



Content Claim Standard Certification Procedures



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The *Content Claim Standard Certification Procedures V3.2* replaces *Content Claim Standard Certification Procedures V3.1* and is effective as of October 1, 2026. **All audits and assessments conducted after April 1, 2027 shall be conducted using the *Content Claim Standard Certification Procedures V3.2*.** See section A3.1.1 for more details.

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Document Revision History

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Note: V2.0 is the earliest version of this document in order to align with versions of the CCS.
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Section A - General Information

A1. About the Content Claim Standard

The Content Claim Standard (CCS) is an international, voluntary standard that sets criteria for third-party certification of chain of custody. The goal of the CCS is to ensure the accuracy of content claims. The Content Claim Standard is owned and managed by Textile Exchange.

The CCS does not include criteria related to product quality or legal compliance. Textile Exchange expects all organizations certified under Textile Exchange standards to comply with all applicable local, national, and international laws and regulations at all times. The criteria in the Content Claim Standard (CCS) may be more or less strict, or equivalent to applicable laws. Where applicable laws and/or regulations are stricter than the CCS criteria, the law will take precedence. Where CCS criteria are stricter, the criteria of the CCS will take precedence. The intent is that where laws and the standard criteria overlap, the strictest takes precedence. Each organization is expected to ensure their own compliance with applicable laws. If there is concern that a Textile Exchange standard is in conflict with an applicable law, the organization's certification body should contact Textile Exchange.

Individual sites are certified by independent third-party certification bodies using annual audits. Materials are tracked from the origin to the *final product*, following the criteria of Textile Exchange's Content Claim Standard (CCS). For more information, please visit:

TextileExchange.org/Standards.

A2. About Textile Exchange

Textile Exchange is a global non-profit driving positive impact on climate change across the fashion and textile industry. It guides a growing community of brands, manufacturers, and farmers towards more purposeful production from the very start of the supply chain.



Its goal is to help the industry to achieve a 45% reduction in the emissions that come from producing fibers and raw materials by 2030. To get there, it is keeping its focus holistic and interconnected, accelerating the adoption of practices that improve the state of our water, soil health, and biodiversity too.

For real change to happen, everyone needs a clear path to positive impact. That's why Textile Exchange believes that approachable, step-by-step instruction paired with collective action can change the system to make preferred materials and fibers an accessible default, mobilizing leaders through attainable strategies, proven solutions and a driven community.

At Textile Exchange, materials matter. To learn more, visit TextileExchange.org.

A3. About the Certification Procedures

The CCS Certification Procedures present normative criteria for *certification bodies* and accreditation bodies which are specific to the Content Claim Standard (CCS). These criteria are in addition to the criteria for all Textile Exchange standards, which can be found in *TE-TXL-POL-201 General Criteria for Certification Bodies* and *TE-TXL-POL-202 General Criteria for Accreditation Bodies*. CCS-102 has been developed as a supplemental document to align with CCS-101.

A3.1.1 The following implementation timelines apply:

- a. The CCS *Certification Procedures V3.2* replaces the CCS *Certification Procedures V3.1* and is effective as of June 1, 2026.
- b. All audits and assessments conducted on or after April 1, 2027 shall be conducted using the CCS *Certification Procedures V3.2*.

A3.1.2 The CCS Certification Procedures refer to the auditing of farms. Textile Exchange’s Materials Matter Standard, Responsible Down Standard (RDS) and Responsible Animal Fiber (RAF) standard include the auditing of farms, but do not require that farms be audited to the CCS. In isolated cases the CCS may apply to individually certified Materials Matter or RAF farms. References to farms are included to allow for the CCS to be applied to farms for these special cases or for other standards which may use the CCS.

Section B - References

B1. Terms and Definitions

Refer to *TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents* for definitions of terms used in these procedures. Defined terms are shown in italics in their first use in this document and further in the document for clarity.

B2. Reference Documents

The following key documents are used for conducting CCS certification. It is essential that they are used alongside this document. Where a specific version of a document is referenced, this is to ensure clarity in referencing specific criteria and does not supersede mandatory implementation dates for future versions of the document.

- a. *CCS-101 Content Claim Standard* (“CCS-101”)
- b. *CCS-103 Using the CCS Outside of Textile Exchange Standards* (“CCS-103”)
- c. *CCS-105 Policy for Alternative Volume Reconciliation (VR2)* (“CCS-105”)
- d. *CCS-106 Policy for Supply Chain Group Certification* (“CCS-106”)
- e. *CCS-107 Policy for Multi-Site Certification with Sampling of Sites* (“CCS-107”)
- f. *CCS-201 CCS User Manual* (“CCS-201”)
- g. *TE-TXL-POL-201 General Criteria for Certification Bodies* (“TE-TXL-POL-201”)
- h. *TE-TXL-POL-202 General Criteria for Accreditation Bodies* (“TE-TXL-POL-202”)
- i. *TE-TXL-POL-203 Policy for Scope and Transaction Certificates* (“TE-TXL-POL-203”)
- j. *TE-TXL-POL-206 Complaints Policy* (“TE-TXL-POL-206”)
- k. *TE-TXL-LOG-225 Banned Entities Log* (“TE-TXL-LOG-225”)
- l. *Removed for V3.2*
- m. *Removed for V3.2*

- n. *Removed for V3.2*
- o. *TE-TXL-POL-206 Complaints Policy (“TE-TXL-POL-206”)*
- p. *ASR-213 Materials, Processes, & Products Classification (“ASR-213”)*
- q. *TE-101 Terms and Definitions for Textile Exchange Standards (“TE-101”)*
- r. *TE-301 Standards Claims Policy (“TE-301”)*
- s. The applicable Textile Exchange or externally owned standard used as the basis for claims, its certification procedures and other supporting documents (“the Standard”)
- t. *ILO C182 – Worst Forms of Child Labour Convention, 1999 (No. 138 and 182)*
- u. *ILO C029 – Forced Labour Convention, 1930 (No. 29 and 105)*

Section C - Criteria for Accreditation Bodies

Removed for V3.2. See TE-TXL-POL-202.

