



**SRI LANKA ACCREDITATION BOARD  
for CONFORMITY ASSESSMENT**

**SPECIFIC CERTIFICATION CRITERIA FOR  
TEXTILE EXCHANGE PROGRAMMES**

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## 0. INTRODUCTION

0.1 The Accreditation Scheme for Product Certification Bodies of the Sri Lanka Accreditation Board for Conformity Assessment (SLAB) designed for the Textile Exchange (TE), USA is based on the requirements laid down in ISO/IEC 17065; Conformity assessment requirements for bodies certifying products, processes and services. The requirements stipulated in ISO/IEC 17065 and the requirements prescribed by TE will make the criteria for this accreditation scheme.

This accreditation scheme covers the content claim standards (CCS), organic content standards (OCS), TE recycled claim standard (RCS) and global recycle standard (GRS) related to products and processes prescribed by TE.

However, in certain instances additional guidance is considered necessary to take into account of certification of different products, processes, and techniques involved and the expertise required for different products based on the additional criteria published by the Regional and International Accreditation Organizations.

0.2 This specific criteria document has been prepared by the Expert Committee on Organic Textiles and has been authorized for adoption by the Council of SLAB. The Certification Bodies operating under the above scopes and seeking accreditation are required to comply with all the requirements listed in the international standard ISO/IEC 17065 and specific requirements published by TE. Conformity assessments on products and processes shall be conducted against the criteria laid down by TE and SLAB. This document supplements International Standard ISO/IEC 17065 and provides guidance for the accreditation of bodies certifying products and processes under TE programme.

0.3 This Specific Criteria document must be used in conjunction with ISO/IEC 17065. It describes the specific requirements for those clauses of ISO/IEC 17065 which are general in nature. Corresponding reference to the Clauses in ISO/IEC 17065 is indicated in the text of the document. This document should also be read in conjunction with the Rules and Procedures of SLAB as applicable to Product Certification Bodies and requirements published by TE, time to time. Further, bodies certifying products and processes under TE programme shall comply with the appropriate international, national and local laws and regulations, as applicable.

0.4 The scope of certification under TE programme covers a wide variety of products, processes and techniques which require different levels of knowledge and expertise in the evaluation, testing and as applicable inspection of manufacturing processes, storage, transportation, labeling and marketing of products in the non-food product value chain.

0.5 A Certification Body under TE programme will evaluate processors or operators against TE requirements. The certification body should specify the applicable scope of certification based on the field/s of production, processes and operations of organic, recycled and other content claims as per the TE requirements, from the scope certification body has sought accreditation. Applicable products and processes for accreditation categorized based on risks and applications are given in Annex A.

0.6 To provide for a higher level of consistency in the interpretation of requirements in the assessment process and to facilitate the accreditation procedure, the definitions given in this document in addition to ISO/IEC 17065 shall be applicable.

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0.7 This document will be periodically reviewed and updated based on the experiences gained and on the revisions and amendments to accreditation and certification procedures stipulated by TE and regional and international accreditation organizations.

## 1. SCOPE

1.1 This specific criteria document includes the requirements which are to be considered during the assessment of products and processes certified under TE programmes using the requirements of ISO/IEC 17065, IAF guidelines and TE accreditation and certification procedures. Where necessary reference to TE certification procedures is given in the text of this document.

1.2 For this scheme, the specific requirements published by TE for products and processes for assuring content claim standards (CCS), organic content standards (OCS), recycled claim standards (RCS) and global recycle standards (GRS) as applicable, are considered. The requirements may spread over a wide range of production and processing activities in the fields of textile products, latex products, cosmetics, etc. The products and operational areas which SLAB offers accreditation services are given in Appendix A of this document.

## 2. DEFINITIONS

In the interpretation of this document, the following definitions shall be used.

### 2.1 Audit

systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

### 2.2 Conflict of interest

an actual or perceived interest in an action that results in or has the appearance of resulting in personal, organizational, or professional gain.

### 2.3 Critical location

body that performs certification activities assigned on behalf of by a certification body which is subject to accreditation and reports back to the same certification body on the activities performed.

Note : The activities related to certification may be one or combination of policy formulation, process and/or procedure development, initial approval of auditing personnel or control of their training, ongoing monitoring of auditing personnel, application review, assignment of auditing personnel, initial auditing, control of surveillance or recertification audits, final report review or certification decision or approval.

