectively maintained in good order AND/OR there is a reporting system that is in place and effective.	There is a documented QMS to keep the premises and surroundings clean and tidy.	0	C
3.6.14	Textile Manufacturer	3.6.0.33	Electrical equipment, wiring and outlets in the company's facilities are properly placed, grounded and inspected for overloading and leakage by a professional on regular basis.	No	The facilities are not adequate or appropriate or do not match to industry standard OR is not inspected by a professional on a regular basis.	Yes	A checklist based system is in place to keep control on the safety of electric system.	RANK 4 AND monitoring is realized by relevant technical experts through external audits or as part of the Quality Management System.	0	C
3.6.14	Textile Manufacturer	3.6.0.34	You have inspection protocols for electrical equipment, wiring and outlets in the company's facilities. The protocols are reviewed and renewed annually.	No protocols are available.	The company has a protocol but is not reviewed or renewed every year.	The company has a protocol developed by a professional and the same is reviewed and renewed every year by a professional.		RANK 3 AND the professional is Govt/Industry a recognised professional/chartered engineer.	0	C
3.6.15	Textile Manufacturer	3.6.0.35	All indoor workplaces have adequate lighting, heating and ventilation appropriate for the local weather conditions.	No		Yes	RANK 3 AND the company assesses lighting, heating and ventilation at the workplace with the help of professional personnel and equipment.	RANK 3 AND the company implements measures to provide sufficient light, heat and ventilation better than the national legislation or industry norm whichever is higher.	0	C



3.6.15	Textile Manufacturer	3.6.0.36	All indoor workplaces have control systems for noise, dust and vibration. Levels of noise, dusts and vibration are according to national legal requirements or industry standards (where there are no legal limits are fixed).	No		Yes	RANK 3 AND the company assesses noise, dust and vibration at the workplace with the help of professional personnel and equipment.	RANK 4 AND the company implements measures to reduce, noise, dust and vibration to the level which is better than national legislation.	0	C
3.6.16	Textile Manufacturer	3.6.0.37	You provide adequate quality Personal Protective Equipment (PPE) to all workers free of cost and you maintain sufficient stock of the same to ensure availability always.	No PPE provided or PPE is charged.	The PPE is provided is not of adequate quality for the purpose. Not enough stock of PPE maintained.	Adequate quality PPE is provided free of cost and there is enough stock.	The company has a list to define the PPE for each category of work and when they need to be replaced. The procedures are followed an PPE is replaced before it is worn out.	There is also a current stock of PPE in the stores for new/temporary workers and emergency replacements.	0	C
3.6.16	Textile Manufacturer	3.6.0.38	There are visible signs/pictograms posted in the work areas displaying requirement of appropriate for each work place/working area.	No		Yes			0	C
3.6.16	Textile Manufacturer	3.6.0.39	Workers always use such equipment and are monitored accordingly.	No		Yes		RANK 3 AND your company has a system to monitor and ensures that workers are trained and use the appropriate PPE always.	0	C
3.6.17	Textile Manufacturer	3.6.0.40	Adequate emergency first aid facilities, equipment and appropriately trained first aid staff to meet all reasonably foreseeable emergency first aid situations are available.	No emergency first aid facilities, equipment and appropriately trained first aid staff to meet all reasonably foreseeable emergency first aid situations are available.	The first aid facilities are not present in all independent working areas OR are not adequate e.g. first aid box OR staff are not properly trained.	Yes	A checklist based system is in place to see that the first aid requirements are met as per this CC.	RANK 4 AND monitoring is realized by medical experts through external audits or as part of the Quality Management System.	0	C
3.6.17	Textile Manufacturer	3.6.0.41	A reasonable number of workers (in relation to the total number of employees and the nature of their work) receive regular training in first aid.	No workers have been trained in first aid.	Some areas of work are not represented by trained staff or staff have not received a training at least once every year.	All areas of work are represented by at least one trained worker and they have received at least one training in one year.	RANK 3 AND there is a proper schedule of training and trainings are undertaken as per this schedule.	RANK 4 AND the training is under a government or recognized agency for occupational health and safety.	0	C



3.6.17	Textile Manufacturer	3.6.0.42	The H&S Officer must check and restock the first aid boxes at least every two months to ensure that all boxes are complete.	No		Yes			0	C
3.6.18	Textile Manufacturer	3.6.0.43	The H&S Officer compiles reports on work accidents and subsequent first aid measures.	No reports are compiled.	The reports are incomplete.	The reports are properly compiled and up to date.	RANK 3 AND support is provided by management or by a responsible authority.	RANK 4 AND reports are used for H&S monitoring.	1	C
3.6.18	Textile Manufacturer	3.6.0.44	The reports on work accidents are made available for the risk assessment and H&S committee.	No		Yes			1	C
3.6.19	Textile Manufacturer	3.6.0.45	A medical officer responsible for healthcare and protection of the workforce is appointed and is qualified for the job (e.g. Physician/professional nurse).	A medical officer is not appointed.	A medical officer is appointed but he/she is not qualified for his/her job.	The company has appointed a resident or visiting doctor he/she is qualified for the job. Related requirements of the national legislation is complied with.			0	C
3.6.19	Textile Manufacturer	3.6.0.46	The medical officer is responsible for suggesting, planning and monitoring measures to improve medical care and protection of health within the company. The responsibilities are included in his/her employment contract.	The medical officer is not a qualified medical practitioner.	The medical officer does not have a proper job description as per this compliance criteria OR the medical officer does not follow all the responsibilities.	Yes		RANK 3 AND the medical officer is clearly organised and pro-active in improving medical care within the company.	0	C
3.6.20	Textile Manufacturer	3.6.0.47	A full continuously updated documentation on work related as well as general sickness and accidents is maintained by the Medical officer.	No	The documentation is not comprehensive or complete.	Yes			0	C
3.6.20	Textile Manufacturer	3.6.0.48	The medical officer proposes actions to reduce work-related illness and accidents.	No		Yes			0	C
3.6.21	Textile Manufacturer	3.6.0.49	You provide or organise free and regular occupational medical care (checkups, examinations, treatments and advise) by a medical doctor to all workers.	No	The company provides/organises health care but the same is charged.	Yes			3	D
3.6.21	Textile Manufacturer	3.6.0.50	The occupational medical care is provided at the workplace at fixed times or at the local health centres/hospital during working hours.	No		Yes			3	D



