CERTIFICATION PROCESS WORKFLOW

1. PURPOSE

It is aimed to explain the certification workflow for the companies to be certified under the Global Standard, Textile Exchange and BCI programs.

2. SCOPE

This procedure covers the Textile certification workflow.

3. RESPONSIBILITIES

SC Operation Team Lead, Lead Certifier, Certifier, Reviewer, Auditor are responsible for the implementation of this workflow.

4. PROCEDURE

Applications for certification are submitted online to USB Certification. After the assessments, the suitable applications are approved and the offer is sent to the company. Inappropriate applications are rejected and the applicant company is notified together with the reason for rejection.

After the proposal is approved by the company, the contract is sent and the audit is planned after the financial conditions are met.

After the audit is planned, Auditor assigned. Travel and organization plan is made for the auditor / auditors.

The audit is carried out in accordance with the audit plan. If there is no non-compliance in the company as a result of the audit, the process for the certification decision is advanced. The certifier evaluates the process and gives a positive / negative certification decision. Following a positive certification decision, the product/products is/are added to the certificate and the certificate is issued.

If there are nonconformities in the audit, the company is notified of the nonconformities. Closure of nonconformities is done by on-site and/or follow-up audit. The corrective actions are checked during the audit. After closing the nonconformities, the Auditor advances the process. The certifier evaluates the process and makes a certification decision. The product/products are defined in the certificate and the certificate is issued.

After the certificate is issued, the company may request to add products within the validity period of the certificate. The request to add products to the certificate is sent through the USB Pruva system or by e-mail. If the product is in the system, the company's certificate is revised and published. If the product is not in the system, it is added to the product list and is added to the certificate and revised after the approval of the certificate.

The detailed workflow is below.

USB CERTIFICATION
UPGRADE • SUSTAIN • BENEFIT

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