

G001 Assurance Handbook Clean Fibre Processing





Approvals

The signatures below certify that this procedure has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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Amendment Record

This procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date



Disclaimer

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Introduction

The SFA is a standard holding, certifying and training body. We have developed the SFA Standard, a certification scheme for cashmere fibre that tackles the challenge of unsustainable production practices along the cashmere supply chain. The SFA Standard has been developed together with key industry stakeholders through broad consultation with herders, sustainable development and conservation experts and the wider cashmere supply chain. Since our establishment in 2015, the SFA Standard has become a recognised industry benchmark for sustainable cashmere.

The SFA Standard currently consists of three codes of practice which address three important aspects of cashmere production: rangeland management, animal welfare and fibre processing. The first two are targeted at herder-level, while the third is targeted at cashmere processing factories. The Codes of Practice outline specific requirements that must be met by herder organisations and processing plants in order to be certified against the SFA Standard.

The SFA Standard contributes to environmental, social and economic sustainability by:

- Promoting the adoption of environmentally friendly, socially responsible and high welfare cashmere production practices
- Increasing the security of herder livelihoods and increasing resilience of herding communities to social and environmental change
- Ensuring the long-term supply of high-quality, sustainable cashmere fibre to the international market

Our vision is a future where cashmere is produced in a way that minimises environmental impact, safeguards herder livelihoods and meets high welfare standards.

Our mission is to ensure the long-term viability of the cashmere sector by promoting the SFA Standard and encouraging the adoption of responsible production practices.

We have **three key goals**:

1. Environmental resilience in cashmere producing regions.
2. Assurance on animal welfare within cashmere production.
3. Improved long-term prospects for herding communities that rely on cashmere markets.

OUR UNIQUE SELLING POINTS

The SFA are unique in that we:

Offer a **globally-focused, locally-adapted solution** for sustainable cashmere, in the form of the SFA Standard

- Are both **market-led and grassroots driven**, supported by brands and retailers but also with strong connections to herding communities on the ground.
- Utilise a **holistic, evidence-based approach**, incorporating social-ecological research with local traditional knowledge and adaptive management
- Are **inclusive**, engaging with all actors along the supply chain, from nomadic herders and cashmere farms to processors, manufacturers, brands and retailers

Objectives

This assurance handbook is intended to provide guidance related to the assurance and verification of the SFA's Clean Fibre Processing Code of Practice (CFPCoP). The objectives of this guidance are:

- to ensure a consistent approach to assurance and verification of the CFPCoP
- to provide guidance to any person involved in carrying out independent assessment or verification of the CFPCoP.

Scope

This guidance is applicable to the assurance and verification of the SFA's CFPCoP.

This guidance shall undergo a scheduled review at least every three years. This is subject to earlier revision and update if deemed necessary, such as in the case of major Codes of Practice revisions by the SFA. The next scheduled review will begin in 2023.

Any complaints about the assurance process shall be addressed through the SFA Complaints Procedure. Any complaints about the content or assurance of a Code of Practice will be forwarded to the Standards System Improvement Committee (SSIC) and will be considered through the SFA's development and review process.

For any other comments or questions, please contact info@sustainablefibre.org.

Terms and Definitions

Action Point	An agreed corrective action requiring attention to address a non-compliance.
Assessor	Person appointed by the SFA to carry out assurance of the implementation of its Codes of Practice.
Assessment	Detailed review of the evidence supplied to demonstrate compliance with a Code of Practice.
Assurance	The process of demonstrating confidence in a quality system by way of assessment or verification.
Certification	The process for awarding a certificate where compliance has been demonstrated with one or more of the SFA's Codes of Practice.
Development Plan	A list of recommendations of how to comply with any part of a Code of Practice.
Feedback	The process of delivering verbal or written information about performance of a task which is used as a basis for improvement.
Lead Assessor	An Assessor assigned by the SFA to manage the Assessment Team who have been appointed to carry out assurance of the implementation of its Codes of Practice.
Local	Refers to the SFA office in the country in which these SFA's Codes of Practice are applied.
Maladministration	Maladministration is defined as inefficient or dishonest administration; mismanagement.
Malpractice	Malpractice is defined as improper, illegal, or negligent professional behavior.
Processing Plant	An organisation that processes raw fibre into a usable commodity, that is registered with the SFA in a commitment to work towards achievement of the Clean Fibre Processing Code of Practice
Registration	The process of being included on the SFA Register. For producers, this represents a commitment to be assessed against one or more of the SFA's Codes of Practice.
Sanction	A threatened penalty for contravening a requirement of the implementation of a Code of Practice.