3.6.22	Textile Manufacturer	3.6.0.51	In case of work-related illness or injury, the company provides access to free and appropriate healthcare (immediate and followup) either with an onsite well equipped dispensary or with an ambulance in the nearest hospital.	No		Yes		The company has an onsite dispensary with qualified medical doctor and arrangements with a speciality hospital for secondary care.	0	C
3.6.23	Textile Manufacturer	3.6.0.52	You offer regular medical examinations and check ups by a medical doctor to all workers on a voluntary basis at least every three years.	No	Medical examinations are not voluntary OR are not carried out at least every three years.	Yes	RANK 3 AND the frequency is more than once in a three year period.	RANK 3 AND the frequency is once per year and covers the family also.	0	C
3.6.23	Textile Manufacturer	3.6.0.53	The findings of medical examinations are communicated to worker confidentially and in a readily understandable form.	No	Findings are not communicated confidentially, OR in an understandable form.	Yes	RANK 3 AND the company has a procedure for confidentiality.	RANK 4 AND the procedure includes following: Medical records are held by the medical practitioner and only. Anonymised medical data is reported to the company for health and safety management. Employee consent is sought for disclosing Personal medical information to the company. Records are provided to the worker or destroyed at the end of his/her employment.	0	C
3.6.24	Textile Manufacturer	3.6.0.54	Workers engaged in handling any potentially hazardous chemicals or other hazardous work are examined regularly and for free, at least once a year (or more depending on the level of exposure to chemicals), by a medical doctor.	No	The frequency of the check up is not annual AND/OR not all the workers who handle hazardous chemical are examined AND/OR documents of the check up are not kept AND/OR the examination is carried out by the nurse.	Regular medical examinations including relevant laboratory tests are carried out at least once a year or more by a medical doctor.	RANK 3 AND the medical examinations address any specific medical concerns that might arise from the hazardous chemicals used in accordance to the MSDS etc.	RANK 3 AND the examinations are carried out by the specialist doctors OR the frequency of medical examinations is more than once a year.	0	C



3.6.24	Textile Manufacturer	3.6.0.55	Individual health records are maintained for workers handling hazardous chemicals/work. The records are kept confidential and management has no access to them.	No		Yes			0	C
3.6.25	Textile Manufacturer	3.6.0.56	You provide suitable rest areas and canteens with clean and maintained cooking and food storage facilities where necessary and if requested by workers.	No	The rest areas are not suitable e.g. no shelter from rain/sun or not clean and maintained.	Yes	RANK 3 AND rest areas with some recreational facility is provided.	RANK 4 AND rest areas for men and women are provided if requested.	3	D
3.6.26	Textile Manufacturer	3.6.0.57	If the company provides food/meals it is optional for workers and the cost is comparable to local conditions.	No		Yes			0	C
3.6.27	Textile Manufacturer	3.6.0.58	Clean drinking water is provided close by for all workers and is clearly labelled.	No		Yes		There is a temperature control for drinking water (cold or warm depending on weather).	0	C
3.6.27	Textile Manufacturer	3.6.0.59	Drinking water quality is monitored by your company and the H&S Compliance Committee representative.	The water is never been tested.	The analysis revealed that water quality is poor and no monitoring has been done.	Drinking water is tested and the reports are available AND your company has taken adequate measures, if applicable.	RANK 3 and the drinking water is tested at least twice a year to correspond with seasonal variations.	RANK 4 and the company uses a water purifier.	0	C
3.6.28	Textile Manufacturer	3.6.0.60	The work areas are provided with clean toilets with hand washing facilities close by (also close to the canteen), changing rooms for all workers and clean showers for workers who handle hazardous chemicals.	No toilets or changing rooms or showers are provided.	Toilets, hand washing, changing rooms, showers are provided but are not clean/maintained.	Yes	RANK 3 AND facilities are well lit, ventilated, have easy to clean finishing, are easy to access for the workers etc.		0	C
3.6.28	Textile Manufacturer	3.6.0.61	Toilets, changing rooms and showers are separate for women and men and ensure privacy for the users.	No		Yes			0	C
3.6.28	Textile Manufacturer	3.6.0.62	Number of toilets and hand washing facilities are in proportion to the number of workers (minimum of one for 25 workers).	No toilets and handwashing facilities in the work area.	Numbers of toilets/handwashing facilities are less than proportionate.	Yes		RANK 3 AND numbers of toilets are more than 1:25 proportion.	0	C
3.6.28	Textile Manufacturer	3.6.0.63	All facilities are cleaned regularly and equipped with covered drains and pipes.	No		Yes		RANK 3 AND there is a cleaning and monitoring system and schedule which is implemented.	0	C
3.6.28	Textile Manufacturer	3.6.0.64	Lockable storage facilities are provided where requested.	No		Yes			0	C



		4	Environmental Responsibility							
		4.1	Management of hazardous substances							
4.1.1	Textile Manufacturer	4.1.0.01	Substances and preparations on the Fairtrade International Prohibited Materials List (PML) are not used by the company for application in its processes and or on the products.	The company actively uses the prohibited materials OR use was found in > 5% of sampled processes or products.	Use was found in < 5% of sampled processes or products BUT the company has not developed a procedure to ensure the non procurement, stock and use of prohibited substances and preparations for the entire production.	Use was found in < 5% of sampled processes or products AND the company has developed and implemented a procedure to ensure non- purchase, store and use of products containing Prohibited substances and preparations on the PML for the entire production.	No use was detected in audit AND The company has developed and implemented a system to make available suitable alternatives to all the prohibited substances and preparations.	RANK 4 and there is an effective monitoring and control system implemented.	0	M
4.1.2	Textile Manufacturer	4.1.0.02	You do not apply processes that are highly hazardous for the environment or human health such as: <ul style="list-style-type: none"> • chlorine bleaching; • cross-linking agents with high formaldehyde levels (see Oeko Tex 100 limits for free formaldehyde); • Toxic and persistent organic and inorganic textile preservation chemicals (e.g. organic tin compounds, brominated compounds, chlorinated benzenes and toluenes, dieldrin, arsenic, and mercury); • use of chrom-salts for colour fastness; • sand-blasting and PP-spray for finishing; • nano-materials (particles with a size < 100 nm-as per GOTS V.4 definition of nano-particles). 	The company actively uses some of the processes.	The company uses some of the processes rarely when suitable alternatives are not available.	The company doesn't apply processes that are highly hazardous for the environment or human health as listed in the CC.		The company has a system implemented to avoid all the processes in the CC. The system is implemented at all the levels including merchandising (taking orders).	0	C
4.1.3	Textile Manufacturer	4.1.0.03	(Only applicable if the company is using following category of chemical substances preparation) You have developed and implemented a plan with timelines to replace them with ecological alternatives: <ul style="list-style-type: none"> • biological active products. • PFOS, PFOA • non-biodegradable and non-bio eliminable complexing agents, tensides and surfactants. • PVC in prints and accessories. 	The company is using one or more category of chemical substances but there is no replacement plan in place.	There is a plan but doesn't include all categories or does not have timelines.	There is a written plan approved by the management for replacement with time lines which is implemented.			3	D
4.1.4	Textile Manufacturer	4.1.0.04	The reduction in the use of chemical substances as above under CC 4.1.3 is measured and documented	No		Yes			3	D
		4.2	Waste water							