### 2.4 Organic

substance coming from or related to organic production

### 2.5 Non-Organic

not coming from or not related to a production in accordance to the rules established by scheme owner or any other equivalent standard or regulation.

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## 2.6 Organic material

any output of organic farms that have been certified by an accredited certification body to comply with relevant regulations or standards.

## 2.7 Organic production

the use of the production method compliant with the rules established by scheme owner or any other equivalent standard or regulation, at all stages of production, preparation and distribution.

## 2.8 Inspector

person that examines and evaluates the production / processing or handling of a claimed material by an applicant for verification to establish compliance with a standard.

## 2.9 Operator

the natural or legal person responsible for ensuring that the requirements of scheme owner or any other equivalent standard or regulation are met within the business under their control.

## 2.10 Assessment

process undertaken to assess the competence of a certification body based on particular standards and/or other normative documents and for a defined scope of accreditation

## 2.11 Evaluation

combination of the selection and determination functions of conformity assessment activities

## 2.12 Inspection

examination of product content or process(es) and determination of its conformity with specific requirements or, on the basis of professional judgment, with general requirements

## 2.13 Content claim standard

standard establishing specific input materials that are accounted for and quantified for the purposes of making a percentage-based claim.

Note : It is a generic chain of custody standard being used for the chain of custody requirements for a number of standards, including the organic content standard (OCS), recycled content standard (RCS) and global recycle standard (GRS).

## 2.14 Organic content standard

any non-food product containing 5-100% organic material, which verifies the presence and amount of organic material in a final product.

## 2.15 Recycled content standard

standard establishing the amount of content of material reprocessed from reclaimed material.

## 2.16 Material Concentration

the point in the recycling lifecycle when a reclaimed material receives primary handling.

Note: This may include, but is not limited to, sorting, screening, basic contaminant removal, or baling. Material is still unprocessed at this stage, meaning it has not been physically or chemically altered beyond basic handling, e.g. screening, crushing, or washing.

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### 2.17 Reclaimed Material

material that would have otherwise been disposed of as waste or used for energy recovery, but has instead been collected and reclaimed as a material input, in lieu of new primary (virgin) material, for a recycling process.

### 2.18 Recycled Material

material that has been reprocessed from reclaimed material by means of a manufacturing process and made into a final product or into a component for incorporation into a product.

## 3. REFERENCES

In the preparation of this document, the following documents were referred.

IAF GD 5 - IAF Guidance on the Application of ISO/IEC Guide 65

IAF MD 3 - Advanced Surveillance and Recertification Procedures (ASRP)

IAF MD 4 - Use of Computer Assisted Auditing Techniques ("CAAT") for Accredited Certification of Management Systems

IAF MD 7 - Harmonization of Sanctions

IAF Resolution 2003-18 - Conformity Assessment Services

IAF Resolution 2010-10 - IAF/ISO Joint Communiqué on Certification to ISO 26000

JGA Resolution 2007-07 - Certification to accreditation standards

ISO/IEC Guide 7 - Guideline for drafting of standards suitable for use for conformity assessment

ISO/IEC 17020 - Requirements for the operation of various types of bodies performing inspection

ISO/IEC 17025 - General requirements for the competence of testing and calibration laboratories

ISO/IEC 17043 - General requirements for proficiency testing

ISO/IEC 17065 - Requirements for bodies certifying products, processes and services.

ISO/IEC 17067 - Conformity assessment – Fundamentals of product certification and guidelines for product certification schemes

TE Content Claim Standard, v1.3 - 2013

TE Organic Content Standard - 2013

TE Recycled Claim Standard - 2013

TE Global Recycle Standard, v3 – August 2014

Accreditation and Certification Procedures for Textile Exchange Standards, February 2013

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## 4. GENERAL REQUIREMENTS

### 4.1 Legal and contractual matters

The requirements given in 4.1 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall be a legal entity which is acceptable according to the law of the country.

**Note :** The applicant who is applying initially for accreditation under the scopes of TE is considered to be the certification body being registered, unless changed later, and branches of and other franchises affiliated to the certification body are considered to be the critical locations of the certification body. These entities need not to be belonging to a unique legal entity, but all sites shall have a legal or contractual link with the certification body and be subject to a common management system, which is laid down, established and subject to continuous surveillance and internal audits by the certification body or otherwise designated.

