LOGO AND LABEL USAGE PROCEDURE

1. PURPOSE

The purpose of this procedure is to explain the methods and responsibilities for the use of standard logos and labels for the Global Organic Textile Standard (GOTS) and Textile Exchange programs within USB Certification.

2. SCOPE

It is the review and approval of the use of GOTS and Textile Exchange logos and labels by companies.

3. RESPONSIBILITY

SC Operations Team Lead, Lead Certifier, Certifier, Reviewer, Auditor, SC Operations Assistant Specialist, Türkiye TC Reviewer, and HO TC Reviewer are responsible for the implementation of this procedure.

Logo review and approval is carried out by the Certifier/Lead Certifier who has completed the logo approval training and has been appointed as the Certifier (Logo) by the SC Operations Team Lead in the Qualification Tracking Table.

4. PROCEDURE

Logos and labels of GOTS and Textile Exchange Standards can only be used by certified companies based on the information in Conditions for the use of GOTS Signs v3.1 for GOTS, TE-301 V1.3 Standards Claims Policy and TE-302 V1.3 Standards Logo Use Specifications for Textile Exchange. Logo and Label requests, applications and questions made by Certified Organizations are answered by USB Certification within 7 calendar days at the latest.

4.1. Application

In case the company whose certificate is issued requests the use of logo and label, the process is followed by the Türkiye TC Reviewer and HO TC Reviewer.

For the use of GOTS and Textile Exchange logos and labels, the logo and label application process is initiated through the USB Pruva system or by contacting the company. When the process is started, an application form, Logo and Label User Manuals and Logo vector images are sent to the company through the application link or e-mail through the USB Pruva system. The company fills in the related part in the logo approval forms, which is sent through the USB Pruva system or through e-mail. The application process is completed by uploading the draft studies regarding the use of logo and label prepared based on the information filled into the system.

The Applicant Certified Organization fills in the necessary information on USB Pruva and uploads the work/design files for which approval is requested to the USB Pruva system. The Qualified Türkiye TC Reviewer and HO TC Reviewer checks for missing documents/information.

If there is a change in the previously approved work/design or in the field of use, it is necessary to re-evaluate and apply for approval.

4.2. Pricing

In the GOTS and Textile Exchange Certification Agreement, it is stated that Logo Evaluation and Approval Fees are among the fees that are not included in the certification service.

Logo Evaluation and Approval fee to the company is notified to the company after the preliminary evaluation through the USB Pruva system logo module. With the approval of the company, the process is forwarded to the Financial Affairs Unit through the USB Pruva System to be invoiced. After the payment is completed, the review process begins. Evaluation and approval processes continue based on the payment approval.

4.3. Pre-Review

Conditions for the use of GOTS Signs, where the information and work/designs in the labeling approval form for the Türkiye TC Reviewer and HO TC Reviewer , GOTS and Textile Exchange standards have been published by the program owners, together with the company's payment of the GOTS and Textile Exchange Logo and Label Usage fee. v 3.1 guide examines compliance with TE-301 V1.3 Standards Claims Policy and TE-302 V1.3 Standards Logo Use Specifications Guidelines for Textile Exchange.

When the brand wants to apply for the use of a logo within the scope of Textile Exchange standards, the Labeling Pre-Approval Form for Textile Exchange Standards is shared with the brand by the Türkiye TC Reviewer and HO TC Reviewer. Communicates brand form and work/designs through e-mail.

Terms of use for GOTS and Textile Exchange Logos are detailed in the GOTS Signs and Textile Exchange Labeling Guidance.

If there is a nonconformity in accordance with the guidelines, the returns to the company by e-mail/phone. Requests revision from the company. When the revision process is completed, the Türkiye TC Reviewer and HO TC Reviewer completes the preliminary review process and proceeds to the accounting step to charge.

4.4. Accounting Confirmation

The amount to be collected is recorded in the USB Pruva system by the Türkiye TC Reviewer and HO TC Reviewer. The recorded amount is invoiced by the Operational Accounting Assistant Specialist and the process is advanced to the next step. The amount invoiced in the relevant step is sent to the company with the Logo And Labeling Approval Offer Form. When the company takes a step forward, the offer is accepted and makes the payment. However, the brand pays a lump sum every 3 months for approved logo treatments on USB Pruva.