4.2.1	Textile Manufacturer	4.2.0.01	(Only applicable if the company is using wet processing (desizing, bleaching, mercerizing, dyeing, printing, and other specific treatments where waste water is generated) You treat all its waste water (effluent) according to national legislation to prevent any negative impact on the environment or human health.	The company doesn't have effluent treatment plant (ETP) or the company treats only a part of the effluents.	The company has a ETP unit but the capacity is not sufficient or the treated water quality doesn't meet the national legislation.	The company has a ETP unit with updated approvals from concerned Govt. Department. The capacity is sufficient treat waste water even during peak production periods. The treatment procedure and treated quality meets the requirements of national legislation.	RANK 3 AND the company cleans reuses minimum 40% of the treated water.	The company has zero liquid discharge effluent treatment plant and most of the treated water is reused within the factory.	0	C
4.2.1	Textile Manufacturer	4.2.0.02	Analysis of the treated wastewater is performed periodically at normal operating capacity and documented.	No analysis of the treated waste water is done.	Analysis is done but the quality parameters are below the requirements of national legislation.	Analysis is done at least once in six months during normal operating capacity and reports are available.	RANK 3 AND the sampling and analysis is done by an independent third party or Govt. department.	RANK 4 AND the company has an inhouse laboratory with technical personnel for continuous monitoring and improvement.	0	C
4.2.2	Textile Manufacturer	4.2.0.03	(Only applicable if the company has wet processing and waste water is generated) You have developed measures for reduction in water consumption and/or treated water reuse. The impact achieved is documented.	No measures developed.	There are measures developed but the impact is not documented.	Measures are developed, implemented and the impact achieved is documented.	RANK 3 AND the company has developed measures with expert technical assistance.	RANK 4 AND the company has changed to water efficient/water reusing processing equipment/processes.	6	D
		4.3	Emissions to Air							
4.3.1	Textile Manufacturer	4.3.0.01	You have implemented appropriate air pollution control techniques such as ventilation, absorption, physical and chemical scrubbing, closed-loop-systems for recovery of solvents, noise/odour and vibration reduction equipment for all the manufacturing operations that generate air pollutants including but not limited to following: Coating and dyeing operations, printing, drying (fabrics, yarns and prints) fibre processing (all steps), spinning, fuel for power generation, boiler/heating, weaving etc.	The company does not have air pollution control systems in many processes with high indoor and outdoor pollution levels.	The company has installed air pollution control systems in all the places but they are old, not sufficient or efficient.	The company has installed air pollution control systems in all the pollution generating areas, machineries and processes which are working efficiently.	RANK 3 AND the air pollution levels are measured on a regular basis to monitor the efficiency of control techniques.	RANK 4 AND the company redesigns/replaces the machinery with improved technology to reduce pollution.	1	C
4.3.2	Textile Manufacturer	4.3.0.02	You measure reduction of hazardous and non-hazardous emissions to air that have been achieved through air pollution control techniques (see 4.3.1).	No measurement of reduction.	Reductions measured but not classified as hazardous/non-hazardous.	Yes			3	D
		4.4	Energy Consumption							



4.4.1	Textile Manufacturer	4.4.0.01	You keep records of energy consumption.	No	The records do not cover all facilities in the plantation or do not have records of the last 12 months.	The records are comprehensive and are constantly updated.	There is a constant energy audit done on the planation to reduce the use of energy.	The energy audit system is certified under a recognized accredited or legal authority.	6	D
4.4.1	Textile Manufacturer	4.4.0.02	You develop a plan with measures for reduction, recovery or use of renewable sources of energy. Progress should be documented on indicators set by teams from different departments of your company.	No	There is a plan but lacks details, timelines or targets OR no indicators are set to document the progress	The plan has details, timelines and targets AND progress is measured with indicators set by experts from different units.	The company has developed a tool for calculating savings from the reduction/reuse/use of renewable energy.	RANK 4 AND the company has made significant savings or using renewable energy to a significant level OR the energy audit system is certified under a recognized accredited or legal authority.	6	D
		4.5	Waste							
4.5.1	Textile Manufacturer	4.5.0.01	You collect and separate waste according to local requirements. Waste must be properly disposed in municipal garbage collection system where available.	No		Yes			0	C
4.5.2	Textile Manufacturer	4.5.0.02	There is no reuse empty hazardous chemical containers for water or food storage.	Empty hazardous chemical containers are reused in the cafeteria or worker housing areas for food/ water storage.	No evidence of workers empty hazardous chemical containers for food/product but containers are available for sale freely for the employees and interviewed workers do not know the dangers.	There are no indications of workers reusing empty hazardous chemical containers, these are controlled and interviewed workers know the dangers.		RANK 4 AND the company uses an offsite legally registered disposal company to dispose of the containers.	0	C



4.5.2	Textile Manufacturer	4.5.0.03	You triple rinse empty containers and use the rinse water in the mix of pesticides to be applied.	Workers do not follow these practices, dirty equipment or dirty/non-punctured empty containers can be found.	RANK 1 BUT the company carried out awareness activities.	Yes	RANK 3 AND the company carried out awareness activities.	The company does not use pesticides or hazardous chemicals.	0	C
4.5.2	Textile Manufacturer	4.5.0.04	Once triple rinsed, empty containers are punctured and stored while awaiting disposal.	Workers do not follow these practices, dirty equipment or dirty/non-punctured empty containers can be found.	RANK 1 BUT the company carried out awareness activities.	Storage of rinsed and punctured containers is well contained, covered and locked AND records of disposal are clear and traceable.		The company does not use pesticides or hazardous chemicals.	0	C
4.5.2	Textile Manufacturer	4.5.0.05	All waste equipment that has been in contact with pesticides or hazardous chemicals is cleaned and stored in a proper way.	Workers do not follow these practices, dirty and used waste equipment can be found.	RANK 1 BUT the company carried out awareness activities.	No dirty equipment or dirty/non-punctured empty containers are found.	RANK 3 AND the company carried out awareness activities.	The company does not use pesticides or hazardous chemicals.	0	C
4.5.3	Textile Manufacturer	4.5.0.06	You have a waste management plan that includes strategies for waste reduction, recycling, reuse and disposal alternatives with clear timelines.	There is no waste management plan.	There is a waste management plan but it does not have timelines OR the plan is not implemented as per the timelines.	Yes	RANK 3 AND the company has achieved positive results on waste reductions, recycling, reuse and disposal alternatives.	RANK 4 AND the company participates in a regional program for waste management or certified as per ISO 14000.	1	C