Section D - Criteria for Certification Bodies

D1. General Criteria

D1.1 Personnel Qualifications

Removed for V3.2. See TE-TXL-POL-201.

D1.2 Reporting Criteria

Removed for V3.2. See TE-TXL-POL-201.

D1.3 Allowable Use of the CCS

- D1.3.1** The certification body shall only issue certification using the CCS in the following scenarios:
- a. For primary scopes to Textile Exchange standards, where the Standard requires that the CCS be evaluated and where the certification body is licensed for the applicable accreditation scope;
 - b. For GRS secondary scopes, where the certification body is licensed for GRS;
 - c. For secondary scopes to other Textile Exchange standards; and
 - d. For claims outside of Textile Exchange standards in accordance with CCS-103.

D2. General Auditing Criteria

D2.1 Additional Auditing Criteria

D2.1.1 The certification body shall conform with all criteria in TE-TXL-POL-201.

D2.1.2 When transaction certificates are issued without the availability of financial records (see E2.1.1):

- a. The certification body shall check financial records (e.g. bank receipt, SWIFT, letter of credit, Income tax records, Fapiao) of certified input and output materials during the next audit using the minimum sampling rates

below to detect if any substitution of certified and non-certified materials have occurred in the previous scope certificate validity period.

Number of transaction certificates per scope certificate issued in the last 12 months	Number of transaction certificates per scope certificate for which financial records shall be reviewed
1 to 4	All transaction certificates.
5 to 100	At least 5 transaction certificates.
101 to 1000	At least 10 transaction certificates or 5% of the total rounded up to the nearest whole number, whichever is less.
>1001	At least 1% or half the square root of the total number of transaction certificates rounded up to the nearest whole number, whichever is less.

- b. During a transfer between certification bodies, the succeeding certification body shall ensure that the verification required in D2.1.2.a is completed. The preceding certification body shall provide the succeeding certification body with a list of transaction certificates approved without reviewing financial records.

D2.1.3 The certification body shall check if output product quality is technically feasible based on input product quality and review product quality test reports. See additional information and references in the certification procedures of the relevant Textile Exchange standard(s).

D2.2 Risk Assessment Process

The purpose of the risk assessment process is to help certification bodies identify the higher risk activities of an organization and higher risk organizations, and to allocate greater auditing resources to higher risk activities while recognizing that lower risk activities do not need the same level of scrutiny.

D2.2.1 *Removed for V3.2. See TE-TXL-POL-201.*

D2.2.2 *Removed for V3.2. See TE-TXL-POL-201.*

D2.2.3

Prior to each audit and before a site is added to a scope certificate, the certification body shall:

- a. Conduct a risk assessment (see Appendix B);
- b. Assign a risk level for each site (see Appendix B); and
- c. Conduct audits in accordance with D2.3 with the following exceptions:
 - i. Sites with a *primary scope*, where the Standard or its certification procedures include other criteria to determine auditing frequency and sampling (e.g. farm groups) in which case the criteria of the Standard and its certification procedures shall apply; and
 - ii. Sites included in a supply chain group certification or in a multi-site scope certificate as described in *CCS-106* or *CCS-107*, in which case the criteria of those documents shall apply.

NOTE: An optional template for risk assessments is provided to certification bodies only (see CCS-207).

D2.2.4

For each risk assessment, the certification body shall assign the risk level for sites according to Appendix B1.

- a. The certification body shall review the criteria level questions in order from high to medium to low. If any question is answered yes, that risk designation applies.
- b. If the operations of a site fall outside of the scenarios covered by Appendix B1, the certification body shall contact Textile Exchange by sending an e-mail to assurance@textileexchange.org.
- c. If the certification body has determined a site to be a high risk site through the background check according to D2.2.2, a high risk designation shall apply. And
- d. If the certification body believes a higher risk level than is indicated in Appendix B1 is justified, the certification body may apply the higher risk level.

D2.2.5

For each risk assessment, the certification body shall assign the risk level for associated subcontractors according to Appendix B2.

- a. The certification body shall review the criteria level questions in order from high to medium to low. If any question is answered yes, the corresponding risk designation applies.

- b. For auditing of independently certified subcontractors, see Section D3.4 Management of Independent Certified Subcontractors.
- c. If the operations of an associated subcontractor fall outside of the scenarios covered by Appendix B2, the certification body shall contact Textile Exchange by sending an e-mail to assurance@textileexchange.org. And
- d. If the certification body believes a higher risk level than is indicated in Appendix B2 is justified, the certification body may apply the higher risk level.

D2.2.6 The certification body shall inform the organization of the identified risk level(s) for the organization's sites and associated subcontractors.

D2.3 Auditing of Facilities Based on Risk Level

D2.3.1 The certification body shall use Appendix C to determine frequency and intensity of audits.

D2.3.2 *Removed for V3.1.*

D2.3.3 *Removed for V3.2.*

D2.3.4 *Removed for V3.2. See TE-TXL-POL-201.*

D2.3.5 *Removed for V3.2. See TE-TXL-POL-201.*

D2.4 Multiple Certification

D2.4.1 *Removed for V3.2. See TE-TXL-POL-201.*

D2.4.2 *Removed for V3.2. See TE-TXL-POL-201.*

D2.4.3 *Removed for V3.2. See TE-TXL-POL-201.*

D2.4.4 The certification body may conduct the initial audit as a remote audit if the organization holds certification to another Textile Exchange standard with the same certification body. To conduct a remote audit for the initial audit, the following conditions apply:

- a. The site is not adding GRS certification;
- b. The anniversary date shall be the same date (month and day) as the other certification (i.e. the initial scope certificate shall be issued for less than a year); and

- c. The organization has been identified as medium or low risk in D2.2.3.