References

The following documents were referenced in the development of this document.

- The SFA's Clean Fibre Processing Code of Practice
- The SFA Clean Cashmere Fibre Registration Scheme Handbook
- The SFA's Clean Fibre Processing Self-assessment Guide
- CFP Independent Assessment Guide.

Section A – Registration and Accreditation

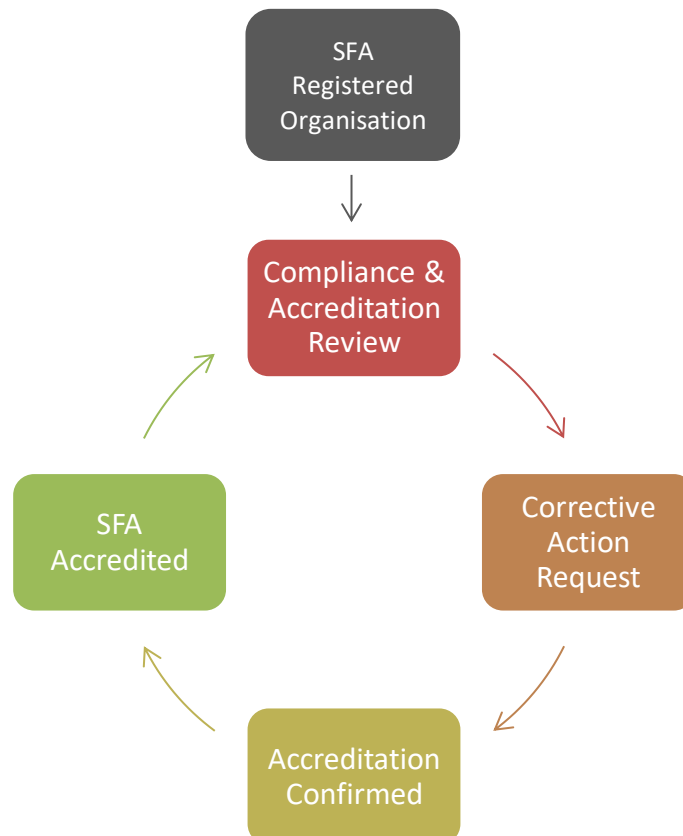
Registration

Before a Processing Plant can be assessed against the CFPCoP, they must register with the SFA (see Annex 1).

For full details of the Registration Scheme, refer to The SFA Registration Scheme Handbook and the Registration Scheme Handbook for Processing Plants.