4.5.4	Textile Manufacturer	4.5.0.08	In cases of hazardous wastes and waste classified as special waste the company follows national and local laws to avoid any negative impact on the environment and human health.	No		Yes			0	C
4.5.4	Textile Manufacturer	4.5.0.09	You keep the production site/s free of hazardous waste.	Hazardous waste is found on production site/s outside designated storage areas.	Hazardous waste is found on production site/s outside designated storage areas BUT the company carried out awareness activities.	The company has designated storage areas on production site/s or at central areas where risk is minimized.	The company provides an alternative storage that minimizes risks.	RANK 4 AND there is a monitoring and control system in place that works well.	0	C
4.5.4	Textile Manufacturer	4.5.0.10	Designated areas for storage and disposal of hazardous waste exist and are used regularly minimising risks of pollution.	The company has no designated storage/disposal of hazardous waste.	The company has not designated storage areas BUT no hazardous waste is found during the audit.	The company has designated storage areas on production site/s or at central areas where risk to human health/environment is minimised e.g. the storage is protected from unauthorised access, rains, leaching in to ground etc.		The company uses external resources that take care of disposing hazardous waste appropriately and permanently.	0	C
4.5.5	Textile Manufacturer	4.5.0.11	You develop and implement a waste reduction plan and reduction of the waste is documented.	No plan exists.	There is a plan but reduction is not documented.	There is a reduction plan which is implemented and proof of reduction is available.		RANK 3 AND waste reduction per design implemented OR the company participates in a regional program for waste management or certified as per ISO 14000.	3	D
4.6 Environmental Mangement System										
4.6.1	Textile Manufacturer	4.6.0.01	You have a written system which deals with identification of all the environmental hazards and pollution load, how they are measured, how they are controlled and how the whole system is evaluated for effectiveness.	There is no system.	There is a system but is not complete (doesn't identify some of the pollution).	There is a written system covering identification, measurement, control and evaluation of environmental and pollution load.		RANK 3 AND the company is certified against recognized Environmental standards such as ISO 14001 for waste management.	1	C
4.6.1	Textile Manufacturer	4.6.0.02	Operating procedures and responsibilities are agreed and approved by top management.	There is no operating procedure.	The top management is not aware of the system or operating procedure.	The system and procedures were discussed with the top management and are approved.			1	C



4.6.2	Textile Manufacturer	4.6.0.03	You have appointed an Environmental Officer with relevant expertise and responsibility to lead company's compliance with the requirements in chapter 4- Environmental Responsibility.	No	The appointment is not formalised.	Yes	RANK 3 AND the Environmental Officer has the qualifications and related experience.		1	C
4.6.2	Textile Manufacturer	4.6.0.04	The Environmental Officer meets with the CC regularly to inform on findings and any Environmental risks in the work place.	No	Meetings are held but the risks are not reported.	Yes			1	C
4.6.3	Textile Manufacturer	4.6.0.05	You have a plan with procedures to raise awareness among workers in relation to the requirements in chapter 4, Environmental Responsibility. The plan is implemented.	No plan with procedure.	There is a plan but is not implemented.	The plan procedures are implemented.	RANK 3 AND the awareness raising is done as a part of recognized Environmental standards such as ISO 14001.	RANK 4 AND the company is working with environmental NGOs or institutes for awareness creation among workers.	3	D
		5	Trade							
		5.1	Traceability							
TS 2.1.1	Textile Manufacturer	5.1.0.01	You clearly identify all Fairtrade products as Fairtrade in all trade documentation (e.g. invoices, delivery notes and purchase orders), including all relevant documentation sent to and received from the additional entity.	Fairtrade references (i.e. term "Fairtrade" or similar terms) are missing in all documents.	Fairtrade references are identifiable but are incomplete. Fairtrade references exist, but not in all purchase and sales documentation. (i.e. Term "Fairtrade" or similar in invoices BUT it is not possible to find a reference in other documents).	Fairtrade references are identifiable and complete in all purchase and sales documentation. (i.e. term "Fairtrade" or similar on all invoices AND it is possible to find a reference in other documents.).		Fairtrade references are recorded and kept up-to-date within the ERP system (management - system in place). (i.e. Term "Fairtrade" or similar consistently in all contracts, invoices, B/L, delivery notes, packing lists, etc.).	0	M
TS 2.1.1	Textile Manufacturer	5.1.0.02	Your Fairtrade related documents allow tracing the following information: • the name and FLO-ID of the traders involved in a Fairtrade transaction (FLO-ID of the supplier and FLO-ID of the buyer (the latter does not apply if you are the licensee); • the applicable dates of the transaction; • the quantities and physical form of the product when transacted (purchase and sale); • the details of Fairtrade Price and Fairtrade Premium and pre-financing (where applicable).	All details are missing.	Some of the listed requirements are missing in all or some transactions.	The details can be tracked during audit.	These details are included in a database a directly linked to Fairtrade article descriptions.	Details are included in a database a directly linked to Fairtrade article descriptions and a re fully up-to-date. (Details of the complete supply chain are mentioned in purchase and sales documentation.).	0	C



TS 2.1.1./ FLOCERT requirement	Textile Manufacturer	5.1.0.03	You ensure that Fairtrade certified products sold as non-Fairtrade clearly indicate that the product is not Fairtrade by removing any existing reference to Fairtrade on product, packaging or documents or where not possible by clearly indicating to your customer that the product is not Fairtrade.	Term "Fairtrade" or similar is associated with non Fairtrade sales in all documents/packing etc.	Term "Fairtrade" or similar has been removed from invoices/packaging/products BUT it is possible to find references in other documents OR term "Fairtrade" has been mentioned in some invoices.	Term "Fairtrade" has been removed in all invoices, product, packaging AND other purchase and sales documents OR where it is not possible clear indication is given to the buyer that the sale is not Fairtrade.			0	M
TS 2.1.1./ FLOCERT requirement	Textile Manufacturer	5.1.0.04	You do not imply, directly or indirectly, that an ordinary sale is in any way associated with sales of Fairtrade certified products.	Clear linking of ordinary sale with Fairtrade certified products is noticed.		There is no evidence of a linkage between a Fairtrade sale and a normal sale.		RANK 3 AND your company has a system to check and control that no ordinary orders are associated with Fairtrade.	0	C
Seed Cotton 2.1.1	Textile Manufacturer	5.1.0.05	(Applicable if the trader operates under the FSP model) You report information about your purchases and sales of equivalent volumes of Fairtrade cotton to the Fairtrade tracking system (Fair Trace).	Information about purchases and sales are not reported to Fair Trace, i.e. no reporting is done.	Information about purchases and sales are incomplete on Fair Trace, i.e. only some transactions have been reported OR the reports are incomplete.	Information about purchases and sales are reported on Fair Trace, i.e. all transactions are reported and is correctly reported.		Information about purchases and sales are always correctly reported on Fair Trace and deadlines are always met. Records include all other information specified in the template provided by Fairtrade.	0	C
Seed Cotton 2.1.2	Textile Manufacturer	5.1.0.06	(Applicable to spinners for their activities under the FSP model) A purchase contract for the corresponding Fairtrade cotton lint has been signed with the ginner before the Fairtrade equivalent yarn is sent out for delivery.	No		Yes			0	C
Seed Cotton 2.1.3	Textile Manufacturer	5.1.0.07	(Applicable to spinners for their activities under the FSP model) The physical receipt of the Fairtrade cotton lint takes place at the latest within 6 months after the Fairtrade equivalent yarn has been sent out for delivery.	No		Yes			0	C