D2.4.5 *Removed for V3.2. See TE-TXL-POL-201.*

D2.5 Auditing of Volume Reconciliation

D2.5.1 The certification body shall establish and maintain inventory and volume reconciliation records, and shall:

- a. Audit the organization's volume reconciliation during each audit, considering available inventory, all inputs, and all outputs processed since the last audit if it is a recertification audit (usually the period of the last 12 months).
- b. Verify the available inventory during annual audit to establish available inventory at the time of the audit. Non-verified stock, rejection, deterioration, loss, theft, and disposal stock shall be deducted from this available inventory.
- c. Verify the available inventory prior to issuing each transaction certificate.
And
- d. Establish a production capacity and update annually to determine whether certified materials are being over-sold.

D2.5.2 During the initial and recertification audit, the certification body shall conduct the audit of the organization's volume reconciliation of both claimed and non-claimed materials (only the total input and output volumes) which are tracked in a similar manner as claimed materials.

NOTE: The purpose is to understand the site's capacity with the claimed materials to better identify abnormal volumes that might be fraudulent, and not to constantly monitor the available inventory of non-claimed materials.

D2.5.3 When claimed materials are present on-site at the time of the initial audit (see CCS-101-V3.1 D1.1):

- a. The auditor shall visually inspect the claimed materials to ensure that they match the purchasing documentation and have not yet been blended, mixed, or processed, nor labeled with certification claims.
- b. The certification body may approve the blending, mixing, and/or processing of the claimed materials prior to the initial scope certificate issue date provided that the below conditions are met. Without such approval, no transaction certificate shall be issued for the materials.

- i. There are no non-conformities relating to materials handling or volume reconciliation;
- ii. The volume reconciliation, identification, and segregation system is fully implemented so that the organization can track the materials as required; and
- iii. The materials are not labeled with certification claims, shipped, or sold before the scope certificate is issued.

D2.5.4

The certification body's audit of the volume reconciliation shall include the following to permit volume reconciliation and preserve the integrity of claimed materials:

- a. Auditing of quantities of all incoming claimed materials declared as the initial inventory or received since the last audit, including – but not limited to – review of input transaction certificates, shipping documents, financial records, test reports (as applicable), and purchase records;
- b. Auditing of the flow and movement of materials through the organization's facilities and processes, including consideration of loss factors and composition calculations per process category;
- c. Auditing of quantities of claimed materials sold both with and without formal certification claims and/or transaction certificates;
- d. Auditing of the calculation and accuracy of loss factors per process category, using both the organization's production records and technical feasibility factors;
- e. Consideration of the volume reconciliation per product and per process as needed to fully identify the applicable material flows, including any differences in loss factors;
- f. Consideration of stock levels, claimed materials sold without formal certification claims, and damaged or rejected materials; and
- g. Auditing inventory against incoming and outgoing transaction certificates for quantity, quality, product category, and product detail.

D2.5.5

At a minimum, the following inventory information shall be verified by the certification body prior to issuing a transaction certificate:

- a. Sufficient input claimed materials have been purchased to produce the claimed materials sold, taking loss factors into account;

- b. The incoming transaction certificate has not been claimed as providing the inputs for another outgoing transaction certificate unless the total volume claimed on all outgoing transaction certificates does not exceed the input volume after loss factors are considered;
- c. The volume reconciliation that takes into account loss factors of the relevant product categories, product details, and processing categories; and
- d. Consideration of stock levels, claimed materials sold without formal certification claims, and damaged or rejected materials.

D2.5.6 The certification body shall follow auditing criteria from *CCS-105* when auditing sites which are implementing a VR2 system or which are handling VR2 materials in the supply chain.

D2.5.7 During an *initial audit* for an organization which has not previously been certified to the standard, the certification body shall ensure that a volume control and volume reconciliation system is in place but may review records relating to non-claimed materials if records relating to claimed materials are unavailable.

D2.6 Audit Conduct and Duration

D2.6.1 During the audit, the certification body shall review, observe, and inspect records, production processes, and distribution facilities at each site.

D2.6.2 Each audit shall be conducted over a long enough duration to ensure that all applicable criteria are fully audited. The following **minimum** time shall be spent to conduct each audit. Additional time is typically required in order to perform a thorough audit and should be included in planning. This minimum is only established as the least amount of time estimated to audit the simplest example of each site type. This does not include auditor travel or reporting time and is specified per facility.

Site type	Minimum time to audit site
a. Farm, slaughter site, material recycler, collector/concentrator, Materials Matter Standard primary processor, OCS first processor, and/or all GRS site (except traders)	See the applicable certification procedures (e.g. RAF-102, OCS-102, or GRS-102) or criteria for CBs (TE-MM-POL-201)
b. Trader site (no physical possession)	1 hour

Site type	Minimum time to audit site
c. Distributor (physical possession with no processing)	2 hours
d. Processor	3 hours
e. Associated subcontractor	1 hour less than the time specified for the site types in this table
f. Sites that can be designated to multiple site types	Longest specified audit duration per the time periods outlined in this table
g. Registered address/site with no responsibilities	No audit required. See Appendix C.9 for further details.

D2.6.3 For a scope certificate which is limited to one trader site, the minimum audit duration shall be two hours.

D2.6.4 If two or more standards are being evaluated during a joint audit, the minimum audit time shall be the longest applicable time for one standard plus one hour per additional standard, at minimum.

D2.6.5 *Removed for V3.2. See TE-TXL-POL-201.*

D2.7 Grading of Non-Conformities

There are many important criteria in the CCS where either critical, major, or minor non-conformities are issued. For example, a major non-conformity would be issued for CCS-101-V3.1 C1.2 (documented procedures) if an organization did not have documented procedures, while a minor non-conformity may be more appropriate if there are small elements of the procedures which are missing or out of date. See also Section D5 in this document for details of non-conformities for critical practices.