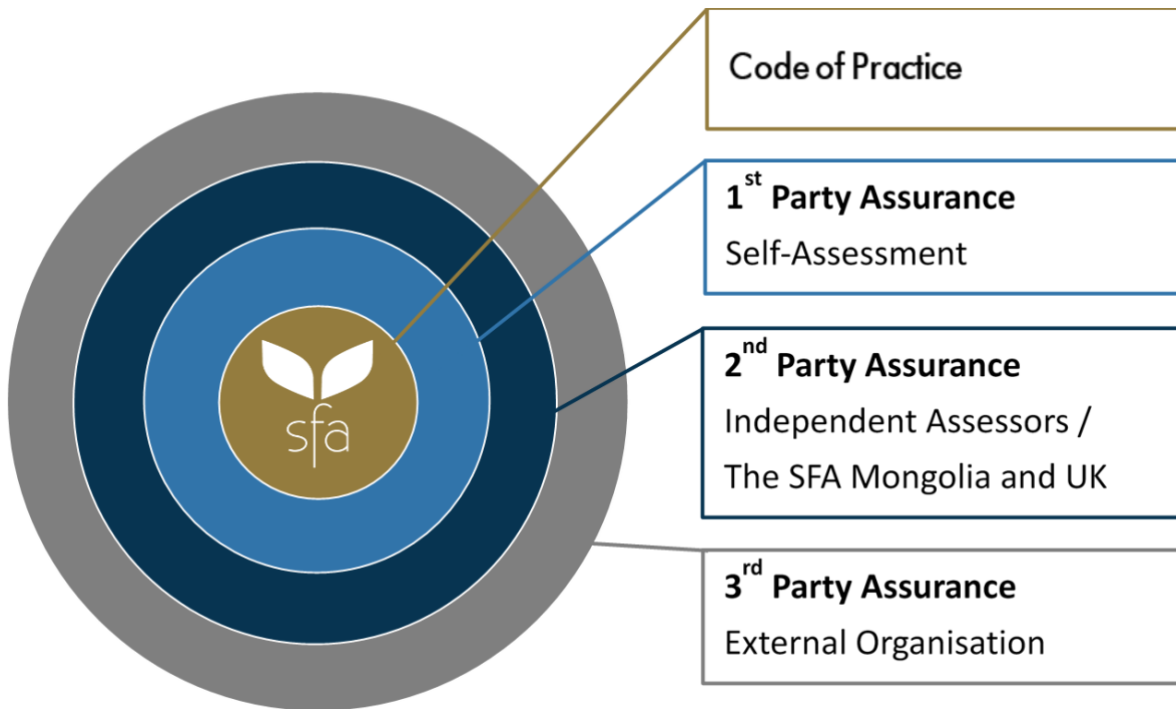
Accreditation

To achieve accreditation from the SFA, registered processing plants will need to demonstrate compliance with the SFA’s Clean Fibre Processing Code of Practice. This is achieved by undergoing a Compliance and Accreditation review. Following the first review, the processing plant may have corrective actions to address in the form of a Development Plan or Actions Points. When these corrective actions have been successfully addressed, accreditation will be granted. Once accreditation has been achieved, the processing plant will be required to participate in accreditation reviews on a regular basis in order to retain their accreditation.



Section B – Assurance Model

The SFA’s Assurance model looks like this:



- **1st Party** – A Self-assessment Report is completed by processing plants to self-assess their own compliance with the CFPCoP.
- **2nd Party** – An Independent Assessment Report will be completed by an SFA registered assessor during a pre-arranged observation. This report will be collated and reviewed by the SFA Mongolia Team and/or the SFA UK and published in the Member’s Area of our website.
- **3rd Party** – External Body e.g. ISEAL or ISO or members may choose to verify the contents of published reports by carrying out their own audits at their own cost.

Section C - Roles and Responsibilities

Role of the SFA

The SFA is the Standard Setting body in the UK and the Accreditation Body in Mongolia.

The role of the SFA is to:



- collaborate with subject experts to develop and review the Codes of Practice, ensuring they are fit for purpose and up to date
- develop processes and procedures that ensure rigour throughout the entire assurance process of the Codes of Practice
- communicate with the Assessment Team to:
 - inform them of changes to the Codes of Practice, the assurance process or any of the associated documentation
 - review feedback provided from any parties involved in the assurance process and act on feedback where appropriate
 - to provide support and guidance to any party involved in the assurance process
- review completed self-assessment and independent assessment reports, and recommendations made by the assessment team, to make the final decision regarding issuing certification, imposing sanctions and withdrawing registration and/or membership.

Role of the Processing Plant

The Processing Plant is an organisation that processes raw fibre into a usable commodity, that is registered with the SFA in a commitment to work towards achievement of the Clean Fibre Processing Code of Practice.

The role of the Processing Plant is:

- to complete the self-assessment correctly and accurately
- to allow access to their premises to any member of the SFA Assessment Team when requested to do so for auditing purposes
- to inform the SFA of any identified maladministration or malpractice relating to the CFPCoP or related processes or documentation at the earliest possible opportunity.



Role of the Assessor

The Assessor is a person appointed by the SFA to carry out assurance of the implementation of its Codes of Practice.



The role of the assessor is:

- to plan and carry out assessments of our Codes of Practice in line with SFA policies and procedures and ISEAL requirements
 - to use their professional expertise to support the processing plants to gather evidence which meets the requirements of the indicators within the CFPCoP
 - to provide verbal and written feedback to the processing plants where good practice has been identified and on the outcomes of assessment and whether the criteria has been met or not
- to produce non-compliance/corrective action reports and agree with the processing plants timescales for rectification of any non-compliance found during an SFA audit
 - to make recommendations to the SFA on the outcomes of assessment and whether the criteria has been met or not
 - to ensure all evidence is valid, reliable, accurate and sufficient
 - to compile written records and reports of assessment activity and present them to the Lead Assessor in a timely manner
 - to raise any concerns about the processing plant to the Lead Assessor immediately
 - to identify and share any changes that are required to codes of practice based on assessment findings with the Lead Assessor
 - to conduct themselves professionally and without reproach while working on behalf of the SFA.

Role of the Lead Assessor

The Lead Assessor is an Assessor assigned by the SFA to manage the Assessment Team who have been appointed to carry out assurance of the implementation of its Codes of Practice.

