Information required at inspection – textiles (Third Countries excl. UK)

This guide is designed to help you prepare for your annual inspection visit. Please ensure that all information listed is readily accessible at your inspection, where relevant, and covers the period since your last visit; if it is not, we may need to carry out a follow-up visit at additional cost.

Please also ensure that relevant production, technical and financial staff are available on the day. The inspector will need access to a power supply, desk and protective clothing if required. The list below is intended to help with your inspection requirements and reduce the possibility of non-compliance.

1. Record-keeping 2.5 – audit
   Your records must show full traceability from receipt of products, raw materials or inputs (as relevant) to dispatch. Your inspector must also be able to complete an audit verifying the balance between input and output over a 12 month period. Documents the inspector may need to see include:
   - Purchase/ goods-in records and delivery/goods-out records
   - Stock records and records of stock-takes
   - Production records

2. Organic verification
   - Records of organic verification checks (goods-in and production)
   - Copies of licensed supplier’s organic certificates / transaction certificates
   - Inputs letters of approval

3. Products 3
   - Working specifications for approved products and material composition
   - Approved labelling release and packaging release forms

4. Risk Assessment 5.2
   - Evidence that you have adequately assessed the risk of prohibited residues or product substitution to determine what testing would be necessary (see form P1232 for guidance)
   - Evidence that you have adequately assessed the risk of product/s not meeting the quality parameters (dimensional stability for garments and colour fastness) to determine what testing would be necessary (see form P1232 for guidance)

5. Sales records
   - Value of organic products sold during the period of the last certified sales declaration.

6. Organic production records 4.2.6
   - Hygiene/cleaning schedules and records
   - Details of bleed runs used to purge equipment (if not dedicated organic)
   - Training records (H&S, fire, energy conservation, etc)
   - Machine oils risk assessments
7. Social compliance 4.4
Provision may need to be made so that a number of staff can be asked to attend interviews which will be used to demonstrate compliance with minimum social criteria.

<table>
<thead>
<tr>
<th>No. workers</th>
<th>Individual interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-100</td>
<td>5 (or total no. of workers if &lt;5)</td>
</tr>
<tr>
<td>101-500</td>
<td>6</td>
</tr>
<tr>
<td>501-1000</td>
<td>12</td>
</tr>
<tr>
<td>1001-2000</td>
<td>20</td>
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</tbody>
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- Employment policies and contracts
- Records or working hours, employee age, pay

8. Waste-water treatment 43.2 *(if wet processing)*
- Records of effluent monitoring and results
- Permission from local water authority (or equivalent if outside UK) to discharge to public sewer
- Permission from Environment Agency (or equivalent if outside UK) to discharge to surface waters

9. Environmental management 4.3
- Environmental policy, and information on sources of greenhouse gas emissions
- Energy and water use data