D2.7.1 The certification body shall issue any non-conformities relating to deliberate fraud (including but not limited to altering any records related to claimed materials by the organization's personnel) as critical non-conformities per CCS-101-V3.1 C1.5.

D2.7.2 Non-conformities issued to the following CCS-101-V3.1 criteria shall always be issued as major non-conformities:

- a. C3.2.1 (records of materials);

- b. C3.3 (conducting volume reconciliation);
- c. C5.5 (contracts with associated subcontractors);
- d. C5.6 (contracts with independently certified subcontractors);
- e. D3.5 (avoiding commingling);
- f. D5.1 (transport packaging);
- g. D5.2 (transport documents);
- h. E3.1 (list of distribution sites);
- i. E3.2 (certification body access to distribution sites);
- j. F1.2 (multi-site and group certification);
- k. F5.1 (adding sites); and
- l. F5.2 (authority/removal of sites).

D2.7.3 For all other non-conformities, the auditor shall use the criteria from TE-TXL-POL-201 Appendix A to determine the applicable grading (minor, major, or critical).

D2.7.4 *Removed for V3.2. See TE-TXL-POL-201.*

D2.8 Amending the Scope of Certification

D2.8.1 The certification body may remove facilities (other than the main site), products, or processes from the scope of certification upon request from the certified organization or upon identifying that eligibility criteria have not been or are no longer met.

D2.8.2 The certification body may add facilities to the scope of certification when one of the following criteria has been met:

- a. For sites, when D3.2.2 is met;
- b. For associated subcontractors, when D3.5.2 is met; and
- c. For independently certified subcontractors, upon request from the organization and review of the independently certified subcontractor's scope certificate.

NOTE: Brand distribution facilities are not required to meet D2.8.2 since those facilities are not listed on the scope certificate.

D2.8.3 The certification body may add products to the scope of certification when one of the following criteria has been met:

- a. There is no processing of the applicable products;
- b. Products in the same product category are already included in the scope of certification;
- c. Products fall into a new product category, but are produced using the same processing categories and fundamentally the same processes as current product categories (e.g. addition of PC0004 children's apparel when PC0003 babies' apparel is already included in the scope); or
- d. An audit has been conducted of the applicable site(s) and associated subcontractors for the product.

D2.8.4 The certification body may add processes to the scope of certification when one of the following criteria has been met:

- a. The process is included in the scope of one or more of the organization's independently certified subcontractors, and is limited to being done by those subcontractors;
- b. The process is PR0025 (retail sales), PR0030 (trading), PR0035 (brand), or PR0041 (buying house);
- c. The process is PR0031 (warehousing, distribution of non-final products) or PR0048 (warehousing, distribution of final products) for a facility which conducts other processes requiring physical possession of claimed materials; or
- d. An audit has been conducted of the applicable site(s) and associated subcontractors for the process.

D2.8.5 The certification body may update the name of a site or associated subcontractor without conducting an audit provided that there is no fundamental change in the personnel, processes, or systems used for certification at the site or associated subcontractor, and provided that the physical location remains the same.

D2.8.6 If a facility which takes physical possession of claimed materials moves to a new location, it shall be treated as a new facility for audit purposes.

NOTE: If a facility's address changes, including when 2.8.6 applies, the TE-ID does not change. See TE-TXL-POL-203 for further details.

D2.9 Transfer of Scope Certificates Between Certification Bodies

Removed for V3.2. See TE-TXL-POL-201.

D3. Criteria for Specific Types of Facilities

D3.1 Auditing of Brands

The purpose of this section is to outline specific auditing criteria for brand sites. The criteria below do not represent an exhaustive list of all the auditing requirements a certification body must perform. The criteria are intended to clarify some unique situations that exist for brands.

- D3.1.1** The certification body shall conduct audits for *licensee brands* according to the following:
- a. The licensee brand falls under the definition of a *brand* even if they do not assume ownership over the brand entity (i.e. the licensee brand controls the design and production of the product even if they don't own the trademarks for the name);
 - b. The licensee brand needs to be certified to make product-related claims;
 - c. Brands that are licensing their name to other companies need to be certified only for products where they control the design and development; and
 - d. Certification for both a licensee brand and a brand which is licensing their name to other companies shall be limited to the products within that brand's ownership.

EXAMPLE: Brand A controls the design and production of products under their name in the United States. Brand A licenses their name to Company B, who controls the design and production of products under the name of Brand A in Europe. Company B is a licensee brand. Brand A and Company B may each become certified as a brand for the products they produce.

EXAMPLE: Retailer C hires Company D to manage the design and production of Retailer C's private label products. Company D manages the design and production of products with Retailer C's approval, then sells the products to Retailer C. Retailer C is the brand and Company D is not a licensee brand.

NOTE: Multi-site or group certification (see D3.2) may apply to brands once final versions of CCS-106 and CCS-107 are published. Once published, this section will be updated.

