

SL.	ITEMS		REMARKS		
1.	Factory profile (Soft Copy)	GOTS, GRS, OCS, RCS			
2.	Previous GOTS/OCS/GRS/RCS certificate & full audit report	GOTS, GRS, OCS, RCS			
3.	Accord/Alliance/BSCI/SEDEX/WRAP Report or Equivalent Report	GOTS, GRS			
4.	ISO 9001QMS, 14001 EMS & OHSAS certificates	GOTS, GRS, OCS, RCS			
5.	Approved Building Plan (Structural)	GOTS, GRS, OCS, RCS			
	Approved Factory Layout Plan by Department of Factory & Factory Evacuation Plan	GOTS, GRS, OCS, RCS			
6.	All Licences & Certificates	GOTS, GRS, OCS, RCS			
	Certificate of Incorporation	GOTS, GRS, OCS, RCS			
	Trade License	GOTS, GRS, OCS, RCS	Expiry date:		
	Factory License/BEPZA	GOTS, GRS, OCS, RCS	Expiry date:		
	Fire License	GOTS, GRS, OCS, RCS	Expiry date:		
	VAT, TIN	GOTS, GRS, OCS, RCS			
	BTMA, BGMEA, BKMEA, Others Membership	GOTS, GRS, OCS, RCS	Expiry date:		
	Import License (IRC)	GOTS, GRS, OCS, RCS	Expiry date:		
	Export License (ERC)	GOTS, GRS, OCS, RCS	Expiry date:		
	Bond License	GOTS, GRS			
	Oeko-Tex certificate of factory	GOTS, GRS			
	Generator Permission	GOTS, GRS	Expiry date:		
	Group Insurance	GOTS, GRS	Expiry date:		
	Drinking Water Purification Test Report (LATEST)	GOTS, GRS	Test Report Date:		
	Boiler Certificate	GOTS, GRS	Expiry date:		
Boiler Operator Certificate	GOTS, GRS				
Electrician's Competency Certificate	GOTS, GRS				
7.	Process Flowcharts. (for all processes)	GOTS, GRS, OCS, RCS			
	Machine list & Process wise Capacity report	GOTS, GRS, OCS, RCS			
	Building & Shed Description with total land and occupancy area	GOTS, GRS, OCS, RCS			
8.	Process wise Manpower List	GOTS, GRS, OCS, RCS			
	Employee Details				
	Total=	Male=	Female=		
	Shifting	General	Shift A	Shift B	Shift C
	Time				
Person					
9.	Separation, Identification, Tracking, Traceability and Production handling procedure for (GOTS/OCS/GRS/RCS)	GOTS, GRS, OCS, RCS			
	Process wise Standard Operating Procedure (SOP) for all processes.	GOTS, GRS, OCS, RCS			
10.	Structural Pest Management Program mechanical system and regular pest control record copy	GOTS, GRS			
11.	Transport vehicle, Store area & Machinery cleaning procedure	GOTS, GRS, OCS, RCS			
	Order wise Transport vehicle, Store area & Machinery cleaning record	GOTS, GRS, OCS, RCS			

