

REQUIRE FOR OCS & GOTS

SL	Name	License/ Certificate Number	First Issue Date	Renewal Date	Expiry Date
01.	ACCORD/ ALLIANCE Evaluation Report (SOFT COPY)				
02.	Picture Of Approved Building Plan				
03.	Picture Of Approved Factory Layout Plan by Department of				
04.	Trade License				
05.	Factory License				
06.	Fire License				
07.	BGMEA/BKMEA/ BTMA/Other Membership				
08.	Group Insurance				
09.	Drinking Water Purification Certificate				
10.	Generator Permission				
11.	Boiler Certificate				
12.	Boiler Operator Certificate				
13.	Export License				
14.	Import License				
15.	FBCCI/DCCI/MCCI Membership				
16.	Environmental Certificate				
17.	VAT				
18.	TIN				
19.	Certificate of Incorporation				
20.	Bond License				
21.	EPB				
01.	OCS (Organic Content Standard) v1				
02.	CCS_Implementation Manual v1.2				
03.	GOTS_Manual-01March2014				
04.	GOTS_Version4-01March2014 Standard				
05.	Filled up GP 24 F 02 OCP OCS Textile Process form Rev 01 20130520				
06.	Filled up GP 23 F 01 OCP GOTS Textile Process Form Rev03 29012015 ENG				
07.	Filled up GP 23 F 03 OCP GOTS Inputs Rev02 29012015 Updated				
08.	MR Appointment Letter				

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09.	Factory profile (For all units)	
10.	Previous OCS/GOTS certificate's copy (If Applicable)	
11.	Factory Evacuation Plan	
12.	Process Flowcharts. (Separately for all units)	
13.	Machine list for Organic goods production and Total machine list (Separately for all units)	
14.	Capacity report (Separately for all units)	
15.	Sample Label Copy as per OCS & GOTS 4.0	
16.	Processor agreement with subcontractor(s) is required in both company signature and stamp (seal)— (If there any sub contracting unit(s)).	
17.	Approved Subcontractor Factory List	
18.	Subcontractor & Supplier Evaluation & Selection Procedure	
19.	Organogram	
20.	Job Responsibility & Authority for organic goods production, handling and monitoring	
21.	ISO 9001QMS certificate	
22.	Process wise standard operating procedure for all processes.	
23.	Separation procedure for organic goods	
24.	Transportation cleaning procedure and cleaning record	
25.	Waste management procedure (Both English & Bangla)	
26.	Training record on organic goods production & handling Last conducted training date:	
27.	First aid training record copy Last conducted training date:	
28.	First aid training certificate copy Last conducted training date:	
29.	Fire fighting training record copy Last conducted training date:	
30.	Fire drill record copy Last conducted drill date:	
31.	WPC committee List, Last Meeting Date and last meeting with minutes copy	
32.	H&S Committee and last meeting minutes copy	
33.	Health & Safety training record Last conducted training date:	
34.	Training record on energy management Last conducted training date:	
35.	Training record on environmental management Last conducted training date:	
36.	Environmental Management Procedure in English according to E.2.4.10 as per GOTS4.0	
37.	Environmental improvement plan & Energy conservation improvement plan (Goal and Achievement)	
38.	Data of Utilities uses (Gas, Electricity, Oil-Fuel, Water)	

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39.	Test report of Air Emission, Noise, Temperature & Light	
40.	Heavy metal free declaration of Knitting / Weaving/Machine oils & Heavy Metal Free Test Report (Antimony:50ppm, Arsenic:50ppm, Barium:100ppm, Cadmium:20ppm, Cobalt:500ppm, Copper:250ppm, Chromium:100ppm, Iron:2500ppm, Lead:100 ppm, Manganese:1000ppm, Nickel:200ppm, Mercury:4ppm, Selenium:20ppm, Silver:100ppm, Zinc:1500ppm, Tin:250ppm).	
41.	Invoice of Heavy metal free Knitting/Weaving Oil	
42.	GMO free declaration	
43.	PVC free declaration & PVC Free Test Report of packing materials.	
44.	Invoice of PVC Free of packing materials	
45.	Order wise chemical recipe sheet/list of GOTS4.0 Chemical.	
46.	GOTS4.0 Approved Dyes, Pigments & Auxiliaries (All chemical) list & GOTS4.0 Approved Sizing Chemical & Auxiliaries Lst (For Weaving Factory)	
47.	Certificate of GOTS4.0 Approved Dyes, Pigments & Auxiliaries (All chemical)	
48.	Safety data sheets (MSDS) of chemicals, pigments and dyes.	
49.	Invoice of GOTS4.0 Approved Dyes, Pigments & Auxiliaries	
50.	Environmental clearance certificate	
51.	ETP/Waste water test report (If needed)-- In the ETP water test report including P ^H , BOD, COD, TDS, Temperature, TOC and residues.	
52.	Risk analysis table according to GOTS4.0 standard E.2.4. 15 and E.24.16	
53.	Structural Pest Management Program mechanical system and regular pest control report copy	
54.	Salary Sheets	
55.	Time Records	
56.	Social Policy & Procedures	
57.	Social Audit & COC Audit report	
58.	Maternity benefit payment file	
59.	Final settlement file with Service benefit	
60.	Earned leave benefit payment documents	
61.	One (1) Complete personal file	
63.	TC wise/Order wise Production record sheet of Organic Goods including process lose(ALL PROCESSES INVOLVED)	
64.	Yarn stock report with valid TC.	
65.	Stock report issue/receive record	
66.	Knitting/Weaving/Dyeing/Printing/Cutting/Embroidery/Sewing/Finishing/Packing/QC Record	
67.	Production report	
68.	Transaction certificate of raw material	