- D3.1.2** The certification body shall audit the brand’s applicable sections of the CCS as detailed in CCS-101-V3.1 section B3 and in accordance with Appendix C within this document. The audit method may vary depending on their risk designation requirements in D2.3.3.
- D3.1.3** The certification body should not conduct routine annual audits for brand facilities that only have the “PR0048 Warehousing/distribution of final products” process category (except for the required minimums in D2.3.3), if:
- a. The distribution facility does not store claimed materials other than final products which are clearly identifiable (e.g. finished garments/product that are ready for individual consumers);
 - b. *Removed for V3.1*; and
 - c. The certification body reviews the on-product use of claims and logos by other means (e.g. photographic evidence).
- D3.1.4** The certification body shall audit a distribution or warehouse facility which does not otherwise require auditing under D3.1.3 when doing so is relevant for investigation of a complaint or other concern with the traceability of products at the site. Such audits shall be conducted as hybrid or on-site audits.
- D3.1.5** If the brand has products with on-product claims available for retail sale (directly or through other retailers, including online retail) at the time of the audit or during the validity of the previous scope certificate, the certification body may conduct **sampling at retail** to meet the auditing criteria in D2.3.1. In this case, the certification body shall:
- a. Identify a sample of a product with on-product claims for review by purchasing the product at retail (e.g. in-store, online order available to consumers) or by photographing the product in-store;
 - b. Make efforts to avoid the brand choosing which product will be sampled;
 - c. Provide either the sampled product or images of the product (e.g. photos of hang-tags and sew-in labels) to the brand;
 - d. Request that the brand demonstrate their tracking system or records that link the product back to the incoming purchasing documentation and transaction certificate as part of the demonstration of conformity for TE-TXL-POL-203;
 - e. Request that the brand demonstrate that an appropriate claims approval is in place; and
 - f. Conduct this check a minimum of once per brand audit.

EXAMPLE: A brand sells products to a wholesaler who sells the products to various retailers. The certification body visits a retailer who sells the brand's products and takes photos in the store of the on-product claims as well as other identifying information (such as sew-in labels). The photos are provided to the brand for review during the audit. The brand is not expected to be able to identify or be aware of the specific retailer who sold the product, but is expected to link the product to an incoming transaction certificate and to a claims approval.

NOTE: Sampling at retail is not mandatory and may be replaced with audits of distribution facilities (see Appendix C). The certification body may choose to do additional sampling at retail in addition to what is done to meet the criteria of D2.3.1.

D3.1.6 Brand distribution facilities, including both brand-owned/operated sites as well as subcontractors are not required to be listed on the scope certificate. The certification body shall ensure that they may audit these facilities if necessary.

D3.1.7 The following shall be included as sites in the scope of a brand's certification. All brand functions may be audited remotely, and auditing shall be conducted to fully evaluate the brand's functions. A site does not need to be audited directly if that site's functions are evaluated by the certification body during the audit of another site.

- a. The site acting as the brand's main site for the purpose of certification;
- b. Any site named as the buyer on incoming transaction certificates;
- c. Any site purchasing products on behalf of the brand, unless the site is acting as a non-certified trader (see CCS-101-V3.1, B1.2); and
- d. Any site which takes responsibility for claims approvals.

EXAMPLE: A purchasing office is named as the buyer on some of the brand's incoming transaction certificates, but the certification body can audit all documentation relating to that purchasing office during the audit of the brand's headquarters. The purchasing office is required to be listed on the scope certificate but is not audited separately.

NOTE: When a parent company owns multiple brands which function as independent entities, the parent company may hold a scope certificate for their brands, or the brands may be individually certified.

D3.1.8 If a brand is conducting any processing which is considered to be minor in nature (see CCS-201-V3.1 B1.5) and no other processing, the brand shall not be treated as a processor for the purpose of auditing. Process codes for auditing which is minor in nature shall not be listed on the scope certificate.

D3.2 Multi-Site and Group Organizations

- D3.2.1** When auditing multi-site and group organizations, the certification body shall meet the criteria of CCS-106 or CCS-107 for applicable audits and scope certificates. Otherwise, the certification body shall audit all sites annually.
- D3.2.2** The certification body shall only approve the addition of a new site to the scope certificate if:
- a. The organization has demonstrated that the site is eligible to be included on the scope certificate (see CCS-101-V3.1, F1.1);
 - b. The certification body has either:
 - i. Conducted an audit of the site as required for an initial audit (see D2.2);
 - ii. Confirmed that the applicable criteria of CCS-106 or CCS-107 have been met for scope certificates which fall under those policies; or
 - iii. Confirmed that the site does not take physical possession of claimed materials and is only conducting administrative functions (e.g. invoicing) which have been fully evaluated by the certification body;
 - c. All critical and major non-conformities for the site have been closed; and
 - d. The certification body is able to conduct the certification decision and approve the site joining the scope certificate within 60 calendar days of the audit the certification body conducted of the site (if applicable).
- D3.2.3** During an initial or recertification audit of a multi-site scope certificate, all site audits shall be conducted over a maximum of 60 calendar days.

NOTE: TE-TXL-POL-201-V3.0, 5.6.8 requires that certification decisions be completed within 60 days of the audit. The 60-day timeline begins with the closing meeting of the audit following the completion of all auditing activities (e.g. all site visits). Delaying the closing meeting after other audit activities are complete in order to extend this timeline is not permitted.

D3.3 Management of Non-Certified Traders

- D3.3.1** When a certified organization notifies the certification body that they intend to sell products to a trader who is not required to be certified, the certification body shall:
- a. Ensure that the trader meets the criteria of CCS-101-V3.1, B1.2;

- b. Take responsibility for issuing the transaction certificate listing the certified organization (i.e. the trader's supplier) as the seller and the trader's customer as the buyer, including review of financial records and other documentation for both sales of the product; and
- c. Ensure that the trader is named on the transaction certificate, as described in *ASR-104*.

D3.3.2 The certification body shall not reject a request under D3.3.1 unless:

- a. The criteria of CCS-101-V3.1, B1.2 are not met;
- b. Documentation sufficient to document the sales through to the trader's customer is not provided; and/or
- c. The certification body suspects fraudulent activity, in which case the certification body shall file a complaint with Textile Exchange as per TE-TXL-POL-206.

D3.4 Management of Independently Certified Subcontractors

D3.4.1 If a subcontractor is independently certified to the Standard, the certification body shall not conduct any additional audits of the subcontractor (i.e. outside of the scope of the subcontractor's scope certificate) unless the subcontracted product and/or its relevant process is not listed on the independently certified subcontractor's scope certificate. The subcontractor's responsible certification body shall give the independently certified subcontractor the opportunity – through its normal procedures – to add the product and required process to avoid the duplicative audit.

