TITLE: GOTS CERTIFICATION PROCEDURE

1. AIM

This document describes in detail the additional / different certification instructions as compared to the certification instruction of the general manual.

This document describes in detail how the facts laid down in the audit forms are evaluated and certification decision is taken for the certification programmes Organic production according Global Organic Textile Standards (GOTS).

If cotton is ginned by the **organic agricultural units**, *it is considered as organic project*. If cotton is ginned by **a processing unit**, it is considered as a textile project.

Certification guarantees that facts collected by the inspector are evaluated in a uniform, objective and standardised way by the Certifier.

2. RESPONSIBILITIES

Auditor: Proposes closure of non-conformities
Certifier: Closure on non-conformities, review audit document, certification decisions, issuance of scope certificates, logo approvals.

3. DEFINITIONS

ICU: Certification portal from Control Union and accessible under the following links:
https://certificationportal.controlunion.com/en - Certification portal for Clients and CU users.

ICU Action: An automatic routine/workflow created by the system.

NC: Non-Conformity

4. EXECUTION

Certification process follows the General Program Manual CERT.W01 – Review and Certification Decisions
The entire Certification process is managed on ICU.

4.1 Reports, Monitoring and Closing of Non-Conformities

a) The Assessment report is completed by the auditor and reviewed by the certifier on ICU according to GOTS.INSP.W01.

b) Each raised NC will automatically generate an ICU Action. In order to apply for NC closure, the Client will open up an action per NC and fill out the Root Cause, Correction and Corrective/preventive action. It is possible to upload supporting documents in each action.

c) After conclusion of the ICU Actions by the Client, the auditor will receive new ICU Actions to review the evidence. The respective findings will be registered by the auditor in the "Auditor Assessment" field. The Auditor can propose NC closure to the Certifier, or send the Action back to the Client by rejecting the provided evidence. In any case, a new ICU Action will be generated either to the Client (asking for new evidence) or Certifier (proposing NC closure).

4.2 Samples

4.2.1 **GMO Samples**: The certifier shall verify the qualification of the lab before accepting any test result. The authorized labs are listed on the GOTS site: https://global-standard.org/the-standard/gots-key-features/organic-fibres/global-iso-iwa-32-2019-proficiency-test-initiative?highlight=WyJnbW8iXQ==
Besides, as the ISO IWA 32 protocol established that GMO-screening in cotton and textiles can only be reliably carried out in cottonseed, cotton leaf, cotton fibre and chemically unprocessed cotton fibre-derived materials **up to greige yarn and fabric**, **GM cotton testing should not be carried** out in chemically processed cotton.

Comentado [FO1]: Considerar P11anexo 2

4.2.2 **Samples for Residue Testing**: Analysis shall be carried out by Laboratories that are accredited according to ISO/IEC 17025 or qualified to GLP and that have appropriate experience in residue testing for textiles respective chemical inputs are approved to perform residue testing for those tests that are under the scope of their accreditation.
In case the result of any sample **analysis shows residues** of disallowed materials in any amount above the limits specified on GOTS 2.4.15 or the presence of GMO Cotton, the following procedure applies:

a) There is always an investigation done by the certifier in cooperation with the program manager. The investigation and the decision followed by the investigation is always done case by case.
b) The certifier informs the client about the matter in writing and requests the sending of written information with the possible reasons for the contamination.
c) The information supplied by the client in this document is an essential part of the investigation. Dependent on the nature of the residue that has been found, the whole chain of custody from the producer till the point where the residue has been found may be subject of the investigation.
d) During the investigation the issuance of import/transaction and scope certificates can be stopped based on the decision of the certifier and program manager. As part of the investigation unannounced visits can also be carried out.
e) The result of the investigation **may cause changes in the certification status** of the product and/or units and may **lead to a negative certification** decision in case of an initial audit.
f) The above-mentioned communications are filled in ICU in the Client's folder.

4.3 Review of Audit Results

a) The certifier reviews the assessment report on ICU and makes sure that the auditor checked whether processing complies with the declared scope (products, inputs and processes) on ICU. The review is documented on GOTS.CERT.F01 – Audit Completeness Check

4.4 Review of Non-Conformities

a) The certifier will receive an "ICU Action" per NC and reviews the provided evidence by the Client as well as the assessment made by the auditor.
b) The NC can be closed or rejected by the certifier on ICU. The rejection will create a new ICU Action for the Client in order to provide new/additional evidence. The certifier's remarks are registered in the field "Add Assessment".
c) The NC deadlines and implicit consequences are laid down in Annex 1 of this procedure.

Considerar auditorias de reevaluacion de NCs cuando sean necesarias (5.2.4.1 a)

4.5 Certification decision

a) The certification process is managed by the certifier on ICU and recorded on GOTS.CERT.F02 – Certification Check.
b) The certification **decision shall be made after 2 calendar months** of the audit. [considerer el tiempo que tiene el cliente para cerrar NCs dependiendo del tipo de NC, para q el cert tenga tiempo suficiente para revisar y tomar decisión]
c) The certification decision will be made by (a) person(s) or committee different from the one that carried out the inspection. (5.2.3.1)
d) The certification decision is based on: review of NCs…etc

Se podría mencionar si la decisión es negativa y se cumplió el plazo….denegación, suspensión etc…para más detalles ver GOTS.CERT.W01 Annex 1. (revisar 5.2.3.4 a)

COndiciones para otorgar – si será igual a MGP referenciarlo para que el cert revise el MGP.
Validez del certificado – no más de 16 meses desde la emisión.
Documento de certication – certificado.
Post certificación: suspension, reducción , retiro.. extensión
Man

4.6 Certification Report

The following reports are available to the Customer and can be downloaded via ICU:
- GOTS.INSP.F05 - Assessment report
- GOTS.CERT.F01 – Audit Completeness Check
- GOTS.CERT.F02 – Certification Check

4.7 Specification for use of logo

The use of logos follows the stipulated in GOTS.**CONT**.W01 Annex 2 - Additional Regulations for Textile Certification.
The logo approval is described in GOTS.**CERT**.W01 – Annex 2 GOTS logo approval and recorded on GOTS.CERT.F04 cuál sería la diferencia entre esos dos documentos? Se pueden fusionar? Logo Approval Record.

5. ANNEXS

GOTS.CERT.W01 Annex 1 – Classification of Non-Conformities
GOTS.CERT.W01 Annex 2 – Specification for use of Logo

6. FORMS

En vez de esos dos generar uno solo como Audit Assessment, la guía está en el P1 Anexo 1 del manual de procedimientos de CUP.
GOTS.CERT.F01 – Audit Completeness Check

GOTS.CERT.F02 – Certification Check
GOTS.CERT.F03 – Application for Labelling Release Form cuando llegan estas solicitudes para evaluar etiquetas, se cobran? Si es que sí, sería necesario una solicitud y OL?
GOTS.CERT.F04 – Logo Approval Record

7. CHANGE CONTROL

No. version and date	Description
Version 1.0; 20/05/2021	First version of document.