TS 2.1.2	Textile Manufacturer	5.1.0.08	You keep records of all entries, processing and sales of Fairtrade products. Records allow the certification body to trace back from any given Fairtrade output to the Fairtrade inputs.	The trader does not keep records or they are not available at the time of the audit AND/OR there are estimated excessive sales by more than 5% OR there is no system that allows calculations.	The trader keeps records, but they are incomplete or not fully available at the time of the audit AND/OR There are estimated excessive sales by 1-5%.	The trader keeps records and makes them available to the auditor during the audit. Records are correct. No excessive sales except possible mistakes estimated up to 1% of sales.	The trader keeps records and makes them available to the auditor during the audit. Records are correct. No excessive sales with no mistakes.	There is a management system in place that easily allow the certification body to trace back from any given Fairtrade output to the Fairtrade inputs, including alterations performed, relevant recipes and yields. The trader keeps records and makes them available to the auditor during the audit. Records are always updated.	0	C
TS 2.1.2	Textile Manufacturer	5.1.0.09	(Additional Entity) You keep records of all volumes of Fairtrade products received from and sent to the certified customer to which you are sub-contracted. Records allow the certification body to trace back from any given certified output to the certified inputs.	The additional entity does not keep records or they are not available at the time of the audit and/or There are estimated excessive sales by more than 5% OR there is no system that allows calculations.	The additional entity keeps records, but they are incomplete or not fully available at the time of the audit and/or There are estimated excessive sales by 1-5%.	The additional entity keeps records and makes them available to the auditor during the audit. Records are correct. No excessive sales except possible mistakes estimated up to 1% of sales.	The additional entity keeps records and makes them available to the auditor during the audit. Records are correct. No excessive sales with no mistakes. The additional entity has records of products received and products sent back to producer.	There is a management system in place that easily allow the certification body to trace back from any given Fairtrade output to the Fairtrade inputs, including alterations performed, relevant recipes and yields. The additional entity keeps records and makes them available to the auditor during the audit. Records are always updated.	0	C
TS 2.1.3	Textile Manufacturer	5.1.0.10	(If you trade and/or process for activities carried out under FSP cotton model after ginning this requirement only applies if you wish to implement physical traceability) You physically segregate Fairtrade products from non-Fairtrade products at all stages of the supply chain. You do not mix Fairtrade products with non-Fairtrade products. Fairtrade products are transported, stored processed/manufactured and delivered separately from non-Fairtrade products.	Fairtrade products are not segregated from non - Fairtrade products. No system to physically separate certified products, mixing up happens.	Fairtrade products are not clearly or only partially segregated from non - Fairtrade products. Mixing up during processing can easily happen.	Fairtrade products are segregated from non - Fairtrade products. There is a traceability system in place to separate certified products.	Rank 3 and there are 'on product marks' consistently which are clear and easily identifiable.	Rank 4 and there is a management systems in place to trace back certified products.	0	M



TS 2.1.4; 2.1.5	Textile Manufacturer	5.1.0.11	(If you trade and/or process for activities carried out under FSP cotton model after ginning this requirement only applies if you wish to implement physical traceability) You identify Fairtrade products as Fairtrade at all stages (e.g. storage, transport, processing, packaging, labelling and handling) AND when selling, as well as in all related records and documents through on-product lot numbers and/or identification marks.	Fairtrade products are not identified as Fairtrade at any stage as well as records or documents. Documents, records and on-product marks do not mention any term/number reference that can be identified as Fairtrade.	Fairtrade products are not easily identifiable and identification marks are not precise/clear. On-product marks are frequently lost and some records cannot be identified as Fairtrade.	Fairtrade products are identifiable at all stages as well as in all related records and documents. Identification marks are clear and marked with the term "Fairtrade" or similar.	Fairtrade products are identifiable at all stages as well as in all related records and documents. Identification marks are clear, article and lot numbers are unique and clearly referring to the term "Fairtrade" or similar.	Fairtrade products are identifiable at all stages as well as in all related records and documents. Identification marks are clear, article and lot numbers are unique and clearly referring to the term "Fairtrade" or similar and name and FLO ID of the seller and the buyer. There is a management system in place that identify and trace Fairtrade	0	C
TS 2.1.6	Textile Manufacturer	5.1.0.12	(If you trade and/or process for activities carried out under FSP cotton model after ginning this requirement only applies if you wish to implement physical traceability) You buy from a Fairtrade trader successfully certified against the physical traceability requirements. These products, when purchased, are identified as a Fairtrade product with physical traceability.	No		The products are identified as physically traceable at least through the lot numbers.		The products are identified as physically traceable on the invoices and on the product.	0	C
TS 2.1.3	Textile Manufacturer	5.1.0.13	(Additional Entity) (If you process for activities carried out under FSP cotton model after ginning this requirement only applies if your operator implements physical traceability) You physically segregate Fairtrade products from non-Fairtrade products at all stages of the supply chain. You do not mix Fairtrade products with non-Fairtrade products. Fairtrade products are transported, stored processed/manufactured and delivered separately from non-Fairtrade products.	Fairtrade products are not segregated from non - Fairtrade products. No system to physically separate certified products, mixing up happens.	Fairtrade products are not clearly or only partially segregated from non - Fairtrade products. Mixing up during processing can easily happen.	Fairtrade products are segregated from non - Fairtrade products. There is a system in place to separate certified products.	Fairtrade products are segregated from non - Fairtrade products and Fairtrade descriptions on "on-product marks" are clear and easily identifiable. There is a system in place to separate certified products, mistakes do not happen.	Fairtrade products are always correctly segregated from non - Fairtrade products. Fairtrade descriptions on "on-product marks" are clear and easily identifiable. There is a physical traceability system in place to trace back certified products without mistakes.	0	M