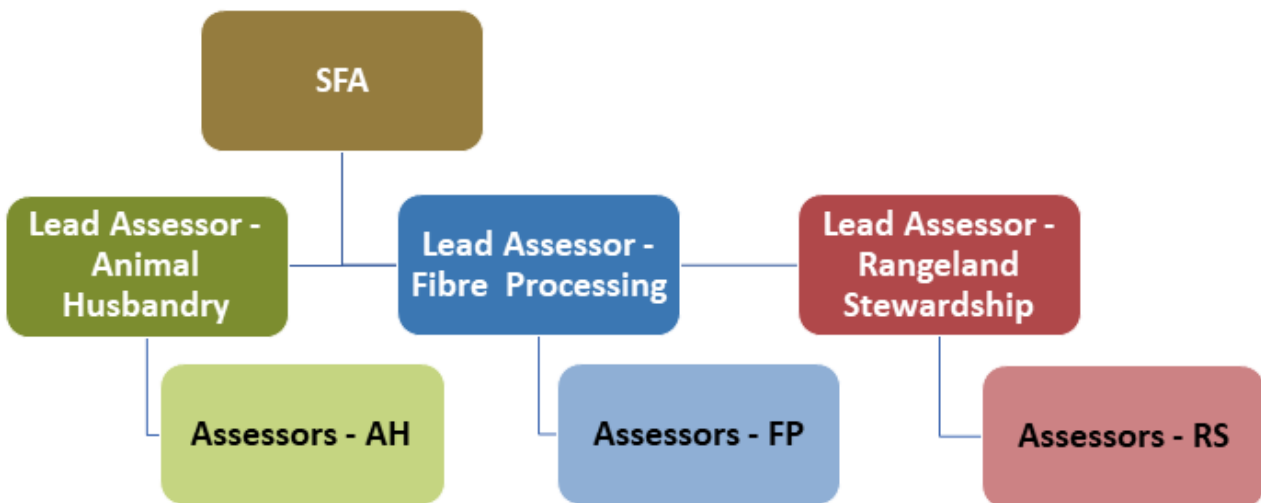
The role of the Lead Assessor is:

- to manage the SFA team of independent assessors and planning field assessments in line with SFA policies and procedures and ISEAL requirements
- to provide training to assessors in the content and assurance process for codes of practice, including one to one support where required, to ensure assessment of compliance with codes of practice is carried out in a consistent way
- to share with the SFA information and feedback from assessor visits to ensure SFA members have access to the latest version of statistics and other relevant information for use in their promotion of Mongolian cashmere



- to ensure compliance with established codes of practice by examining records, reports, operating practices and documentation
- to complete assessor feedback summaries for use by senior managers within SFA and provide data to the SFA Systems and Data Management Officer
- To recommend to the Local Manager any changes that are required to codes of practice based on feedback from assessors
- to participate in code of practice reviews.