12.	Approved Subcontractor Factory & Supplier List	GOTS, GRS, OCS, RCS	
	Subcontractor & Supplier Evaluation & Selection Procedure	GOTS, GRS, OCS, RCS	
	Processor agreement with subcontractor(s)	GOTS, GRS, OCS, RCS	
13.	Risk analysis table according to GOTS6.0 standard 2.4. 14, 2.4. 15, 2.4.16 & 4.2	GOTS	
	Risk analysis table according to GRS 4.0 standard	GRS	
	Risk assessment as per OCS 3.0	OCS	
	Risk assessment as per RCS	RCS	
14.	List of Cross functional team for organic goods (GOT/OCS/GRS/RCS) and their Roles, Responsibility & Authority for organic goods production, handling and monitoring	GOTS, GRS, OCS, RCS	
15.	Letter to Key Production Responsible Person for organic goods as per (GOT/OCS/GRS/RCS)	GOTS, GRS, OCS, RCS	
	Name & Designation of Key Production Responsible:		
	Appointment Letter to the Management Representative (MR) responsible for (GOT/OCS/GRS/RCS)	GOTS, GRS, OCS, RCS	
	Name & Designation of MR:		
	Appointment Letter to the Environmental Management Representative (EMR)	GOTS, GRS	
	Name & Designation of EMR:		
	Appointment Letter to the Social Compliance Responsible	GOTS, GRS	
	Name & Designation of Social Compliance Responsible:		
	Appointment Letter to the Health & Safety Representative	GOTS, GRS	
	Name & Designation of H&S:		
16.	Appointment Letter to the Chemical responsible person	GRS, GOTS	
	Name & Designation of Chemical responsible person		
	Training Record on Organic (GOT/OCS/GRS/RCS) Goods Production & Handling	GOTS, GRS, OCS, RCS	
	Last conducted training date:		
	First aid training record copy	GOTS, GRS	
	Last conducted training date:		
	Firefighting training record copy	GOTS, GRS	
	Last conducted training date:		
	Fire drill record copy	GOTS, GRS	
	Last conducted drill date:		
	Health & Safety training record	GOTS, GRS	
	Last conducted training date:		
	PPE training record	GOTS, GRS	
	Last conducted training date:		
	Staff Training record on environmental management	GOTS, GRS	
	Last conducted training date:		
Training record on water and energy management	GOTS, GRS		
Last conducted training date:			
Staff training record in chemical handling procedure.	GRS, GOTS		
Last conducted training date:			
17.	Health & Safety Risk Assessment (HIRA)	GOTS, GRS	
18.	WPC committee List and last meeting with minutes copy	GOTS, GRS	
	Last Meeting Date:		

19.	Sample Label Copy as per (GOTS/GRS/OCS/RCS) color print on company letter pad with seal & sign	GOTS, GRS, OCS, RCS	
20.	GMO free declaration & Test report for Ginning & spinning	GOTS, GRS, OCS, RCS	
21.	Invoice of Heavy metal free Machine/Knitting/Weaving Oil	GOTS, GRS	
	Antimony: 50 mg/kg, Arsenic: 50 mg/kg, Barium: 100 mg/kg, Cadmium: 20 mg/kg, Cobalt: 500 mg/kg, Copper: 250 mg/kg, Chromium: 100 mg/kg, Iron: 2500 mg/kg, Lead: 100 mg/kg, Manganese: 1000 mg/kg, Nickel: 200 mg/kg, Mercury: 4 mg/kg, Selenium: 20 mg/kg, Silver: 100 mg/kg, Zinc: 1500 mg/kg, Tin: 250 mg/kg, Cadmium : 50 mg/kg; Mercury : 25 mg/kg. OR GOTS Approval letter or ZDHC MRSL substance list	GOTS, GRS	
22.	Sizing chemical & Auxiliaries list, Recipe, inventory, Invoice & GOTS Approval letter or ZDHC MRSL substance list or test report (ZDHC complying)	GOTS, GRS	
	Approved Chemical List, Supplier List & GOTS6.0 Input Approval letter	GOTS, GRS	
	Lists of all chemical inputs used in GRS products with Safety Data Sheet (SDS)	GRS	
	ZDHC Manufacturer's Restricted Substance List	GRS	
	Order wise Pre-treatment, De-sizing, Dyeing, printing, washing & finishing chemical recipe sheet.	GOTS, GRS	
	Total inventory report of all Chemicals & GOTS approved chemicals for GOTS goods.	GOTS, GRS	
	Invoice of GOTS Approved Dyes, Pigments, de-sizing chemical, washing & Auxiliaries	GOTS, GRS	
	Chemical Management System (CMS) & Policy for chemical handling procedure.	GRS, GOTS	
23.	SDS, TDS & MSDS of all chemicals	GRS, GOTS	
	Accessories & Trims supplier list	GOTS	
	Oeko-Tex certified accessories & trims list and certificates.	GOTS	
	PVC free declaration, Invoice of PVC Free of packing materials (Poly) & PVC Free Test Report of packing materials.	GOTS	
	FSC/PEFC certificate for paper and cardboard items supplier.	GOTS	
24.	Purchase invoice of FSC/PEFC certified paper items.	GOTS	
	Environmental Clearance Certificate	GOTS, GRS	Expiry date:
	Latest ETP/Waste water test report – Parameters: PH, BOD, COD, TDS, Temperature, TOC and residues. (Conducted within 6 month)	GOTS, GRS	
	Environmental Management Procedure according to 2.4.10 & Waste water management procedure according to 2.4.11 as per GOTS6.0 and GRS 4.0 & EMS(Environmental Management System) Manual	GOTS, GRS	
	Test report of Air Emission, Noise, Temperature & Light	GOTS, GRS	
	Signed document that confirms commitment to comply with the GRS Environmental Requirements outlined in Section C2	GRS, RCS	
	Signed document that confirms their commitment to comply with the GRS Environmental Requirements	GRS	
25.	Waste disposal procedure	GRS, GOTS	
	Waste disposal records	GRS, GOTS	
	Waste buying/selling contracts	GRS, GOTS	
	Hazardous and non-hazardous waste Segregation policy	GRS, GOTS	
26.	Data of Utilities uses (month wise data last twelve (12) months)	GOTS, GRS	
	Energy consumption reducing plan	GOTS, GRS	
	COD Analysis report (For wet processing unit)	GOTS, GRS	