The structure of the certification body shall foster confidence in its certification operations. In particular, the certification body and its critical locations shall have documents to demonstrate;

- a) its status as a legal entity
- b) its status for compliance with TE requirements
- c) the rights and responsibilities relevant to its certification activities
- d) the identity of the management (body, group, or person) that has overall responsibility for the functioning of the certification body and its critical locations, including their finances.

The certification body shall enter into a contract in accordance with the rules and procedures of SLAB for the provision of its certification activities to its operators. If the certification body has entered into a contract with TE for compliance with their standards, a copy of which should be made available to SLAB when the application is submitted and thereafter when the contract is revised.

The certification body shall also enter into a contract with the operator to ensure the following, as required by TE.

- a) the rights and responsibilities of applicant/operator offering certified products, including a commitment to comply with the relevant criteria of TE,
- b) To allow exchange of information about the certification status of the operator and its certified products with TE and SLAB, as part of its on-going evaluation;
- c) To provide both the certification body and responsible authorities the right of access to all facilities, including non-organic production in the unit or related units and all relevant documents including financial records;
- d) To disclose all information about the criteria/standard of TE with other certification bodies.

When a certification body uses the resources for certification purposes of another legal entity in the same country or in a second country, even though of a sister company, that entity is considered external to the certification body.

The certification body shall document terms and conditions for use of the “Accredited TE Product Logo” in order to ensure controls over ownership, use and display of licenses, certificate and mark of conformity and to prevent misuse of the logo. The certification body shall recall all outstanding documentation.

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## 4.2 Management of impartiality

The requirements given in Clause 4.2 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall establish rules and procedures to prevent or minimize threats of conflicts of interest. The procedures shall in particular, include the following.

- a) The certification body shall require personnel, committees, if available or board members to declare existing or prior association with an operation subject to certification. Where such an association threatens impartiality, the certification body shall exclude the person concerned from work, discussions, and decisions at all stages of the certification process related to the potential conflict of interest;
- b) If a conflict of interest between certification personnel and an operation is found after assessment has occurred, another unbiased person must be assigned to assess if it has affected the certification process as well as complete the remaining process, if possible; and
- c) Personnel must not be allowed to assess their own work.

The certification body shall not provide other activities which could compromise the confidentiality, objectivity or impartiality of certification process or decisions. In particular, the certification body shall not;

- a) Produce or supply products of the types it certifies; and
- b) Give advice or provide consultancy services to the applicant/operator as to methods of dealing with matters which are barriers to certification.

The consultancy services whatsoever shall not be provided by a certification body for the same certification clients or the clients to be certified.

## 4.3 Liability and financing

The requirements given in Clause 4.3 of ISO/IEC 17065 shall apply without any additions.

The certification body shall cover its liabilities arising from its operations with regard to financial stability through an insurance cover. If a reserve is arranged, the funds allocated should be sufficient to cater to any losses that may be claimed by operators or TE, as the case may be.

## 4.4 Non-discriminatory conditions

The requirements given in Clause 4.4 of ISO/IEC 17065 shall apply with the following additions.

The activities of certification body shall be administered in a non discriminatory manner. In particular, the certification body shall have declared the fields of certification activities specially related to the scope of certification. There shall not be undue financial and other conditions which lead to building unnecessary pressure on operators. Requirements for specific fields or sectors shall be prescribed by an impartial committee(s) or persons possessing necessary technical competence, and published by the certification body. Such requirements shall be consistent with any requirements stipulated by TE.

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#### **4.5 Confidentiality**

The requirements given in Clause 4.5 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall make adequate arrangements to safeguard the confidentiality of the information obtained in the course of its certification activities at all levels of its organization, including committees and external bodies or individuals such as auditors, inspectors or subcontractors.

The certification body shall ensure the protection of proprietary information of a client against misuse and unauthorized disclosure of information.

The information gained in the course of certification activities about a particular product, process and suppliers shall be available for review by SLAB and TE while maintaining confidentiality of all information.

#### **4.6 Publicly available information**

The requirements given in Clause 4.6 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall specify and provide clear information to operators, TE, and all relevant parties regarding applicable standards and any other requirements such as sampling, testing and inspection requirements. This information should include new and revised production methods in the industry of the scopes for which certification body is accredited.

In conducting its certification operations, the certification body shall observe, as appropriate, the requirements for the suitability and competence of bodies or persons carrying out testing, inspection and certification as specified in ISO/IEC 17025, ISO/IEC 17020 and ISO/IEC 17021 respectively.