Assessment Team Structure

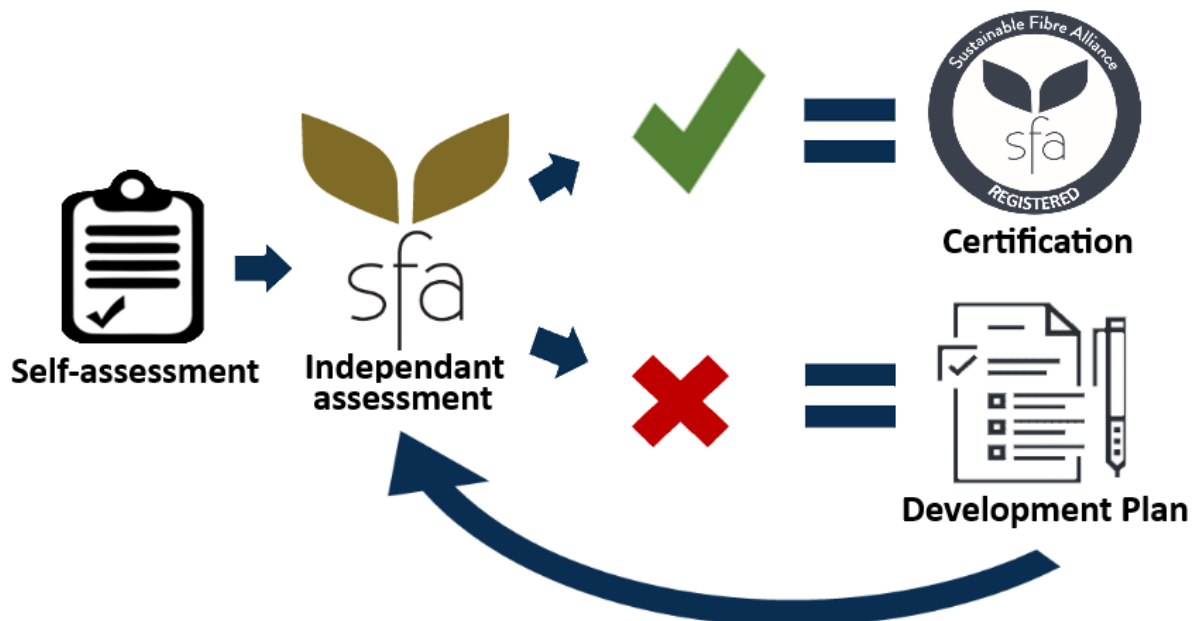


Section D – Certification

Certification process

Upon receipt of a completed self-assessment report, the SFA will allocate an Independent Assessor to assess the Processing Plant against the self-assessment Report:

- If the Assessor is satisfied that the required indicators have been met, they will make a recommendation to the SFA to issue the appropriate certificate by completing and signing the Certificate Claim section of the Independent Assessment Report.
- If the Assessor finds that the required indicators have not been met, a development plan of corrective actions will be agreed with the processing plant. Once these corrective actions have been addressed satisfactorily, the Independent Assessor will make a recommendation to the SFA to issue the appropriate certificate by completing and signing the Certificate Claim section of the Independent Assessment Report.
- To retain their registration status, and to achieve a higher award, Processing Plants will need to continue the cycle of self-assessment and independent assessment on a regular basis to demonstrate their commitment to clean fibre processing and their improvement towards meeting all the indicators.



Awards Criteria

The SFA has 3 level of awards: Bronze, Silver and Gold which are defined here.

Each indicator that is required to meet the minimum criteria to achieve a Bronze Award, has been identified within the units within the CFPCoP (**Bronze Award Minimum Criteria**).

Note: Achievement of an indicator is considered as having met the green performance level.



Minimum criteria to achieve Bronze Award for the CFPCoP

- The 42 indicators identified as 'Bronze Minimum Requirement' of the 116 indicators (36%)

You need to comply with all the following indicators to achieve a Bronze Award:

- **Unit 1** – 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.1.6, 1.1.7, 1.1.8, 1.1.9, 1.1.10, 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.2.6 and 1.2.7.
- **Unit 2** – 2.1.4, 2.3.1, 2.2.3, 2.3.7, 2.4.1, 2.4.2, 2.4.6, 2.4.8, 2.4.9, 2.4.11, 2.4.12, 2.4.13, 2.5.1, 2.5.2, 2.5.6, 2.5.8, 2.5.9, 2.5.10, 2.5.12, 2.6.1, 2.6.3 and 2.6.10.
- **Unit 3** – 3.1.3, 3.3.3 and 3.4.2.

Minimum criteria to achieve Silver Award for the CFPCoP

- The 42 indicators identified as 'Bronze Minimum Requirement' of the 116 indicators (36%)
plus
- An additional 45 (39%) of the remaining 74 indicators

At least 62 indicators in total (75%)

Minimum criteria to achieve Gold Award for the CFPCoP

- Achievement of all 116 indicators (100%)

Note: Achievement of an indicator is considered as having met the green performance level.

Review of Self-assessment Report

Before the SFA issue an Award certificate, they will review the self-assessment report to verify that the minimum requirements have been identified as being met. If it is identified that any of the information provided in the self-assessment report is inaccurate, it may affect the Processing Plant's registration status.

Spot checks

In addition to reviewing the self-assessment report, the SFA will from time-to-time, carry out spot checks to verify the information provided in the self-assessment report. These spot checks may take place without prior notification being provided.

Section E – The Clean Fibre Processing Code of Practice

About the Clean Fibre Processing Code of Practice

The Clean Fibre Processing Code of Practice (CFPCoP) is a standard that provides the opportunity for fibre processors to demonstrate to consumers that the animal fibre produced is sourced and processed in line with ethical cooperate values relating to labour and environmental controls.

A Standards System Improvement Committee (SSIC) through an open and transparent process developed the CoP. The committee included representation from all potential stakeholders (see Annex 1). The key objective is to provide assurance of the ethical use of labour and natural resources within fibre processing, with the priority to create a tool that monitors environmental and labour business practice and balances requirements with realistic and auditable criteria.

Key components of this CoP have been developed in consultation with environmental and human resource experts and practitioners who advised on best practice with consideration of regulatory requirements. For details of the remit of the SSIC, please refer to the SFA's Standard Setting Procedure and SSIC Terms or Reference.

