

## Documentation Entails for OCS V-3.0 Inspection & Certification

General Documentation					
1	Application form			✓	
2	Contract Letter			✓	
3	Audit plan			✓	
4	OCS Applied Product list with composition			✓	
5	Valid OCS Scope Certificate			✓	
6	Previous Audit Report & NC closing documents			✓	
Specific Documents		Spinning	Weaving/ Knitting	Dyeing Finishing/ Printing/ Washing	Garmenting (Cutting & Sewing)
Technical Part					
✓	1 ✓ <b>Legal License:</b> Factory License, Trade License, Export & Import License, Fire License (if needed), VAT/TIN Certificate, Factory Layout Plan, certificate of incorporation			✓	
✓	2 ✓ Floor Layout plan (With Organic Marking)			✓	
✓	3 ✓ Company Profile			✓	
✓	4 ✓ Clearly defined roles and responsibilities for all staff and management for implementation of the Standard. (Management Organogram)			✓	
✓	5 ✓ Valid contract with each Subcontract unit.			✓	
✓	6 ✓ Process Flow Chart			✓	
	7 Process Flow Diagram indicating the point of risk			✓	
	8 Process Description			✓	
✓	9 ✓ Organic Materials Purchase & Sales Records			✓	
✓	10 ✓ Stock Report for Organic Raw Materials & Finished Goods			✓	
✓	11 ✓ Volume Reconciliations between the OCS inputs and the outputs.			✓	
✓	12 ✓ Annual Organic Production record (last 12 months)			✓	
✓	13 ✓ Documents of purchasing & selling Organic materials. (invoice, bill of lading, transport documents, challan, TC)			✓	
✓	14 ✓ Non-GMO test report of organic cotton for spinning			✓	
✓	15 ✓ Transaction Certificate (TC) for all Organic Materials entering the supply chain.			✓	
	16 OCS product test report, Product spec sheet with technical data				
✓	17 ✓ Traceability Exercise for a specific order (including commercial invoice, packing list, transport document, Processing records, TC of Raw material & shipment)			✓	
✓	18 ✓ Records of customer complaint relating to a product's compliance and corrective action taken			✓	
✓	19 ✓ Cleaning Records (All processing Area Including store), Cleaning form for first audit			✓	

✓20	Management Representative (MR) Assignment letter for the overall compliance to the OCS Standard.	✓
✓21	Standard Operating Procedure & Work Instruction (OCS Production Procedure)	✓
✓22	Customer complain handling & feedback procedures	✓
✓23	Records of staff training related to the implementation of the OCS Standard.	✓
✓24	Final product test report	✓
✓25	Visual sign board for OCS material identification in storage area, production area during production & transportation	✓
✓26	Attendance Record	✓
✓27	Other Documents Required for Audit	✓