#### **4.7 Internal Audit and Management Review**

The requirements given in Clause 4.7 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall demonstrate that it seeks and achieves continuous quality improvement. The certification body shall perform internal audits and management reviews according to the scope of certification, range and volume of certification performed.

Internal audits and management reviews shall cover all activities including witnessing of on-site inspection or on-site assessment conducted by certification body's personnel and any of the work performed by subcontracted party (laboratory, inspection body or certification body).

The certification body shall periodically review all its procedures in a planned and systematic manner using independent and trained personnel in order to verify that the quality system and procedures are implemented and effective. The review interval shall be at least once a year. Records of such reviews shall be maintained.

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## 5. STRUCTURAL REQUIREMENTS

### 5.1 Organizational Structure and top management

The requirements given in Clause 5.1 of ISO/IEC 17065 shall apply with the following additions.

A certification body operating at more than one location having the same legal identity or operating through franchises under different legal identities will be accredited as one entity with identified critical locations, if any. The application for accreditation should indicate the details of such locations. The policies, procedures and guidelines on cross frontier accreditation published by PAC, IAF, APLAC, ILAC and SLAB are applied for the certification bodies operating within and out-side Sri Lanka.

### 5.2 Mechanism for safeguarding impartiality

The requirements given in Clause 5.2 of ISO/IEC 17065 shall apply without additions.

## 6. RESOURCE REQUIREMENTS

### 6.1 Certification body personnel

The requirements given in Clause 6.1 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall have procedures to employ a sufficient number of personnel who are competent to perform all activities in relation to certification functions and the operations of the management system it operates.

The certification body shall demonstrate that personnel have knowledge and experience relevant to the scope of certification issued. For this purpose, the certification body shall have documented procedures for training to ensure that standards prescribed by TE are consistently applied by all of its certification personnel.

The certification shall define the competence criteria of auditors on ISO/IEC 17065 and additional criteria on ISO/IEC 17020, ISO/IEC 17025, and/or ISO/IEC 17043 as applicable.

The certification body shall maintain up-to-date records on certification body's personnel and external personnel including committees who are involved in certification activities. The records should contain all relevant information including education, training, authorization given, job descriptions and competency evaluation etc.

The certification body shall ensure that personnel involved in certification activities (auditors, inspectors, certification personnel and members of technical committees) have and continue to have up-to-date technical knowledge in their respective fields of activity to enable them to conduct evaluation and certification effectively.

The certification body shall have formal rules and procedures for the appointment and operations of any committees that are involved in the certification process.

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## 6.2 Resources for evaluation

The requirements given in Clause 6.2 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall define the criteria for competence of personnel involved in certification activities. The minimum requirements on education, training, technical knowledge and work experience shall be relevant to the scope of certification. The minimum qualification for each category shall be as follows in addition to the requirements published by TE, if any.

### a) Auditors/Inspectors

- i. Having at least a higher diploma in the relevant field from an established educational body with three (3) years' experience out of which one (1) year in the field subject to auditing or other qualification prescribed by TE
- ii. Able to demonstrate an understanding of the principles and criteria of TE procedures and other normative documents
- iii. Has followed a lead auditor training programme of not less than 40 hours and specific training related to the area of auditing, conducted by a recognized institution
- iv. Conduct at least five inspections according to the TE standards under the supervision of a lead auditor/inspector.

### b) Certifiers

- i. Having a bachelor degree with five (5) years experience in related discipline and of which two (2) years in relevant sector (auditing) or other qualification prescribed by TE
- ii. Able to demonstrate an understanding of the production methods, issues and risks specific to the business sector and legal requirements
- iii. Being a lead auditor having experience of conducting audits in certification for two (2) years.

### c) Committee Members

- i. Having secondary qualification with five (5) years' work experience in related discipline in the related field or ten (10) years of proven experience in the related field and minimum two (2) years of experience in certification.
- ii. Familiar with policies and procedures of the certification body

### d) Personnel involved in application process

- i. Having secondary qualification in related discipline with one (1) year working experience in the relevant field.

The certification body shall have procedures to review the performance of certification personnel (auditors, inspectors, certification personnel and members of technical committees) at least on annual basis, identify training needs, and ensure their on-going professional development and competence.