The CFPCoP does not address quality or legal compliance. This is a voluntary standard and is not intended to replace the legal or regulatory requirements of any country. It is the responsibility of each operation to demonstrate compliance with all applicable laws and regulations related to marketing, labour, and business practices.

The Sustainable Fibre Alliance (SFA) wants to express our sincere gratitude for the considerable effort of SFA members, fellow NGOs and specialist advisors without whose help; the development of this CoP would not be possible.

Purpose of the CFPCoP

The purpose of the CFPCoP is to promote, recognise and support collective action by clean fibre processing plants in relation to sustainable business practice. This is driven by consumer demand, and many manufacturers and retailers of fibre products are being asked for verification of ethical sourcing and production relating to the fibres within their textiles products.

The corporate values of many brands, retailers and manufacturers now reflect consumer concerns and require commitment from the supply chain in relation to ethical business practice such as, combating climate change, efficient use of water, energy and chemicals and respectful, secure working environments.

Compliance with the CFPCoP provides this verification and offers traceability for supporting final product claims, demonstrating to fibre buyers sustainable practices that consider and address consumer concerns, along with similar SFA standards and processes for other parts of the fibre supply chain (e.g. Animal Husbandry, Grassland Management).

Fibre Processing plants that demonstrate compliance with the CFPCoP, will receive recognised certification to confirm to fibre purchasers and end users that raw materials are from a sustainable source and the fibre cleaning process meets ethical and environmental requirements.

Who is it aimed at?

The CFPCoP applies to the routine operations of a fibre processing plant alongside the environmental, social and supply chain elements of the business. The core operational aspects apply to the sourcing, receiving and cleaning of dirty animal fibre to the emerging clean fibre for onward production processes such as spinning and weaving.

It is also intended for use by:

- Certification Bodies contracted to provide certification services to the required standard
- Companies involved in the supply chain, to demonstrate traceability of fibre from a sustainable source).

The CFPCoP may be applied globally in relation to any type of animal fibre that requires clean fibre processing.

What does it cover?

The CFPCoP is part of SFA's "Cashmere Standard". The standard aims to provide a recognised industry benchmark for producing clean fibre in a sustainable way. Our approach enables processing plants to demonstrate recognition of corporate social responsibility and ethical business practices and focuses on to three key pillars of business sustainably:

Social and Ethical Responsibilities: Principles and values that govern activity in relation to safety, working conditions and fair labour

Supply Chain and Business Operations: Business practice that facilitate economic long-term growth in relation to business management, day to day operations and the supply chain.

Environmental Sustainability: Initiatives implemented with focus on environmental impact and management

How is it assessed?

Refer to Section B – Assurance Model for details about how the CFPCoP is assessed.

Other parties involved in the assurance process

In addition to the SFA Assessment team, SFA Members may wish to conduct independent verification against published independent reports and may, from time-to-time, contact Processing Plants to carry out their own audit.

Other external organisations, such as ISEAL, may also wish to carry out independent verification of the SFA's Assurance process and may, from time-to-time, contact Processing Plants to carry out their own audit.

Section F – Planning and Conducting the Assessment

Allocation

Registered assessors will be allocated Processing Plants by the SFA in writing. Where possible, this allocation will be made by geographical location, however this may not always be possible.

The SFA will provide the assessor with information relating to the Processing Plant that they will require to carry out an assessment of the Processing Plant, including:

- Name and address of Processing Plant
- Name of nominated personnel
- Application Form and requested information
- Self-assessment report(s)
- Any previous assessment report(s)
- Details of any outstanding corrective actions.

The Assessor must notify the SFA immediately of any known or perceived conflict of interest relating to the Processing Plant they have been allocated, for example:

- if they have any vested interest or are a shareholder in the processing plant
- if they have played any part in creating processes or procedures for the processing plant
- if they are or have ever been employed by the processing plant
- if they are related to, or are friends with, any member of staff employed by the processing plant.

Planning

Before the assessment can begin, the time and date that the assessment will take place will need to be agreed with the assessor and the processing plant. This must be done with enough notice for all parties involved to prepare for the assessment. The following information must be agreed before the assessment and confirmed in writing:

- Venue, date and time
- Who will need to be available at the processing plant to liaise with the assessor and answer questions
- Which activities the assessor wishes to observe during the assessment.

Preparation

To prepare for the assessment, the assessor should:

- review any information relating to the processing plant that has been provided by the SFA, e.g. application form, previous reports, outstanding corrective actions etc.
- review the self-assessment report
- produce an Assessment Plan to identify areas that the assessor wishes to focus on and identify how they will be assessed, e.g. observation, questioning, review of work products etc.