27.	Salary Sheets & Time Records (last Twelve Months)	GOTS, GRS	
	Maternity benefit payment file, Final settlement file with Service benefit	GOTS, GRS	
	Earned leave benefit payment documents	GOTS, GRS	
	Remuneration and Assessment of Living Wage Gap: C95 - Protection of Wages Convention C131 - Minimum Wage Fixing Convention	GOTS, GRS	
28.	Policy and procedure on:		
	No Forced labor policy	GOTS, GRS	
	No Bonded labor policy	GOTS, GRS	
	No Indenture labor policy	GRS	
	No Prison labor policy	GRS	
	Freedom of association	GOTS, GRS	
	No Child labor policy	GOTS, GRS	
	No Discrimination policy	GOTS, GRS	
	Health and Safety	GOTS, GRS	
	Wages, benefits and terms of employment	GOTS, GRS	
	Working hours	GOTS, GRS	
	harassment and abuse	GOTS, GRS	
	Social Compliance Management	GOTS, GRS	
	No precarious employment is provided	GOTS	
	Ethical Business Behavior	GOTS	
Signed document that confirms commitment to comply with the GRS Social Requirements outlined in Section B2	GOTS, GRS		
29.	Appendix B – Reclaimed Material Supplier Agreement	GRS, RCS	
	Appendix C – Reclaimed Material Declaration Form	GRS, RCS	
30.	Last twelve months Production report (Spinning/Knitting/ Weaving/ Dyeing/ Printing/ Cutting/ Embroidery/ Sewing/ Finishing/ Packing/ QC Record/.....)	GOTS, GRS, OCS, RCS	
	Mass balance and traceability formula and procedure	GOTS, GRS, OCS, RCS	
	Separate Documents with identification eg. Challan, inventory, invoice, chemical list with details	GOTS, GRS, OCS, RCS	
	Total organic goods received, processed, delivered/sold and stock amount data for last one year.	GOTS, GRS, OCS, RCS	
	TC wise/Order wise Production record sheet of Organic Goods including Process Loss (ALL PROCESSES INVOLVED)	GOTS, GRS, OCS, RCS	
	Cotton/Yarn/Fabric stock report with valid TC.	GOTS, GRS, OCS, RCS	
	Stock report issue/receive record	GOTS, GRS, OCS, RCS	
	Post and pre consumer material record with separation	GRS/RCS	
	GRS Product list with fiber composition	GRS/RCS	
	GRS raw material Supplier list with Certificate	GRS/RCS	
	Transaction certificate (TC) of raw material purchased	GRS/RCS	
No. of TC issued by the organization from the date of last audit	GRS/RCS		

COMPANY SEAL & SIGNATURE