

GRS Checklist:

1. Last Scope Certificate if available
2. Last year audit report if available
3. Declaration of Social Compliance, Environmental & Chemicals
4. GRS Label
5. Product Risk Assessment
6. Annual Volume Reconciliation Record for GRS and over all products
Technical part:
1. Unit Map/Floor layout plan with GRS marking
2. Process Flow Chart
3. Purchase Details-Invoice, packing list, BL, TC, LC/Bank Payment copy, Challan
4. Sales Details- Invoice, packing list, BL, TC, LC/Bank Payment copy Challan
5. Traceability/Production record (Details record from input & output)
6. Annual Purchase & Sales Record
7. Stock Details and Declaration (Declaration of running/ raw material/ finished goods stock of all GRS product)
8. Reception check record
9. Cleaning record
10. Customer Complain Handling Procedure and Record/Format
11. SOP- Standard Operating Procedure
12. Internal audit report for CCS/GRS
13. Production capacity/Process description
14. Chemical recipe and GRS chemical list
15. Chemical purchase documents
16. Updated SDS and chemical test report or certificate (Minimum ZDHC label 1 conformance test report or any equivalent certificate like: GOTS/Blue Sign/Eco Passport)
17. Chemical Inventory, Stock and consumption record
Environmental part:
1. Environmental Certificate

2. Annual Dyes, Chemical Consumption Record
3. Annual Production Record in Kgs
4. Annual Energy Consumption Record in KWH
5. Annual Water Consumption Record in m3
6. Annual Waste Water Treatment Record in m3
7. Legal Documents of ETP Capacity/Flow Map
8. ETP external & internal Test Report (Minimum 4 External report from DOE & third party)
9. ETP wastewater and sludge test report as per ZDHC and appendix D guideline (GRS Standard) Minimum 2 test report for last one year.
10. Air Emission Test Report
11. Energy Regulatory Permission/ REB Approval
12. Water Extraction/use Permission
13. Chemical Use Permit/ Acid License
14. Waste Inventory and waste disposal Record
15. Sludge/Waste Disposal Procedure
16. Sludge/Waste Sales Record, agreement with collector and their updated trade license
17. EMS Manual
18. Boiler/Generator/AC maintenance record
19. Green House Gas source identification and reduction plan
20. Improvement plan and Target goal to reduce Water & Energy& Chemical consumption, air emission and Waste generation
21. Environment and Chemical management responsible person office order and competency certificate/ Training record
Compliance part:
1. Factory License, Fire License, Trade License
2. Group Insurance
3. Building structural approval/ Layout approval/Safety Certificate/ Assessment
4. Boiler License with Boiler Operator Certificate (personal File, Appointment Letter)
5. Drinking water test report
6. Training:

7. Fire Fighting training record
8. Evacuation Drill record
9. First Aid training record
10. PPE training record
11. Health & Safety training record
12. WPC and Safety Committee meeting record with formation record
13. Chemical Handling & Disposal training record
14. Waste Handling/Management training record
15. EMS/water energy conservation training record
16. Social awareness training record
17. GRS training record
18. Disciplinary Measures Record
19. Health and Safety Risk assessment
20. Fire fighter, Fire rescuer and First aider list
21. Accident and injury register
22. PPE issue record
23. Maternity /other benefit files
24. Lift maintenance record
25. Personal File of worker
26. Salary Sheet/Attendance/Pay slip/Bank statement
27. MR / Responsible person office order for Social, Environmental, Chemical Management, Health and Safety, GRS
28. Policy: Social/Environmental/Health and safety/Job recruitment/wages/working hour/child labor with remediation/Disciplinary action/ Grievance/ Waste management policy/Chemical management/ Association and collective bargaining policy/Anti-Harassment/ Anti-Discrimination policy