- supply the Processing Plant with an agenda for the assessment activity. Refer to Annex 2 - Agenda Template as a suggestion.

Conduct

On all occasions when the assessor is representing the SFA, either in person, on the telephone or via written communication, they must:

- conduct themselves in a professional manner
- conduct themselves in a manner so as not to bring the SFA into disrepute
- be supportive and offer guidance to the processing plant
- not make promises of certification to the processing plant (only the SFA can make the final decision as to whether certification will be granted).

How to complete the Assessment Report

Refer to CFP Self-assessment Guide for details of how to complete the Self-assessment Report.

Refer to the CFP Independent Assessment Guide for details of how to complete the Independent Assessment Report.

Feedback

After the Independent Assessment Report has been completed, assessors are required to provide feedback to regarding:

- Identified good practice
- Where indicators have not been met
- Corrective actions agreed
 - Development Plan
 - Action Points.

Processing plants must be provided with an opportunity to provide feedback to the SFA in their own words and without duress.

Awards

After reviewing all of the evidence, assessors will make a recommendation to the SFA for either a Bronze, Silver or Gold Award to be made, or that no award should be made because the required indicators have not been met.

Section G – Development Plans and Action Points

When indicators have not been met, or poor practice has been identified, the assessor will agree corrective actions with the processing plant. These corrective actions could be:

- **Development Plan** – recommendations of how to meet the criteria or introduce and implement good practice. Although these are recommendations, they could be escalated to an action point if no attempt has been made to address the underlying issue.
- **Action Point** – mandatory requirement(s) that must be addressed in order to meet criteria, retain membership status and/or to remove a sanction. Action Points relate to a specific sanction, and if not addressed in the agreed timescale, will be escalated to the next level of sanction (see Section I - Tariff of Sanctions).

S.M.A.R.T. Targets

When agreeing a Development Plan or Action Point, SMART targets must be used to ensure they are clear, attainable and the outcome will meet the desired result.

<p>Specific</p>	<ul style="list-style-type: none"> • Who needs to be involved? • What needs to be done? • Why is the target required? • Where should the activity take place? • When does this need to be addressed by?
<p>Measurable</p>	<ul style="list-style-type: none"> • How will you measure progress? • How will you know when the goal is accomplished?
<p>Achievable</p>	<ul style="list-style-type: none"> • How can the goal be accomplished? • What are the logical steps to be taken?
<p>Realistic</p>	<ul style="list-style-type: none"> • Is this a worthwhile goal? • Is this the right time? • Do they have the necessary resources to achieve this goal?
<p>Timebound</p>	<ul style="list-style-type: none"> • By when? Agree a deadline.

Working together to agree development/action points

Development plans and action points should be developed and agreed by all parties involved to ensure the targets set are fair and achievable. This gives the processing plant ownership and aids their understanding of how to address the corrective actions and ensures that unachievable corrective actions are not imposed unfairly. They must also input into the deadlines that are agreed to complete the corrective actions, however, the assessor may decide that the deadline proposed by the processing plant is too lengthy or ambitious and use their knowledge and experience to determine a more realistic deadline.



Who is responsible for addressing corrective actions?

Corrective actions must be allocated to an individual who has the responsibility for ensuring the corrective action has been addressed. The individual allocated responsibility for addressing the corrective action must have, or have direct access to somebody that has, the authority to affect the required changes.

The individual who has the responsibility for ensuring the corrective action has been addressed, may not be the person(s) who carries out the physical task(s) involved, but may be named as a representative who has responsibility for ensuring the corrective action has been taken.

Closing action points out

Once corrective action has been taken and the processing plants are satisfied, they have met the SFA's requirements, they must notify the SFA, who will in turn notify the assessor. Arrangements will be made for the assessor to review the evidence that the corrective actions have been addressed. This may be visiting the processing plants and carrying out an observation, or by remote activity such as reviewing documents sent via email, by Skype or video.

If the assessor is satisfied that the corrective actions have been addressed and the required indicators have been met, they will make a recommendation to the SFA to issue the appropriate certificate by completing and signing the Certificate Claim section of the Independent Assessment Report.

If the Assessor finds that the corrective actions have not been addressed satisfactorily by the deadline agreed, the development or action point could be escalated, and a new action point will be agreed with the processing plant. Only when all corrective actions have been addressed satisfactorily, will the Assessor make a recommendation to the SFA to issue the appropriate certificate by completing and signing the Certificate Claim section of the Independent Assessment Report

Section H – Providing Feedback

How to provide constructive verbal and written feedback



Providing feedback is essential so the processing plant knows what they are doing well, and what needs improvement. If no feedback is provided, the processing plant will not know if they have met the criteria or not.