When a certification body decides to outsource any activity or part of activity related to certification (eg. testing or inspection) to an external body or person, an agreement covering the arrangements, including confidentiality and conflict of interest, compliance to all relevant requirements of ISO/IEC 17065 and ISO/IEC 17020, ISO/IEC 17021 and/or ISO/IEC 17025, where applicable shall be signed.

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The subcontracted body or person shall not be involved either directly or through the subcontracted body or person's employer, with the operation, process or product that is subject to certification. The certification body shall monitor the performance of the persons or bodies subcontracted for the work initially and continuously and take the responsibility for such subcontracted activities.

The certification body or authorized critical location shall keep the final responsibility for granting, maintaining, renewing, extending, suspending or withdrawal of certification. Delegation of certification decisions shall not be subcontracted to any other certification body or any other critical location.

The certification body shall ensure the competency of subcontractors is in consistent with the requirements set out in the procedures of the certification body. Therefore, the certification bodies can refer only to the test reports issued by a laboratory or inspection reports issued by an inspection body, accredited by SLAB or any other ILAC MRA partner. Participation in inter-laboratory comparison and proficiency testing programmes of subcontracting laboratories or inspection bodies and their performance levels shall also be monitored by the certification body, if required by TE.

In the certification report, the accredited certification body shall specify the name of the subcontracted laboratory or inspection body or certification body and identify the tests, inspections and evaluations performed in relation to certification and mention the results obtained by such subcontracted laboratory or inspection body or certification body.

## **7. PROCESS REQUIREMENTS**

### **7.1 General**

The requirements given in Clause 7.2 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall develop the criteria for certification in consultation with TE based on ISO/IEC 17067, and if any changes are needed as per ISO/IEC 17065, such changes shall be made by impartial and competent persons or committees.

Note: In case of planning of and performing certification process including audits, a certification body may adopt ISO/IEC 17021.

### **7.2 Application**

The requirements given in Clause 7.2 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall provide up-to-date procedures on certification to operators or interested parties. The certification body shall inform all parties who seek certification on the following:

- Application form and other required forms;
- Contractual conditions or certification agreement, including possible contractual penalties;
- Applicable fee structure;
- The rights and duties of operators;
- Complaint and appeal procedure;
- Current versions of applicable standards including TE procedures;
- Programme changes, including regular updates of procedures and standards;

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- The evaluation and inspection procedures applied by the certification body in the course of certification;
- The means used to determine the time needed to perform an inspection; and
- Documentation to be maintained by the operators to verify compliance with applicable requirements.

The operators shall submit a duly filled application form, signed by the authorized representative of the operator along with the documents/evidence required by the certification body.

The certification body shall request the operators to submit information on the scope of the desired certification, description of the production, products/process and area to be certified and information on involvements with other certification bodies such as denial of certification and any reasons for such denial. If the operator has been evaluated by other certification body, the certification body shall require the operator to provide their last assessment report for the awareness of unresolved nonconformities.

If the certification body conducts group certification based on an internal quality management system, it should apply a specific group certification program. The group certification programme should specify the scope for group certification and requirements, applicable to the group, including those for an internal quality management system, to ensure conformity by all group members to the applicable standards. These should follow an agreed code of good practice.

When assessing the effective application of the internal quality management system to address the particular situation of group certification, the certification body should apply adapted measures to the regular on-site inspection protocol according to an agreed code of good practice.

### 7.3 Application review

The requirements given in Clause 7.3 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall review the application documents prior to the audit/inspection in order to ensure that applicant's certification is within the area of the certification body. The review of application shall consist at least the following.

- Documents submitted by applicant are complete;
- The applicant appears to be able to comply with all the certification requirements;
- The scope of the certification sought is within the scope of certification services of the certification body;
- Availability of auditors/inspectors in the scope of certification applied;
- Appointment of qualified inspectors/ auditors for inspection; and
- Availability of accredited testing laboratories/inspection bodies for verification

The certification body shall inform auditors/inspectors in writing about any nonconformities and the associated problems for corrective action raised in previous inspections/evaluations to enable the auditors/inspectors to verify whether nonconformities have been resolved in an effective manner.

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## 7.4 Evaluation

The requirements given in Clause 7.4 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall have procedures to conduct regular and special audits/inspections as required. The certification body shall evaluate operators against the certification requirements specified. The evaluation shall consist of review of documents and on-site inspection visit and/or visit to a testing laboratory or inspection body as appropriate. The certification body shall have effective mechanism/evaluation plan and procedures to evaluate all sites of the operators and continuous monitoring of all operators after certification.

