

## Information required at inspection – textiles<sup>1</sup>

**At your inspection, the inspector will check records, speak to staff and look around your site.** All information below as relevant must be accessible at your inspection and cover the period from your last annual inspection. Also, relevant production, technical and financial staff should be available. Where inspectors cannot access information this may result in a chargeable revisit. 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 – 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. Documents the inspector may need to see include:

- Purchase/ goods-in records *and* delivery/goods-out records Essential
- Stock records and records of stock-takes Essential
- Production records If applicable

### 2. Organic verification

- Records of organic verification checks (goods-in and production) Essential
- Copies of licensed supplier's organic certificates / transaction certificates Essential

### 3. Products

- Current working specifications for approved products Essential
- Examples of product labelling/packaging for all licensed products Essential

### 4. Risk Assessment

- Evidence that you have adequately assessed the risk of prohibited residues or product substitution (see form P1232 for guidance) Essential
- Evidence that you have adequately assessed the risk of product/s not meeting the quality parameters (dimensional stability for garments and colour fastness) If applicable

### 5. Sales records

- Value of organic products sold during the period of the last certified sales declaration. Essential

### 6. Organic production records

- Hygiene/cleaning schedules and records Essential
- Records of pest control inspections and treatments If applicable
- Details of bleed runs used to purge equipment (if not dedicated organic) If applicable
- Training records (relevant to maintaining organic integrity) If applicable

### 7. Social compliance (if a processor employing workers)

Provision may need to be made so that a number of staff (see table) can be asked to attend interviews which will be used to demonstrate compliance with minimum social criteria.

No. of employees	No. of employee interviews
2-20	1
20-50	2
51-100	3
101-150	5
151-300	6

- Employment policies and contracts If applicable
- Records or working hours, employee age, pay If applicable

### 8. Waste water treatment (if wet processing)

- Records of effluent monitoring and results
- Permission from local water authority (or equivalent if outside UK) to discharge to public sewer If applicable
- Permission from Environment Agency (or equivalent if outside UK) to discharge to surface waters If applicable

### 9. Environmental management (if processing)

- Environmental policy If applicable

### 10. Miscellaneous records

- Complaints register Essential

<sup>1</sup> Note: we certify natural fibrous textiles to the Global Organic Textile Standards (GOTS); leather, skins and hides are certified to the Soil Association standards.