D3.4.2 When an independently certified subcontractor is included in an organization's scope, the certification body shall obtain the volume of certified materials that is being processed for other entities by doing the following:

- a. If the organization and the subcontractor are certified with the same certification body, ensure that outsourcing volumes from the organization are noted for the subcontractor's audit; or
- b. If the organization and the subcontractor are certified by different certification bodies, notify the subcontractor's certification body of the outsourcing activity and volumes, and communicate about activity and volumes when requested to do so by the other certification body.

NOTE: The intention of D3.4.2 is to ensure that the independently certified subcontractor's certification body and auditor are aware of materials which the subcontractor has taken physical possession

of since there are no transaction certificates for this work. This allows the auditor to ensure that the volume control and volume reconciliation systems include all applicable volumes.

- D3.4.3** If a certification body has concerns that a subcontractor which is independently certified by another certification body is not meeting the criteria of the Standard, the certification body should submit a complaint about the subcontractor to the subcontractor's certification body, or to Textile Exchange if there is no satisfactory resolution with the subcontractor's certification body.
- D3.4.4** When auditing an organization which acts as an independently certified subcontractor for other organizations, the certification body shall include all certified products processed by the organization in its evaluation, even if the auditee does not own the product.
- D3.4.5** If a subcontractor is independently certified to the GRS, that subcontractor may be used as an independently certified subcontractor for RCS. In all other cases, the subcontractor shall be independently certified to the same Standard to qualify as an independently certified subcontractor.
- D3.4.6** A subcontractor facility shall not be listed on the scope certificate or audited as an associated subcontractor if they are independently certified to the same Textile Exchange standard since they hold an independent scope certificate.

D3.5 Auditing of Associated Subcontractors

- D3.5.1** Risk-based audits of **associated subcontractors** shall be conducted according to the audit frequency and intensity levels indicated in D2.3.1.
- D3.5.2** Risk-based audits of **subcontractors added to the scope certificate outside of an initial or recertification audit** shall be conducted according to the audit frequency and intensity levels indicated in D2.3.1.

D3.6 Auditing of Distribution Sites

- D3.6.1** When auditing a distribution site, the certification body shall include sampling of products to compare physical inventory to recorded inventory. Where claimed materials are not available, non-claimed products may be checked to verify the functioning of the system.

D4. Audit Types

Removed for V3.2. See TE-TXL-POL-201.

D5. Critical Practices

Specific to the worst forms of child labor, as defined by *ILO C182 – Worst Forms of Child Labour Convention, 1999 (No. 182)* and forced labor, as defined by *ILO C029 – Forced Labour Convention, 1930 (No. 29)*, it is expected that no organization certified under Textile Exchange standards violates these fundamental human rights as afforded by Customary International Law. Certification bodies have the authority to issue a critical non-conformity should such practices be taking place and Textile Exchange has the authority to ban such organizations from future certification.

D5.1 Avoidance of Unacceptable Practices

D5.1.1 The certification body shall issue a critical non-conformity to any organization or site where evidence suggests that any of the following practices (collectively, the “unacceptable practices”) are occurring:

- a. The worst forms of child labor, as defined by *ILO C182 – Worst Forms of Child Labour Convention, 1999 (No. 138 and No. 182)*; or
- b. Forced and compulsory labor, as defined by *ILO C029 – Forced Labour Convention, 1930 (No. 29 and No.105)*.

D5.1.2 The certification body is not required to actively evaluate the organization against the criteria identified in D5.1.1 unless otherwise required by the Standard, but should take action if any evidence of the unacceptable practices occurring is identified.

D5.2 Legal Compliance

Removed for V3.2. See TE-MM-POL-101.

Section E - Criteria for Scope and Transaction Certificates

This section is removed for V3.2. See TE-TXL-POL-203.

Section F - Claims

This section is removed for V3.2. See TE-TXL-POL-201.

Appendix A – Definitions

This section is removed for V3.2. See [TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents](#) or the [Textile Exchange Glossary](#).

Appendix B – Risk Assessment of Facilities

The tables below shall be used by the certification body to assign a risk level for each facility (site or subcontractor) prior to each audit and before a site is added to a scope certificate (see clause D2.2.3).

Appendix B1. Risk Assessment of Sites

High Risk The site is designated high risk if the answer is “yes” to any of the questions A through I:	Medium Risk The site is designated medium risk if the answer is “no” to all of the questions A through I, <u>and</u> “yes” to any of the questions J through L:	Low Risk The site is designated low risk if the answer is “no” to all of the questions A through L, <u>and</u> “yes” to any of the questions M through O:
A. Has the site been previously banned from certification by Textile Exchange (see <i>TE-TXL-LOG-225</i>)?		
B. Is the site currently banned or has been previously banned (or equivalent) from certification by GOTS or by an ISEAL Code Compliant Member certification standard?		
C. <i>Removed for V3.1</i>		
D. If the Standard is GRS, does the site take physical possession of claimed materials, where inputs are <i>unfinished products</i> ? (Note: Does not apply when standard is not GRS.)		
E. Does the site first produce or process the claimed material volume (e.g. farm, recycler)?		
F. Does the site receive inputs from an approved non-Textile		