The certification body shall evaluate the products and processes of operators against all certification requirements published by TE, especially to verify the chain of custody, protective measures against commingling etc. This evaluation shall follow a set protocol to facilitate non-discriminatory and objective inspection.

The evaluation shall be conducted as per the procedures and shall consist of review of documents, on-site inspection visit, and witness audit/inspection and verification through laboratory testing, if necessary. The evaluation procedure shall address the following, as applicable.

- a) Assessment of the production or processing system by means of visits to facilities, and storage units (may include visit to non-organic areas or non-certified areas, if necessary);
- b) Review of records and accounts to verify production, input/output reconciliation and the tracing back of audit in processing and handling facilities, and verification of records of suppliers on production, as necessary;
- c) Identification of areas of risk to integrity of the contents claimed;
- d) Analysis and residue testing for restricted and/or prohibitive substances;
- e) Verification of changes to the standards and requirements;
- f) Verification of changes done to the scope of operator;
- g) Verification of corrective actions taken; and
- h) Verification of, if applicable.
- i) Transaction certificate
- j) Transport details

Note 1: SLAB will organize witness audits of on-site inspections carried out by auditors/inspectors of certification body at selected operators, based on the scopes applied and the rules and procedures of SLAB.

Note 2: As per the rules and procedures of SLAB, in addition to witness audits at selected operators, previous inspection reports of operators delivered by certification body may also be reviewed, selected on a sample basis.

The certification body shall amend and adopt its certification procedures to address higher risks found in certain situations (e.g. in-conversion and parallel production, high dependence on external inputs and certification obtained from other certification bodies). In case of high risk situations, the certification body should verify whether handling and documentation regarding processing, storage and sales is well managed through trained personnel and make clear distinction between certified and non-certified products. In case where products are not visibly distinguishable, specified measures should be applied to reduce the risk.

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If there are exceptions from the annual on-site inspection due to low risk potential in the re-evaluation or unannounced visits are to be arranged as required by TE, such arrangements shall be made in agreement with TE.

The certification body shall report all evaluation findings according to their documented reporting procedures. The inspection reports shall follow a format appropriate to the type of operation inspected, and facilitate a non-discriminatory, objective and comprehensive analysis of the respective processing system. The inspection report shall cover all aspects of the criteria of scheme owner and adequately validate the information provided by the operator.

The inspection report shall include the following.

- a) A statement of any observations relating to conformity with the certification requirements;
- b) Date and duration of the inspection, persons interviewed, facilities visited;
- c) Types of documents reviewed; and
- d) Explanation of auditor's/inspector's rationale for the choice of samples taken.

The inspector should submit the inspection reports promptly, providing sufficient time for review and final certification decision to be made. The certification body shall document and apply measures to verify effectiveness of corrective actions taken by operators to meet the requirements.

## 7.5 Review

The requirements given in Clause 7.5 of ISO/IEC 17065 shall apply without any additions.

## 7.6 Certification decision

The requirements given in Clause 7.6 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall have a documented procedure for granting certification. The certification body (or registered critical location, if any) shall not delegate authority to an outside person or body for granting certification. The certification body shall ensure that each decision on certification is taken by a person(s) or committee different from the person(s) who carried out the evaluations. In case of unavoidable circumstances, the certification body shall have pre-determined procedures to handle such a situation. The decisions taken by critical locations shall be informed to the certification body for approval and for maintenance of directory.

The decision shall be based solely on the conformity of the operation with the certification requirements specified, using information gathered during the evaluation process and any other relevant information.

Documentation of certification decisions shall include the basis/criteria for the decisions. The decision shall be made within the period prescribed by TE.

The certification body shall have documented procedure for issuing certification documents or amendment to certification documents and shall address the following.

- The name, address and contact details of operator whose products are subject to certification;
- The scope of certification granted including products certified, type or range of products and percentage of claimed material;

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- Total number of units certified;
- The production standard which is the basis for the certification;
- The validity period of certification; original and most recent certification and expiry date of current certification;
- Names of any subcontractors used and processes/activities of subcontractors;
- The terms and conditions of maintaining certification status
- The terms and conditions for use of “accredited product logo”

If there are any exceptions to certification requirements either for the certification body or subcontractor, the certification body shall have documented procedures for granting such exceptions to the requirements for certification. The exceptions shall be agreed upon with TE and SLAB and after the approval is obtained from SLAB, that should be communicated to TE. These exceptions which are on justifiable basis should only be for limited duration and after the permitted duration (e.g. one year), the exceptions, if any shall be resubmitted for approval. The core production operations shall not be exempted from inspection/certification.

