

	13.2.2en Inf	Certification Process for Textiles	v 07.03.2024	1/1
--	--------------	------------------------------------	--------------	-----

Step by Step of your certification according to GOTS, all Textile Exchange Standards as OCS, GRS, RCS, RDS, RWS, RMS, RAS and/or IVN-BEST

- 1.) First of all, please read through all Informational Material displayed on the CERES website and/or submitted by Email, and check, in which parts of your company you need to implement improvements in order to fulfil standard requirements. If anything is unclear, you can always turn to us or the respective standard holder.
- 2.) Fill in the Application Form and send it to us, together with a Description of the Flow of Goods, as well as the respective Certificates of your suppliers. Please make sure that all your data, as well as the data of involved Subcontractors is fully listed in application form (address, number of employees, processing steps).
- 3.) After having checked your application, you will receive an Offer from us. Also we will inform you about a rough time-frame which includes the audit at your site and, if applicable, the site/s of your subcontractors.
- 4.) If our offer suits you, we will send you our Certification Contract as well as the Invoice for the pre-payment mentioned in the offer.
- 5.) As soon as we received the signed certification contract and the payment of the invoice has been booked to our account, one of our inspectors will get in touch with you. He/she will send you our Management Plan, on which the audit will be based. Please explain your activities and data as explicitly as possible in this plan. Additionally, our inspector will send you an Audit Plan, in which the full course of the audit including needed documents will be explained. He/she will also guide you through the further preparation of the audit.
- 6.) During the on-site Audit the inspector will check upon your company based on the information you stated in the management plan as well as on the available documents. Aside from a Check of Documents, a Tour through the Company as well as Worker Interviews will take place during the audit.

Usually, several corrective actions need to be implemented before becoming certified. These Corrective Actions will be discussed with the inspector at the end of the audit and a timeline for remediation will be agreed on.

- 7.) After the audit, you will receive a final invoice asking you to pay the remaining costs for the audit and certification. Another employee from our textile department will now contact you and support you during the certification process. This so-called Certification Officer checks both your written statements in the operating plan and the auditor's assessment. From now on, he/she will be available to assist you with any questions you may have and will check the corrective measures that still need to be submitted to ensure they are correct and complete.
- 8.) After all necessary corrective actions have been implemented and the final invoice (including the final payment for the audit and the certification) has been settled, we will issue your Certificate (validity 12 months).

If the corrective actions are not implemented within the agreed deadline or the invoice is not paid in full, the certification cannot be completed.

Please note:

You may not label or market any articles/products with one of the standards' logos until your certification has been completed!