

CHECKLIST

Certification OEKO-TEX® ORGANIC COTTON



LATEST APPLICATION FOR CERTIFICATION

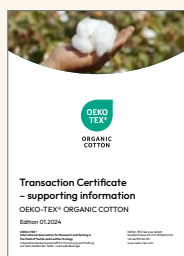
- Download latest version from Hohenstein website:
www.hohenstein.de/antrag-oc
- Fill out** all required fields and supplier lists, **sign and date** the declaration of commitment (page 20 & 21) and save as PDF.

Please note: If necessary, further documents such as material safety data sheets may also be requested.



LATEST DECLARATION OF CONFORMITY

- Download latest version from Hohenstein website:
www.hohenstein.de/konformitaetserklaerung-oc
- Confirmation that quality of current production samples complies with testing samples. **Fill out** all required fields on page 5, **sign, date**, and optionally stamp it with the company stamp and save as PDF.



IFOAM & TRANSACTION CERTIFICATES

- Only for Ginners: Send certificate that **farms are certified** according to one of the **IFOAM Family of Standards**.
- Provide **OEKO-TEX® transaction certificate(s)** (www.hohenstein.com/transaction-certificate-oc) with the corresponding delivery notes, which must include a description and the amount of the purchased goods. Both documents must not be older than 6 weeks. Please also enclose the corresponding valid OEKO-TEX® ORGANIC COTTON certificate



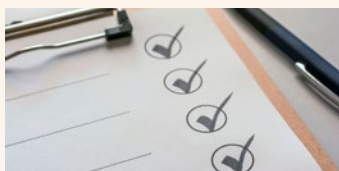
SUPPLIER CERTIFICATES & DELIVERY NOTES

- Send all **valid supplier certificates** that are relevant for the certification, such as OEKO-TEX® STANDARD 100, LEATHER STANDARD, ORGANIC COTTON and ECO PASSPORT.
- Include **delivery notes** for each certified OEKO-TEX® supplier. Delivery notes may **not be older than 12 months** and must include a description and the amount of the purchased goods.
- An intermediary must have a confirmation from the supplier that proves a trading relationship.



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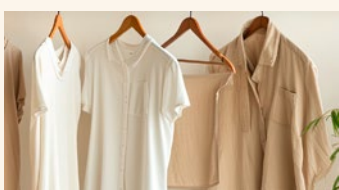
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PROOF OF QUALITY ASSURANCE AND MANAGEMENT

- For **externally certified management** systems, such as ISO 9000, ISO 14000, EMAS, OEKO-TEX® STeP or SA 8000, attach a copy of the certificate.
The document should show the OEKO-TEX® production chain.
- For **in-house QMS**, attach a short description.
The following aspects should be included as a minimum:
 1. Organisation chart/list with names and responsibilities (managing director, purchasing, QM, etc.)
 2. Procedures for purchasing (suppliers), production, traceability, quality control (incoming and outgoing inspection), proper storage and labelling (of raw materials and of products covered or not covered by certification)
 3. Procedures for dealing with non-conformities and corrective actions.

Please note: Not all aspects may be applicable for trading companies.



REPRESENTATIVE SAMPLE MATERIAL

- The range of the representative samples has to cover the entire article group. The representative selection is the base for the article description of the certification scope.
- Please only send samples from current production.
- For **ginners and spinners**, **sample material** must be taken **during the on-site visit for laboratory testing**.
- Customs information for non-EU deliveries: Note the last section in the checklist „Material quantities“.

Information regarding material quantities and sample packaging can be found in the “Material quantities” checklist:

<https://www.hohenstein.com/checklist-sample-materials-std100-ls>



SHIPPING ADDRESS SAMPLE MATERIAL

Hohenstein Laboratories GmbH & Co. KG
Department OEKO-TEX®
(If you are already in touch with one of our representatives, please note their name here)
Schlosssteige 1
74357 Boennigheim | GERMANY

PLEASE NOTE:
All documents listed above can
be send via e-mail to:

oeko-tex@hohenstein.com