Feedback must:

- be clear
- be specific
- be constructive
- relate only to activity required to meet the SFA's requirements
- be truthful and impartial
- not be biased
- not be unfair
- not be vague
- not relate to any activity outside of the scope of the Code of Practice being assessed
- be delivered in such a way as to not cause distress or insult
- include specific examples of good or bad practice.

How to record feedback

Feedback must be recorded in the relevant section of the Independent Assessment Report. When recording feedback, it is important to remember that it may be viewed by external organisations. You must not include anything that you would not want somebody else to read.

Recognising good practice

Although providing feedback on things that require further action is vital to promote improvement, providing feedback on what has been done well is also important. This makes organisations, individuals and their work feel valued and worthwhile.

Section I – Sanctions

How and when must sanctions be applied?

Assessors must make an immediate recommendation to the SFA for applying a Sanction where evidence of non-compliance has been identified. The SFA will review the evidence provided and decide whether a sanction should be applied or not and at which level. Refer to Annex 3 – Tariff of Sanctions.

Malpractice

Malpractice is defined as improper, illegal, or negligent professional behavior.

Maladministration

Maladministration is defined as inefficient or dishonest administration; mismanagement.

Annex 1 – The SFA Registration Scheme

Registration scheme:

1. An eligible party contacts the SFA to request inclusion on the register and is informed of the requirements to do so, which may include:
 - a. Completed application form
 - b. Identification photo/information (required for ID cards where issued)
 - c. Payment of a registration fee
2. Having fulfilled the requirements, the party's details are added to the appropriate register (which is available online or on request, to other registered parties, full members and supporter members) and an acknowledgement letter is sent, which includes instructions on how to obtain their ID card or certificate
3. Newly registered parties will be issued with a scheme handbook
4. Disputes that any entity may have with any parties registered with the SFA as part of this scheme, should be brought to the SFA's attention immediately, and will be investigated/mediated with actions taken as appropriate
5. Registered parties who have sufficiently severe, or more than 3, complaints levelled *and upheld* against them within a single year, will be:
 - a. immediately blacklisted for the period of 2 years,
 - b. withdrawn from the register and their ID suspended,
 - c. unable to re-apply for registration for the period of 5 years.
6. Registered parties will be expected to pay a yearly fee in order to remain on the register, where such a fee is applicable (see individual annexes for specific payment structures)
7. Registered parties will be permitted to use the 'SFA Registered' logo to promote their business.



There are currently no plans for the SFA to carry out any checks on eligible parties (additional to any other checks the parties may be subject to) before they are added to the appropriate register. In order to remain on the register, parties must commit to complying with the General Terms and Conditions, and the Additional Terms and Conditions specific to their type (herder organisation, trader, processing plant). All registration scheme T&Cs are given in the annexes of this document. Failure to comply may result in the offending party's details being removed from the register, with additional penalties applied in line with 5b and 5c above, at the SFA's discretion.

Annex 2 – Assessment Agenda Template

Suggested Agenda when conducting an assessment:

- **Arrival and introductions (10 minutes)**
- **Open meeting - structure of the day (10 minutes)**
- **Review of evidence (3 hours)**
- **Complete Assessment Report Summary (1 hour)**
- **Provide feedback (30 minutes)**
- **Close meeting**

Annex 3 – Tariff of Sanctions

Tariff of Sanctions for non-compliance

Non-compliance reference	Non-compliance issue	Sanction
1.1	No action taken to address the underlying issues relating to a previously agreed development point	Entry into Action Plan
2.1	Evidence of malpractice or maladministration in an attempt to obtain certification dishonestly	Suspension of registration
2.2	Refusing access to assessors or verifiers for the purpose of assuring compliance with the Code of Practice	
2.3	Previously agreed corrective actions relating to a Level 1 non-compliance have not been implemented.	
3.1	Significant faults in the management of the Processing Plant which result in an ongoing failure to meet the requirements of the Code of Practice.	Withdrawal of registration
3.2	Activity identified within the Processing Plants which brings the SFA's reputation into disrepute	
3.3	Previously agreed corrective actions relating to a Level 2 non-compliance have not been implemented.	



NOTES



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SUSTAINABLE FIBRE ALLIANCE

Creating a Sustainable Cashmere Value Chain