

Documentation Requires for GOTS Inspection & Certification

No.	General Documents				
1	Application Form	√			
2	Offer letter	√			
3	Offer Acceptance	√			
4	Confirmation Mail	√			
5	COR (Confirmation of Registration)	√			
6	Audit Plan	√			
7	GOTS System Plan	√			
8	Processor Agreements	√			
9	GOTS Product Specification	√			
10	Valid GOTS Scope Certificate	√			
Specific Documents		Ginning/ Spinning	Weaving/ Knitting	Dyeing/ Finishing/ Printing/ Washing	Garmenting (Cutting & Sewing)
Technical Part					
1	Unit Map / Layout (With Organic Marking)	√	√	√	√
2	Process Flow Chart	√	√	√	√
3	Process Description	√	√	√	√
4	Organic Purchase & Sales Records	√	√	√	√
5	Organic Stock Details (Raw Material/Finished Goods)	√	√	√	√
6	GMO Free Test Report (Raw cotton/ lint cotton which is not certified by CUC)	Test Method will be ISO IWA 32:2019			
7	GMO Free declaration	√	√	√	√
8	Organic Production Record (Department/Section wise)	√	√	√	√
9	Organic Reception/ Inventory Checking Record	√	√	√	√
10	Customer Complain Register and Policy	√	√	√	√
11	Cleaning Records (All processing Area)	√	√	√	√
12	Person responsible for each operation of Organic	√	√	√	√
13	Standard Operating Procedure & Work instruction	√	√	√	√
14	GOTS Training Record	√	√	√	√

15	Chemical Recipe Used			√	
16	GOTS Approved Dyes, Chemical List (Latest) and Chemical Stock.			√	
17	GOTS Approved Dyes and Chemical Purchase Challan and Invoice			√	
18	Wax Certificate / Declaration	√			
19	Accessories Issuing Record				√
20	Accessories Declaration				√
21	MSDS (Material Safety Data Sheet) for all chemicals & preparation used	√	√	√	√
22	Machine and Knitting/ Weaving Oil Test Report		√		√
23	Packing Material Test Report	√	√	√	√
24	Technical Quality Parameter Test Report			√	√
25	Residual Test Report			√	√
26	Accessories Test Report				√
27	Recycle Hanger Details (Single Use virgin plastic is prohibited) / Test Report/ RCS or GRS Transaction Certificate				√
Environmental Part					
1	Environmental Certificate	√	√	√	√
2	Annual Production Record	√	√	√	√
3	Air Emission Test Report.	√	√	√	√
4	Dyeing Capacity			√	
5	Annual Dyes, Chemical Consumption Record			√	
6	Annual Energy Consumption Record	√	√	√	√
7	Data on energy consumption for per kg of textile output	√	√	√	√
8	Annual Water Consumption Record			√	
9	Data on water consumption for per kg of textile output			√	
10	Legal Documents of ETP Capacity			√	
11	Annual ETP Test Report (minimum 4 External & Internal Test Record)			√	
12	Annual Wastewater Treatment Record			√	
13	Sludge Disposal Record			√	
14	Source of greenhouse emission (GHG) and action plan to reduce GHG	√	√	√	√
Compliance Part					
1	Up to date Factory License	√	√	√	√
2	Up to date Fire License	√	√	√	√
3	Fire Fighting Training Record	√	√	√	√
4	Evacuation Drill Record	√	√	√	√
5	First Aid Training Record	√	√	√	√

6	Water, Energy, Chemical Conservation Training Record	√	√	√	√	
7	Program for improvement on Water, Energy, Chemical Conservation	√	√	√	√	
8	Health & Safety Training Record	√	√	√	√	
9	Social Awareness Training Record	√	√	√	√	
10	PPE Training Record	√	√	√	√	
10	Chemical Handling & Disposal Training Record			√		
11	Trade Union / WPC (Workers Participation Committee) Record	√	√	√	√	
12	Disciplinary Measures Record	√	√	√	√	
13	Group Insurance Copy (Up to date)	√	√	√	√	
14	Boiler License	√	√	√	√	
15	Boiler Operator Certificate (personal File, Appointment Letter)	√	√	√	√	
16	Process Risk Assessment Record	√	√	√	√	
17	Building Safety Certificate.					
18	Salary Sheet	√	√	√	√	
19	Attendance & Overtime Record	√	√	√	√	
20	Personal File	√	√	√	√	
21	Social, Health and Safety and Environmental Responsible Person Office Order	√	√	√	√	
22	Living wages calculation	√	√	√	√	
23	Policy on OECD	√	√	√	√	
23	Policy	Social Policy	√	√	√	√
		Environmental Policy				
		Health & Safety Policy				
		Job Recruitment Policy				
		Wages Policy				
		Child Labour and Remediation Policy				
		Working Hour Policy				
		Harassment Policy				
		Association & Collective Bargaining Policy				
		Discrimination Policy				
		Grievance policy				
		Business Ethics policy				
		Sourcing Policy				
		Disclosure Policy				
Anti-Bribery Policy						