<p>High Risk</p> <p>The site is designated high risk if the answer is “yes” to any of the questions A through I:</p>	<p>Medium Risk</p> <p>The site is designated medium risk if the answer is “no” to all of the questions A through I, <u>and</u> “yes” to any of the questions J through L:</p>	<p>Low Risk</p> <p>The site is designated low risk if the answer is “no” to all of the questions A through L, <u>and</u> “yes” to any of the questions M through O:</p>
<p>Exchange standard (e.g. an approved organic standard for OCS, or a standard with equivalency based on ASR-106)?</p>		
<p>G. Has the site had one or more <u>critical</u> non-conformities issued for the scope certificate in the past <u>24 months</u>, including during the previous two audits?</p>	<p>J. Has the site had minor non-conformities relating to CCS-101-V3.1 Section C3 Volume Reconciliation and Section D Processing and Handling Criteria issued during or since the last audit?</p>	<p>M. Is the site already certified to the Standard, or certified to another standard which includes evaluation to the CCS for the same processes?</p> <p>NOTE: Does not apply if the subcontractor is taking physical possession of GRS products.</p>
<p>H. Has the site had one or more <u>major</u> non-conformities issued for the scope certificate in the past <u>12 months</u>, including during the previous audit?</p> <p>NOTE: A major non-conformity at any of the sites which do not take physical possession of product shall not automatically assign a high-risk level to distribution facilities where only major non-conformities related to material handling need to be considered.</p>	<p>K. Are the answers to low risk criteria m. <u>and</u> n. both 'no'?</p>	<p>N. Does the site exclusively take physical possession of claimed materials?</p> <p><u>or</u></p> <p>Are all claimed materials present at the site final products?</p> <p><u>or</u></p> <p>Does the site not take physical possession of claimed materials?</p>
<p>I. Does the site conduct any of the following high risk processes?</p>	<p>L. Does the site conduct any of the following medium risk processes?</p>	<p>O. Does the site conduct exclusively the following low risk processes?</p>

High Risk		Medium Risk		Low Risk	
PR0001	Boiling	PR0015	Knitting	PR0000	No processing
PR0012	Finishing (OCS plant fibers)	PR0012	Finishing (except for OCS plant fibers)	PR0031	Warehousing, distribution of non-final products
PR0008	Dyeing (OCS plant fibers)	PR0008	Dyeing (except for OCS plant fibers)	PR0048	Warehousing, distribution of final products
PR0010	Extrusion	PR0009	Embroidery, embellishment	PR0020	Packing
PR0007	Down processing (RDS)	PR0021	Pre-treatment	PR0009	Embroidery, embellishment
PR0018	Molding	PR0022	Preparatory	PR0025	Retail sales
PR0024	Pulp making	PR0023	Printing	PR0030	Trading
PR0027	Spinning	PR0040	Scouring (except OCS/Materials Matter Standard)	PR0035	Brand
PR0034	Other	PR0028	Tanning	PR0032	Washing, laundering
		PR0029	Top making	PR0041	Buying house
		PR0033	Weaving		
		PR0019	Non-woven manufacturing		
		PR0016	Manufacturing		

NOTE 1: The certification body requires permission from assurance@textileexchange.org to use “PR0034 Other”. Textile Exchange may specify specific exceptions to the high risk designation for processes which fall under this code.

NOTE 2: The following processes always represent primary scopes and are automatically high risk under risk criterion e. They are therefore excluded from this list.

PR0002 Breeding, PR0003 Biological recycling, PR0004 Chemical recycling, PR0005 Collecting, PR0006 Concentrating, PR0007 Down processing (GRS, RCS), PR0011 Farming (group), PR0036 Farming (individual), PR0037 Farming (area), PR0038 Farming (communal), PR0013 Ginning, PR0014 Hatching, PR0017 Mechanical recycling, PR0039 Retting, PR0040 Scouring (OCS)

Appendix B2. Risk Assessment of Associated Subcontractors

If the subcontractor is independently certified to another Textile Exchange standard for the same processes and the Standard is not GRS, questions E, F, I, J, K, L, M, and N do not apply.

High Risk The subcontractor is designated high risk if the answer is “yes” to any of the questions A through L:	Medium Risk The subcontractor is designated medium risk if the answer is “no” to all of the questions A through L, and “yes” to any of the questions M through N:	Low Risk The subcontractor is designated low risk if the answer is “no” to all of the questions A through N, and “yes” to any of the questions O through Q:
A. Has the subcontractor been previously banned from certification by Textile Exchange. (See <i>TE-TXL-LOG-225</i>)		
B. Is the subcontractor currently banned or has been previously banned (or equivalent) from certification by GOTS or an ISEAL member standard?		
C. <i>Removed for V3.1</i>		
d. Is the Standard GRS, where inputs are unfinished products?		
E. Does the subcontractor first produce or process the claimed material volume (e.g. farm, recycler)?		
F. Does the subcontractor receive inputs from an approved non-Textile Exchange standard (e.g. an approved organic standard for OCS, or a standard with equivalency based on <i>ASR-106</i>)?		
G. Has the subcontractor had one or more <u>critical</u> non-conformities		

<p>High Risk</p> <p>The subcontractor is designated high risk if the answer is “yes” to any of the questions A through L:</p>	<p>Medium Risk</p> <p>The subcontractor is designated medium risk if the answer is “no” to all of the questions A through L, and “yes” to any of the questions M through N:</p>	<p>Low Risk</p> <p>The subcontractor is designated low risk if the answer is “no” to all of the questions A through N, and “yes” to any of the questions O through Q:</p>
<p>issued for the scope certificate in the past <u>24 months</u>, including during the previous two audits?</p>		
<p>H. Has the subcontractor had one or more <u>major</u> non-conformities issued for the scope certificate in the past <u>12 months</u>, including during the previous audit?</p>		
<p>I. Was the subcontractor previously certified to the CCS Standard, and does not currently hold certification to a standard which includes evaluation to the CCS?</p>		
<p>J. If a processing subcontractor (i.e. the subcontractor has process codes other than PR0031 or PR0048, do they receive product directly from the organization’s supplier(s) and the organization does not take physical possession of the product prior to processing?</p>		<p>O. Is the subcontractor independently certified to another Textile Exchange standard for the same processes?</p> <p>NOTE: Does not apply if the subcontractor is taking physical possession of GRS products.</p>
<p>K. If a processing subcontractor, do they ship product directly to the organization’s buyer and the organization does not take physical possession of the product following processing?</p>	<p>M. Has the subcontractor had minor non-conformities relating to CCS-101-V3.1 Section C3 Volume Reconciliation and Section D Processing and Handling Criteria issued during or since the last audit?</p>	<p>P. Does the subcontractor exclusively take physical possession of claimed materials or exclusively certified final product?</p>