During the annual on-site inspection, the exceptions permitted to certification body or subcontractor shall be clearly identified and reported.

## 7.7 Certification documentation

The requirements given in Clause 7.7 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall have a documented procedure to report evaluation findings. The evaluation report shall include at least the following.

- Date and duration;
- Name, address and other contact details of the operator;
- Type of operations evaluated;
- Relevant standards/ requirements;
- Scope of certification;
- Persons interviewed;
- Fields/ facilities and locations visited;
- Results of laboratory testing;
- Nonconformities and observations;
- Results of subcontracting activities;
- Summary of evaluation;
- Recommendation of evaluation team; and
- Time period for submission of corrective actions.

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## 7.8 Directory of certified products

The requirements given in Clause 7.8 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall also maintain information on certified products on the following.

- a) Country location of client; and
- b) Effective date of certification and expiry date.

The directory of certified operators and their products shall be maintained by the certification body and made available to TE. Subsequent inclusions or exclusions shall also be notified to TE within the period as prescribed.

## 7.9 Surveillance

The requirements given in Clause 7.9 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall have a procedure for surveillance to re-evaluate operators at least annually to verify whether they comply with the applicable certification criteria of TE. The procedure shall cover the verification of marked products for conformity to the requirements, if applicable. At the re-evaluation or surveillance visit, in particular before the validity period of the scope certificate issued, the certification body shall effectively monitor whether corrective actions have been implemented in a timely manner, report and document its re-evaluation/surveillance activities and keep operators informed about their certification status.

In addition, the certification body shall inform TE about the certification status of all certified operators and their products. The certification body shall have procedures for the renewal of certification.

## 7.10 Changes affecting certification

The requirements given in Clause 7.10 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall ensure that each operator is notified of any changes cited in the certification requirements without unnecessary delay. The certification body shall determine whether the announced changes require further investigation. If required, the certification body shall verify the operator's implementation of such changes in a timely manner, within the given reasonable period. The operator shall not be allowed to release certified products produced under changed conditions until the certification body has informed the operator accordingly.

In response to an application for amendment to the scope of certification already granted, the certification body shall decide the appropriate evaluation procedure, if any to determine whether or not the amendment should be made and shall act accordingly.

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## 7.11 Termination, reduction, suspension or withdrawal of certification

The requirements given in Clause 7.11 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall specify the conditions and document procedures for termination, reduction, suspension and withdrawal of the certification granted in line with the requirements published by TE. In case of nonconformities, this procedure shall include how and when the nonconformities are corrected, how certification decisions are taken, when the certificate is withheld or suspended, and when TE is informed, in case of denial or withdrawal of certification.

If it is noted that the operator is knowingly and/or repeatedly operating with nonconformities or purposely violates the requirements of TE, the certification body shall suspend the certification status of operator and inform that to TE. The re-application by such operators may be as prescribed by TE.

## 7.12 Records

The requirements given in Clause 7.12 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall have documented procedure to maintain records (either in soft or hard form) to demonstrate that the requirements in relation to activities of certification body have been fulfilled.

Records with respect to the following shall be maintained.

- application forms;
- evaluation or re-evaluation reports;
- documents relating to granting, maintaining, renewing, extending, suspending or withdrawing certification;
- records on subcontracting;
- records on exceptions granted;
- complaints, appeals and subsequent actions;
- corrective and preventive actions;
- internal audits; and
- management reviews etc.

The records shall be identified, managed and disposed of in such a way to ensure the integrity of the process and the confidentiality of information. Records shall be kept at least for a retention period prescribed by TE or as required by law or in order to be able to demonstrate how certification procedures have been applied. A list of records shall be maintained.

## 7.13 Complaints and appeals

The requirements given in Clause 7.13 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall have policy and procedures for the resolution of complaints and appeals received from operators and other parties about the handling of certification or any other related matters. In particular, the certification body shall take subsequent actions to resolve complaints and appeals or any disputes.