TS 2.1.4	Textile Manufacturer	5.1.0.14	(Additional Entity) (If you process for activities carried out under FSP cotton model after ginning this requirement only applies if your operator implements physical traceability) You identify Fairtrade products as Fairtrade at all stages (e.g. storage, transport, processing, packaging, labelling and handling) as well as in all related records and documents through on-product lot numbers and/or identification marks.	Fairtrade products are not identified as Fairtrade at any stage as well as records or documents. Documents, records and on-product marks do not mention any term/number reference that can be identified as Fairtrade.	Fairtrade products are not easily identifiable and identification marks are not precise/clear. On-product marks are frequently lost and some records cannot be identified as Fairtrade.	Fairtrade products are identifiable at all stages as well as in all related records and documents. Identification marks are clear and marked with the term "Fairtrade" or similar.	Fairtrade products are identifiable at all stages as well as in all related records and documents. Identification marks are clear, article and lot numbers are unique and clearly referring to the term "Fairtrade" or similar.	Fairtrade products are identifiable at all stages as well as in all related records and documents. Identification marks are clear, article and lot numbers are unique and clearly referring to the term "Fairtrade" or similar and name and FLO ID of the seller and the buyer. There is a management system in place that allows any trader (not only	0	C
TS 2.1.6	Textile Manufacturer	5.1.0.15	(Additional Entity) (If you process for activities carried out under FSP cotton model after ginning this requirement only applies if your operator implements physical traceability) When delivering Fairtrade products, you clearly identify the product as Fairtrade (e.g. "FLO/Fairtrade" on the packaging and documentation).	Fairtrade products delivered as Fairtrade are not identified as "Fairtrade" or similar term. Fairtrade references are completely missing.	Fairtrade products delivered as Fairtrade are not always correctly identified as "Fairtrade" or similar term. Fairtrade references are partially missing.	Fairtrade products delivered as Fairtrade are correctly identified as "Fairtrade" or similar term.	Fairtrade products delivered as Fairtrade are always correctly identified as "Fairtrade" or similar term. Mistakes do not happen.	Fairtrade products delivered as Fairtrade are always correctly identified as "Fairtrade" or similar term. There is a system in place to trace back sold products without mistakes.	0	C
TS 2.1.7	Textile Manufacturer	5.1.0.16	(Not applicable for FSP) If you combine physically and non-physically traceable ingredients in Fairtrade composite products, you ensure that the Fairtrade physically traceable ingredients comply with the physical traceability requirements. If for technical reasons this is not possible, you have been granted an exception by the certification body.	Fairtrade physically traceable ingredients do not comply with the physical traceability requirements. An exception was not granted to the trader by the certification body. No system to separate and mixing up happens.	Fairtrade physically traceable ingredients do not fully comply with the physical traceability requirements. An exception was not granted to the trader by the certification body. Mixing up during processing can easily happen.	Fairtrade physically traceable ingredients comply with the physical traceability requirements OR An exception was granted to the trader by the certification body. There is a system in place to separate products, small mistakes can happen.	Fairtrade physically traceable ingredients fully comply with the physical traceability requirements. There is a system in place to separate products, mistakes do not happen.	Fairtrade physically traceable ingredients fully comply with the physical traceability requirements. There is a physical traceability system in place to trace back products without mistakes. There is a plan to use physical traceable products for all ingredients.	0	C



TS 2.1.8	Textile Manufacturer	5.1.0.17	(For activities carried out under FSP cotton model after ginning stage with no physical traceability.) You ensure that the amount of outputs sold as Fairtrade is not more than the amount of inputs sourced as Fairtrade taking into account the processing yields and all losses (decreases in weight).	Mass balance went repeatedly negative or there is no system that allows calculations. There are estimated excessive sales by more than 5%.	Mass balance went negative on limited occasions. There are estimated excessive sales by 1-5%.	Mass balance is positive or might have gone negative in a certain month, but overall the balance is still positive.	Mass balance is always positive and easy to calculate. No excessive sales with no mistakes.	Mass balance is always positive and easy to calculate. Mass balance worksheets are constantly up-to-date (management system in place). No mix up of product and no mistakes and compliant with sourcing record system.	0	M
TS 2.1.9	Textile Manufacturer	5.1.0.18	(For activities carried out under FSP cotton model after ginning stage with no physical traceability.) You ensure that Fairtrade inputs are purchased before the sale of the Fairtrade outputs.	No		Yes			0	C
TS 2.1.10	Textile Manufacturer	5.1.0.19	(For activities carried out under FSP cotton model after ginning stage with no physical traceability.) You receive and process Fairtrade inputs at the same site where the Fairtrade output is processed.	No		Yes			0	C
TS 2.1.10	Textile Manufacturer	5.1.0.20	(Additional Entity) (For activities carried out under FSP cotton model after ginning stage with no physical traceability.) You ensure that Fairtrade inputs are delivered to and processed at the same site where the Fairtrade output is processed.	No		Yes			0	C
TS 2.1.11	Textile Manufacturer	5.1.0.21	(Additional Entity) (For activities carried out under FSP cotton model after ginning stage with no physical traceability.) You ensure that Fairtrade inputs are of the same kind and quality as the inputs used to process the Fairtrade output (like for like). Purchase of Fairtrade inputs should be comparable to the inputs used in the actual Fairtrade products.	No		Yes			0	C
		5.2	Product composition and sourcing							



5.2.1	Textile Manufacturer	5.2.0.01	(Only applicable if the products are sold as 100% Fairtrade cotton) 100 percent of the cotton fiber (excluding non- essential part of the product e.g. accessories and additional materials) used in the product is from Fairtrade certified producer organisations.	No		100% of the essential fiber component of the product excluding accessories and additional materials (e.g. edgings and trimmings, buttons and buckles, decorations, ribbons, threads/bands , Pocket linings and constructed waistbands, sewing threads etc) comes from Fairtrade certified producer organisations.	RANK 3 AND the company uses other sustainable natural fibers in accessories.	RANK 4 AND the company uses Fairtrade certified cotton fiber sourced from Fairtrade certified producer Organisations in accessories like appliqué, borders, buckles, cords, hatbands, laces, linings, supports and frames.	0	C
5.2.2	Textile Manufacturer	5.2.0.02	(Only applicable if the products are sold as blended Fairtrade cotton) The products are made up of at least 50% Fairtrade cotton fiber sourced from FT certified producer organisations and the rest can be natural or manmade fibers.	No		Yes			0	C
5.2.2	Textile Manufacturer	5.2.0.03	(Only applicable in case of in case of work wear and uniforms and if the products are sold as blended Fairtrade cotton) The products are made up of at least 30% Fairtrade cotton fiber is from FT certified producer organisations and the rest can be natural or manmade fibers.	No		Yes			0	C
5.2.3	Textile Manufacturer	5.2.0.04	(Only applicable for products sold for which fiber used comes from other sustainability schemes and product is labelled as 'Fairtrade Production') Both the type of fiber and sustainability schemes are included on the Fairtrade sustainable fiber list (annex 2) and the fiber is processed in a fully FT certified supply chain after harvest till the final product.	No		Yes			0	C
5.2.3	Textile Manufacturer	5.2.0.05	(Only applicable to products made from fiber of other sustainability schemes and sold under 'Fairtrade Production' label) The content rules for sustainable fibres, defined by the relevant sustainable fibre scheme, are applied.	No		Yes			0	C
5.2.4	Textile Manufacturer	5.2.0.06	(Only applicable in case of 'Fairtrade cotton multi-component textiles and non-textile products' where the essential part of the product contains non-cotton material e.g. pillows and duvets, T shirt with silk panel, canvas trainers, garden parasols etc) Cotton fiber used in the products are 100% FT certified and no blended cotton (cotton+manmade fibers) is used in the product.	No		Yes			0	C