<p>High Risk</p> <p>The subcontractor is designated high risk if the answer is “yes” to any of the questions A through L:</p>	<p>Medium Risk</p> <p>The subcontractor is designated medium risk if the answer is “no” to all of the questions A through L, and “yes” to any of the questions M through N:</p>	<p>Low Risk</p> <p>The subcontractor is designated low risk if the answer is “no” to all of the questions A through N, and “yes” to any of the questions O through Q:</p>
<p>L. Does the subcontractor conduct any of the high risk processes listed in Appendix B1, I.?</p>	<p>N. Does the subcontractor conduct any of the medium risk processes listed in Appendix B1, L.?</p>	<p>Q. Does the subcontractor conduct any of the following low risk processes listed in Appendix B1, O.?</p>

Appendix C – Auditing of Facilities Based on Risk Level

The certification body shall use the table below to determine frequency and intensity of audits per the criteria in D2.3.1. If a site moves from lower risk level to a higher risk level as a result of the risk assessment, the certification body shall treat the risk level and frequency as if it were an initial audit.

Facility Type	High Risk	Medium Risk	Low Risk
1. Processors*, farms	a. On-site audit annually.	<p>b.i. Initial audit (D2.4.4 does not apply): On-site audit.</p> <p>b.ii. Initial audit (D2.4.4 applies): Remote audit, and the next audit shall be on-site.</p> <p>b.iii. Recertification: On-site or hybrid audit annually.</p>	<p>c.i. Initial audit (D2.4.4 does not apply): On-site or hybrid audit.</p> <p>c.ii. Initial audit (D2.4.4 applies): Remote audit, and the next audit shall be on-site or hybrid.</p> <p>c.iii. Recertification: Audited annually. On-site or hybrid audit at least once every three years. Years two to three of the annual audit cycle may then be conducted as remote audits.</p>
2. Supply chain distributors (taking physical possession of unfinished products)	a. On-site or hybrid audit annually.	<p>b.i. Initial audit (D2.4.4 does not apply): On-site or hybrid audit.</p> <p>b.ii. Initial audit (D2.4.4 applies): Remote audit, and the next audit shall be on-site or hybrid.</p> <p>b.iii. Recertification: Audited annually. On-site or hybrid audit at least once every three years. Years two to three of the annual audits cycle may then be conducted as remote audits.</p>	<p>c.i. Initial audit (D2.4.4 does not apply): On-site or hybrid audit.</p> <p>c.ii. Initial audit (D2.4.4 applies): Remote audit, and the next audit shall be on-site or hybrid.</p> <p>c.iii. Recertification: Audited annually. On-site or hybrid audit at least once every five years. Years two to four of the annual audits cycle may then be conducted as remote audits.</p>

Facility Type	High Risk	Medium Risk	Low Risk
3. Brand	<p>a. Remote audit annually for brand office and management functions (i.e. functions which do not involve taking physical possession of claimed materials), plus additional auditing of facilities with physical possession of claimed materials as specified in other rows of this table</p>		
4. Distribution facilities exclusively taking physical possession of final products (excluding independently certified subcontractors and retail stores)	<p>a. On-site or hybrid audit annually.</p>	<p>b.i. Initial audit: On-site or hybrid audit of one representative facility.</p> <p>b.ii. Recertification: On-site or hybrid audit of one facility at least once every three years. Years two to three of the annual audits cycle may then be conducted as a remote audit of one representative facility <u>or</u> sampling at retail (see D3.1.5).</p>	<p>c.i. Initial audit: Remote audit of one representative facility</p> <p>b.ii. Recertification: Remote audit of one representative facility <u>or</u> sampling at retail (see D3.1.5).</p>
		<p>Representative facilities shall be selected so that the range of operations (e.g. geographic, products) is seen over time. Both sites and subcontractors <u>should</u> be selected over time where applicable.</p> <p>Distribution facilities which are independently certified subcontractors are excluded from being selected for audit.</p>	
5. Trader site that is required or chooses to be certified (see CCS-101-V3.1 B1.2) or other site without physical possession of claimed materials	<p>a. Remote audit annually.</p>		
6. Retailer that is selling direct to consumers only	<p>a. No certification required or allowed, unless the retailer is also the brand in which case row 3 of this table applies.</p> <p>NOTE: No auditing of individual retail stores is required, including when the retailer is the brand.</p>		

Facility Type	High Risk	Medium Risk	Low Risk
7. Associated subcontractor (excluding distribution subcontractors exclusively taking physical possession of final products)	a. On-site audit annually.	b. On-site or hybrid audit at least once every three years. Years two to three of the annual audits cycle may then be conducted as remote audits.	c.i. Audit once every three years. A minimum of the square root of the total subcontractors per scope certificate shall be audited with an on-site or hybrid audit during the three year cycle. c.ii. Remaining audits in the three year cycle may be conducted as remote audits.
8. Associated subcontractor added to the scope certificate outside of an initial or recertification audit (excluding distribution subcontractors exclusively taking physical possession of final products)	a. On-site audit prior to being added to the scope.	b. Audited prior to being added to the scope. A remote audit is permitted. However, only an on-site or hybrid audit may be counted towards the on-site auditing criterion in 7b.	c. May be added to the scope without an audit.
9. Registered address/site with no responsibilities (no physical possession or responsibility for managing conformance with any CCS criteria)	No audit required provided that that conformance with all criteria for the entire organization can be evaluated without auditing the site.		

NOTE: Process codes are classified as processing or not in ASR-213-V1.4 Table 3.2.