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The certification body shall issue directives to the operators to keep records of all complaints and corrective actions.

## 8. MANAGEMENT REQUIREMENTS

### 8.1 Options

The requirements given in Clause 8.1 of ISO/IEC 17065 shall apply without any changes but with the following clarification.

**Note:** ISO/IEC 17065 specifies two options for management system development in a certification body; Option A and Option B. In case of Option A, the certification body should establish and maintain its management system as per ISO/IEC 17065 incorporating Clauses 8.2 to 8.8 into ISO/IEC 17065. In case of Option B, the certification body could establish and maintain the management system in line with ISO 9001 in addition to as required by ISO/IEC 17065.

### 8.2 General management system documents

The requirements given in Clause 8.2 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall develop, document and implement a management system in accordance with the relevant elements of ISO/IEC 17065 and specific requirements published by TE in order to impart confidence in its ability to perform prescribed certification.

The management system shall be effective and appropriate for the scopes of certification and volume of certification activities. The management of the certification body shall ensure that the management system is understood, implemented and maintained at all levels of the organization.

The certification body shall address and document all applicable procedures, either in a manual or in associated documents, in order to ensure that the audits are consistently carried out to maintain quality and integrity.

The manual and associated documents shall address as appropriate for the type, range and volume of work performed, and the number of personnel involved in the process. The documents shall contain the following as a minimum.

- a) A description of procedures applied by the certification body in the course of performing certification, including granting, maintaining, renewing, extending, suspending, termination and withdrawing of certification;
- b) Procedures for the recruitment, selection, training and assignment of the certification body's personnel as described under 6.1.2 of ISO/IEC 17065;
- c) Policy and procedures for appeals against certification decisions and other complaints; and
- d) Policy and procedures for reviewing quality (eg. internal audits and management review).

The certification body shall ensure that the manual and relevant associated documents are accessible to all relevant personnel.

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### **8.3 Control of documents**

The requirements given in Clause 8.3 of ISO/IEC 17065 shall apply with the following additions.

The certification body shall establish and maintain procedures to control its documents that relate to its certification functions. In particular, the certification body shall;

- a) Identify competent authorized personnel in order to review and approve documents, internally and externally originated, for adequacy prior to their original issue or any subsequent amendment; and
- b) Maintain a list of all documents with respective issue dates, revision status, location etc; in order to preclude use of obsolete documents;

The certification body shall review all documents periodically in order to ensure continuing suitability to the requirements.

### **8.4 Control of records**

The requirements given in Clause 8.4 of ISO/IEC 17065 shall apply without any additions.

### **8.5 Management review**

The requirements given in Clause 8.5 of ISO/IEC 17065 shall apply without any additions.

### **8.6 Internal audits**

The requirements given in Clause 8.6 of ISO/IEC 17065 shall apply without any additions.

### **8.7 Corrective actions**

The requirements given in Clause 8.7 of ISO/IEC 17065 shall apply without any additions.

### **8.8 Preventive actions**

The requirements given in Clause 8.8 of ISO/IEC 17065 shall apply without any additions.

## Appendix A

### APPLICABLE SCOPES FOR ACCREDITATION

This specific criteria document shall apply to the following products and processes certified for TE programme and products which are placed or intended to be placed on the market.

The scope of accreditation can be one of or a part of or a combination of or all of the following.

1. Organic Textiles
  - (a) Mechanical textile processing, textile manufacturing operations and their products
  - (b) Wet processing, finishing operations and their products
  - (c) Trading operations and related products
  - (d) Storing and transportation
  - (e) Packaging and labeling
  - (f) Use of chemicals
  - (g) Textile auxiliary agents and chemical inputs
  
2. Other products
  - (a) Cosmetics and personal care products
  - (b) Latex products

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## Appendix B

### Composition of Expert Committee

1. Dr. Nirmali De Silva, Department of Textile and Clothing Technology, University of Moratuwa, Katubedda, Moratuwa (Chairman)
2. Mr. Samantha Kumarasena, Deputy Director, National Cleaner Production Centre, 251/30, Kirula Road, Colombo-05
3. Dr. Geetha Dissanayaka, Department of Textile and Clothing Technology, University of Moratuwa, Katubedda, Moratuwa.
4. Mr T Wickremasinghe, Director/CEO, Sri Lanka Accreditation Board, No. 564/4, Galle Road, Colombo 03

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