5.3 Contracts										
5.3.1	Textile Manufacturer	5.3.0.01	FT products are sold only to buyers that are either certified against Fairtrade Textile Standards or have a contract with Fairtrade International or a National Fairtrade Organization for use of label.	No		Yes			0	C
5.3.2	Textile Manufacturer	5.3.0.02	You sign binding purchase contracts with your suppliers and buyers or their agents on their behalf, to ensure responsible purchasing practices. The contracts are in line with Fairtrade requirements unless otherwise stated in the product Standards, contracts clearly indicate at least : agreed volumes, quality, prices that allow for paying living wages within parameters of this Standard, (see 3.5.2), payment terms that are transparent and traceable, feasible lead times, procedures in case of quality problems; terms of delivery using international commercial terms (Inco terms); definition or mentioning of "Force Majeure"; agreement on applicable jurisdiction; and a dispute resolution mechanism to resolve conflicts.	No		Yes		RANK 3 AND the company has negotiated with the buyer on a feasible lead times to avoid overtime for workers in supplier operations and outsourcing.	0	C
5.4 Purchasing Seed Cotton										
5.4.1	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.01	(Only applicable for Fairtrade cotton buyers) All cotton in Fairtrade traceable cotton products is sourced originally from certified producers.	No		Yes			0	M
5.4.1	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.02	(Only applicable for Fairtrade cotton buyers and cotton wool pads) If sufficient quantity of FT certified cotton combers is not available; the company substitutes up to 20% non-FT combers in FT product and later purchases an equal quantity of FT combers to be used in non-FT products.	No		Yes			0	C
5.4.1	Textile Manufacturer, Price Payer,	5.4.0.03	The substitution as above (as per exemption under 5.41) is clearly reported in the quarterly flow of goods report.	No		Yes			0	C
5.4.2	Textile Manufacturer, Price Payer,	5.4.0.04	(Only applicable for Fairtrade cotton buyers) Payments for the seed cotton are made directly to the woman and not to the husband or male partner.	No		Yes			0	C
5.4.3	Textile Manufacturer, Price Payer,	5.4.0.05	(Only applicable for Fairtrade cotton buyers) You provide sourcing plans to your producer organisation covering each harvest.	No sourcing plan provided	Sourcing plan is provided only to few producer organisations	A written sourcing plan is provided to all suppliers.			0	C
5.4.3	Textile Manufacturer, Price Payer,	5.4.0.06	(Only applicable for Fairtrade cotton buyers) Sourcing plans are renewed at least three months before they expire.	No		Yes			0	C



5.4.4	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.07	(Only applicable if you purchase Fairtrade eligible seed cotton and sell lint or derived products as Fairtrade) You buy seed cotton from an FT certified producer organisation only.	No		Yes			0	M
5.4.4	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.08	(Only applicable if you purchase Fairtrade eligible seed cotton and sell lint or derived products as Fairtrade) After every sale of lint or other derived products as Fairtrade, you notify the producer organisation/s within 15 days indicating: • volumes of seed cotton sold. • corresponding Fairtrade price adjustment if any (the difference between the market price and the Fairtrade Price) and • the Fairtrade Premium due.	No		Yes			0	C
5.4.4	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.09	(Only applicable if you purchase Fairtrade eligible seed cotton from more than one producer organisations AND sell only certain percentage of lint or derived products as Fairtrade) You apply the same percentage to volumes of seed cotton supplied by each producers organisations and pay the pro rata FT price adjustments and premium due. If your buyer requested in writing form seed cotton from a specific single producer, the FT price adjustment and Premium is to be paid to that specific producer.	No		Yes			0	C
5.4.5	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.10	(Only applicable for Fairtrade cotton buyers) The company pre-finances the payment of the Fairtrade contracts, or facilitate that this is done via a third party up to 60% of the contract value any time after signing the contract and at least 6 weeks before shipment to enable producer organizations to purchase the products from their members.	No pre-finance offered or facilitated via a third party.	Pre-finance offered or facilitated via a third party BUT amount of pre-finance provided lower than requested by producer organization.	Pre-finance offered or facilitated via a third party AND amount of pre-finance according to provisions of applicable Fairtrade standard.	Pre-finance pro-actively offered or facilitated via a third party for all Fairtrade purchases AND amount of pre-finance according to provisions of applicable Fairtrade product standard.	Pre-finance pro-actively offered or facilitated via a third party for each Fairtrade purchase AND amount of pre-finance equals whole contract value (i.e.100%).	0	C
5.4.5	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.11	(Only in case of purchases from producer organisations certified under Fairtrade Contract Production standards) The company complies with the terms and conditions for pre-finance under chapter A.2.3 of the Fairtrade Contract Production Standard.	No		Yes			0	C



5.4.6	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.12	(Only applicable for Fairtrade cotton contract production in India and Pakistan) For payments of minimum price or market price by the promoting bodies to the registered producers, the total deductions as direct Fairtrade costs do exceed EUR 0.04 per kg of seed cotton. The remaining amount is paid to the individual farmers.	No		Yes			0	C
5.4.7	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.13	(Only applicable for Fairtrade cotton buyers in south Asia except India) You pay at least the relevant market price or the Fairtrade Minimum Price whichever is higher as set in the Fairtrade pricing database based on cotton fiber staple length categories of cotton species - G. hirsutum, G. herbaceum and G. arboreumis.	Payment below Fairtrade minimum price or relevant market price.	Deductions per kg is more than EUR 0.04.	Payment of Fairtrade minimum price or relevant market price (whichever is higher) AND no deduction of any negative quality differentials.	Payment of Fairtrade minimum price or relevant market price (whichever is higher) AND payment of positive quality and/or country differentials (relevant price is price for a similar product of similar quality, coming from the same region).		0	M
5.4.7	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.14	(Only applicable for Fairtrade cotton buyers in India) You pay at least the relevant market price or the Fairtrade Minimum Price whichever is higher as set in the Fairtrade pricing database based on cotton fiber staple length categories as defined by Cotton Corporation of India.	Payment below Fairtrade minimum price or relevant market price.	Deductions per kg is more than EUR 0.04.	Payment of Fairtrade minimum price or relevant market price (whichever is higher).	Payment of Fairtrade minimum price or relevant market price (whichever is higher) AND payment of positive quality and/or country differentials.		0	M
5.4.8	Textile Manufacturer, Price Payer,	5.4.0.15	(Only applicable for Fairtrade cotton buyers) The company makes full payment to the cotton upon receipt of the cotton.	Payment is not made upon receipt of cotton.	Partial payments made.	Full payments are made upon receipt without delay.	Full payments are made as pre-finance		0	C
5.4.9	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.16	(Only applicable in case of contracts involving Fairtrade payers, producers and conveyors) The conveyor has transferred the Fairtrade Premium and the price adjustment (where applicable) within 30 days following the end of each quarter (e.g. by 30th of April, 31th of July, 30th of October and 31 of January for 1st, 2nd, 3rd and 4th quarter respectively).	No		Yes	FT premium and price adjustments (if any) Payments are made immediately after receiving.		0	C



