GOTS SCOPE 4 WORKFLOW

1. PURPOSE

Business capacities are explained for companies that will be certified within the scope of the Global Organic Textile Standard (GOTS) Scope 4 program.

2. SCOPE

This procedure covers the Global Organic Textile Standard (GOTS) Scope 4 workflow.

3. RESPONSIBILITY

GOTS Scope 4 Manager, GOTS Scope 4 Specialist, GOTS Scope 4 Assistant Specialist, Evaluator (GOTS Scope 4) is responsible for the implementation of this workflow.

4. PROSEDURE

The application from the company is sent to USB Certification via e-mail or telephone,and the application form is sent to the company based on the request.

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The application form is reviewed. Offer and contract are sent to the company.

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After the company approves the offer and contract,the invoice is created and the process is initiated after the company makes the payment.

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Prior to the assessment, the company is requested to provide the necessary legal, environmental, quality, and operational documents, as well as other supporting documentation.The approval checklist is sent to the company. The company sends us the SDS, TDS and available analysis reports together with the signed checklist.

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The evaluator reviews the documents and communicates the findings by e-mail. Return from the company is expected. Documents received from the company are evaluated. Based on risk analysis samples to be sent for analysis are requested and sent for analysis.

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Analysis results from the laboratory are evaluated.The audit is planned and the audit takes area.

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The whole process of the company is forwarded to technical review and certification for certification decision. The process is evaluated.

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If the decision is positive;

- **The Approval Letter is sent to the company, the products are entered into the GOTS database.**

If the decision is negative;

- **The Negative Decision Form is forwarded to the company.**