The company's payment completion status is controlled by the Budget and Finance specialist. If the payment has been made, the Collection control step is advanced by the Operational Accounting Assistant Specialist.

4.5. Review

The studies/designs uploaded to the USB Pruva system by the company are checked by the Türkiye TC Reviewer and HO TC Reviewer. Applications that are evaluated and found appropriate according to the labeling guide of the relevant standard are forwarded by the Türkiye TC Reviewer and HO TC Reviewer for the approval of the relevant Certifier/ Lead Certfier.

4.6 Approval

It approves the use of logos and labels of GOTS and Textile Exchange programs by companies in on-product and non-product communication channels.

The Certifier / Lead Certifier examines whether the standard logos and labeling are used by the company in accordance with its purpose. Based on the review, the Certifier/ Lead Certifier states the result as "approved" or "not approved".

Labeling Approval Form for GOTS Products approved for GOTS and Textile Exchange programs and/or Labeling Approval Form for Textile Exchange Standards are shared with the Company as QR code through USB Pruva system.

4.6.1. Validity Period of Sign/Logo and Label Approvals

After the company receives Logo and Label Approval, it can use it as long as there is no change in the GOTS and Textile Exchange guides determined by the standard owners.

During the annual certification renewal period, companies that decide not to continue with USB Certification are notified that their Logo and Label Usage rights have expired.

Logo usage approval for GOTS and Textile Exchange programs is made passive through the USB Pruva system and is reported through the USB Pruva system.

4.6.2. Notification of Logo Approvals for Textile Exchange Programs to Program Owners
Textile Exchange Labels of each company approved to Textile Exchange via USB Pruva are automatically sent when the Approval Form is published.

5. NOTIFICATION OF CHANGES

If the standard owners make a change in the guides, policies and / or logos regarding Logo and Label Usage, it is the responsibility of USB Certification to inform the companies that have received logo and label approval of the changes.

6. MISUSE AND VIOLATION OF LOGO AND LABELS

If any unauthorized, unapproved, inappropriate use or violation of Logos and Labels is detected, the Company is immediately notified by e-mail by the Qualified Türkiye TC Reviewer and HO TC Reviewer by USB Certification. The company is requested to fill in the Logo & Labeling Nonconformity Notification and Tracking Form and send it in a signed form. The Türkiye TC Reviewer and HO TC Reviewer informs the Certificate after the unauthorized, unapproved, inappropriate use is eliminated by the company. If the company will use the logo appropriately, it receives approval by transmitting its work/designs through the USB Pruva system.

Non-conformities are recorded by the Qualified Türkiye TC Reviewer and HO TC Reviewer with the "Inappropriate Logo Usage Tracking Table"

For GOTS and Textile Exchange programs, if the nonconformity in question continues for 30 days, the standard owners are notified by e-mail by the Certificate.

7. RECORDS

Document No	Document Name/Definition
UOF-TEX-GOTS-EN-4130	GOTS Labeling Approval Form
UOF-TEX-TE-EN-4130	Textile Exchange Standards Labeling Approval Form
UOF-TEX-TE-EN-4870	Logo & Labelling Non-Conformity Notification and Tracking Form
UOF-TEX-TE-EN-4600	Logo and Labeling Approval Offer Form
UOF-TEX-TR-4950	Inappropriate Logo Usage Tracking Table
UOP-TEX-EN-4160	GOTS Signs and Textile Exchange Labeling Guidance
UOP-TEX-EN-4170	Logo Usage Module Implementation Guide
UOP-TEX-EN-4180	GOTS Signs Implementation Guide
UOP-TEX-EN-4190	Textile Exchange Logos Implementation Guide

8. RESOURCES

Conditions for the use of GOTS Signs v 3.1
TE-301-V1.3 Standards Claims Policy
TE-302-V1.3 Standards Logo Use Specifications