TS 4.2.7	Textile Manufacturer, Price Payer, Premium Payer	5.4.0.17	(Payer) On top of the price for the Fairtrade product, you pay the relevant producer (or the conveyor, if applicable) a Fairtrade Premium as defined in the Fairtrade pricing table for the Fairtrade product bought. No discounts are made to the Fairtrade Premium.	No payment of Fairtrade Premium.	Incomplete payment of Fairtrade Premium.	Complete payment of Fairtrade Premium.		Complete payment of a higher Fairtrade Premium than defined in pricing table.	0	M
		5.5	Use of Fairtrade trademarks and communication							
TS 1.2.1	Textile Manufacturer	5.5.0.01	(Only applicable if you have used any FAIRTRADE Mark or any other reference to Fairtrade as defined in the Fairtrade Standard on a finished or unfinished product, on any packaging or in any other communications.) You have a valid written contract with a National Fairtrade Organization or with Fairtrade International with details on the use of the Mark and you have written artwork approval (prior to use) for any use of the FAIRTRADE Mark or reference to Fairtrade on all product and promotional artwork.	No		Yes			0	C
TS 1.2.2	Textile Manufacturer	5.5.0.02	(Applicable if you are packing for a licensee) You have a copy of the applicable artwork approval.	No		Yes		RANK 3 AND in the event the trader has outsourced the packing to another entity in the supply chain, the trader has given a copy of the approval on use of the Mark to the packing entity.	0	C
		5.6	Requirements for brand owners							
5.6.1	Textile Manufacturer, Brand Owner	5.6.0.01	(Only applicable if the manufacturer is also the brand owner) The company has a contractual relationship with a national Fairtrade organization or with Fairtrade International that communicates publicly on the company's commitment to Fairtrade.	No		Yes			0	C



5.6.2	Textile Manufacturer, Brand Owner	5.6.0.02	(Only applicable if the manufacturer is also the brand owner) You have signed a legally binding purchase contract with your supplier, or supplier's agent, which clearly refers to requirement of suppliers compliance with the Fairtrade Textile Standard and responsible purchasing practices. The contract includes following: <ul style="list-style-type: none"> • agreed volumes, • quality, • prices that allow for paying living wages within parameters of this Standard with the portion for living wages clearly marked. • payment terms that are transparent and traceable, • feasible lead times, • procedures in case of quality problems; • terms of delivery using international commercial terms (Inco terms); • definition or mentioning of "Force Majeure"; • agreement on applicable jurisdiction; and • an alternative dispute resolution mechanism to resolve conflicts. 	There is no contract.	A contract is signed but is not legally binding or doesn't require suppliers compliance to FT standards or does not have at least one of the details as per this CC.	A legally binding purchase contract exists which includes all required items.			0	C
5.6.2	Textile Manufacturer, Brand Owner	5.6.0.03	(Only applicable if the manufacturer is also the brand owner and is represented by an agent) The contract is signed by the brand owner and not the agent alone. The contract clearly states that the responsibility for fulfilling the contract lies with the brand owner and not the agent.	No		Yes	Tripartite contract exists.		0	C
5.6.2	Textile Manufacturer, Brand Owner	5.6.0.04	(Only applicable if the manufacturer is also the brand owner) You have not changed terms of the contract after it is executed.	No		Yes			0	C
5.6.3	Textile Manufacturer, Brand Owner	5.6.0.05	(Only applicable if the manufacturer is also the brand owner) You have a long term commitment with your suppliers, so they can in turn have long term contracts with their suppliers.	No		Yes			0	C
		6	Follow up Audit							
		6.1	Follow up audit information - generic							
Follow up audit	Textile Manufacturer	6.1.1	As a result of the evaluation decision on non-conformities and corrective measures for the last Fairtrade audit, a follow up audit is conducted in order to verify implementation of the corrective measures (objective evidences) onsite. The audit order number (AO-xxxxx) of the original Fairtrade audit is noted in the NC text field for reference.			Yes. Number of the original Fairtrade audit is:			0	F



Follow up audit	Textile Manufacturer	6.1.2	All objective evidences (OEs) (to be verified during the Follow up audit) have been reviewed. In the contrary case mark the missing NCs in the Follow up xls and note the reason in the start tab of the Ecert audit order, field: "Deviation from audit procedure / Tors".	No		Yes			0	F
		6.2	Status of CM/OE- result of follow up audit							
Follow up audit	Textile Manufacturer	6.2.1	All corrective measures (CMs) were implemented successfully / status of all required objective evidences (OEs) are 'fulfilled'.	No. None of the corrective measures (CMs) were implemented / status of all required objective evidences (OEs) 'Not fulfilled'.	No. Only some of the corrective measures (CMs) were implemented and/or CMs were implemented partially only.	Yes. All corrective measures (CMs) were implemented successfully / status of all required objective evidences (OEs) is 'fulfilled'			0	F
Follow up audit	Textile Manufacturer	6.2.2	The Excel list of all corrective measures (CMs) / objective evidence (OEs) to be verified during this Follow up audit is attached to the Ecert audit order. It includes the individual result for each OE as assessed during the Follow up audit and was explained to the customer during the closing meeting. (If 'No' state reason / explanation in NC text field).	No, because...		Yes			0	F
Follow up audit	Textile Manufacturer	6.2.3	(Applicable if the follow up audit is a consequence of a suspension decision) The suspension rules are complied with by the customer.	No		Yes			0	F
		6.3	Reason for follow up audit							
Follow up audit	Textile Manufacturer	6.3.1	Reason for follow up audit.	The reason for the follow up audit was a Major NC.	The reason for the follow up audit was a high number of NCs.	The follow up audit was due to another reason: state the reason in the NC text.			0	F
		7	Combined Audit							
No reference	Textile Manufacturer	7.0.1	The Fairtrade audit was a combined audit with another certification/verification scope. (if yes, please document the scope in the comment field).			Yes			0	