

Proposed Awards Criteria Clean Fibre Processing



Fibre Processing CoP

Suggested Bronze Minimum Criteria

The SFA's Standards and Compliance Manager has identified which criteria they believe should be the minimum criteria to achieve a Bronze Award, by colour coding the respective indicator bronze.

The criteria I have used for my suggestions are:

- Any Indicator that can be considered as 'Safety Critical', e.g. where there is a risk of illness, injury or death if the correct processes and procedures are not carried out correctly
- Any Indicator that can be considered as 'Technically Critical', e.g. where there is a risk of damage to the fibre, machinery or property if the correct processes and procedures are not carried out correctly
- Any indicator which refers to legislation.

Suggested Bronze, Silver and Gold Award Criteria

Bronze Award

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

Silver Award

- 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%)

Gold Award

- Achievement of all 116 indicators (100%)

Achievement of an indicator is considered as having met the green performance level as indicated using the traffic light system. A maximum of 3 orange indicators will be allowed to consider the minimum requirement as being met.

Action required

The Science and Technical Committee are required to:

- review the suggested Bronze Minimum Criteria and provide feedback, including if any of the suggested indicators should not be included in the minimum requirements, or if there are any not yet currently identified which should be
- Review the proposed Awards Criteria and provide feedback. Where their opinion differs from the suggestion, they must provide an alternative suggestion.

1. Social and Ethical Requirements

Unit 1.1: Health, Safety and Hygiene	
<p>Desired Outcome: Operational health, safety and hygiene policies and procedures that set out the general approach, commitment, and arrangements in place for managing safety and hygiene within the organisation.</p>	
NUMBER	REQUIREMENTS
1.1.1	Health and Safety policy and procedures, adhering to all legal requirements must be in place
1.1.2	An appointed employee must be responsible for labor safety, improved working conditions, implementation and monitoring of law and legislation
1.1.3	A clean, safe working conditions with access to sanitation facilities and access to adequate rest and food consumption facilities must be provided
1.1.4	Access to medical care must be provided including a first aid kit and appropriate transportation to local medical facilities
1.1.5	<p>Machinery and equipment</p> <ul style="list-style-type: none"> - Machinery/equipment installation must be approved by the relevant body - must be regularly serviced and maintenance according to company policy - Appropriate guards, bars, barricades and safety labels must be applied - Instructions for the safe operation of machines must be to hand
1.1.6	A formal risk assessment of workplace hazards must be conducted, and potential risks followed addressed
1.1.7	<p>A Chemical Management Systems (CMS) must be in place including</p> <ul style="list-style-type: none"> - A process to assess all chemical used - Maintained records of all chemical inputs - Documentation that confirms the chemicals meet legislation and are acceptable for use <p>Staff must be fully trained on the safe handling and impact of and dangerous chemical and hazardous substances</p>
1.1.8	<p>Accident and emergency procedures must be in place including:</p> <ul style="list-style-type: none"> - Fire safety requirements - Maintenance of fire alarms and equipment - Tested of emergency evacuation procedures - Regulated workplace fire safety procedures - Records of accidents and occupational illnesses
1.1.9	<p>Protective garments and equipment must be proved and used including:</p> <ul style="list-style-type: none"> - Protective garments and equipment that should meet international quality standards - Maintenance of protective garments and equipment
1.1.10	Fully trained staff in relation to workplace safety, policies and procedures

Unit 1.2: HUMAN RESOURCE MANAGEMENT	
Desired Outcome: A sustainable Human Resource Management strategy that fulfills business objectives and complies with regulations in relation to recruiting, employing, managing, and evaluating staff	
NUMBER	REQUIREMENTS
1.2.1	A human resource management strategy must be in place, that covers all labour law and legislation requirements
1.2.2	An appointed employee must be responsible for the implementation, monitoring and evaluation of the Human Resource Management Strategy
1.2.3	The strategy must reflect the Law on Labor (LOL Code) legislation and include: <ul style="list-style-type: none"> • Employment contracts and collective agreements • Equal rights and opportunities • Remuneration and pay policies • Working condition, safety and sanitation • Non –discrimination policies (women, minors, foreigners and disadvantaged) • Policies that prevent child and forced labour • Recruitment procedures • Employment termination and redundancy procedures • Labor dispute procedures • Disciplinary and grievance procedures • Labor management and monitoring
1.2.4	A formal staff induction and training programme must be provided for all new employees that cover work place safety, and workplace employment procedures, rules and regulations.
1.2.5	The Human Resource Strategy must be reviewed and evaluated against organisational needs
1.2.6	Staff involved Human Resource Management must be trained appropriately
1.2.7	Accurate and maintained HR records must be available

2. Supply Chain and Business Operations

Unit 2.1: SUPPLY CHAIN MANAGEMENT	
Desired Outcome: A traceable, transparent, and sustainable cashmere fibre supply chain that's meet the Sustainable Fibre Alliance Chain of Custody guidelines	
NUMBER	REQUIREMENTS
2.1.1	A Supply chain management system must be in place that supports sustainable business practice
2.1.2	Responsibility for Supply Chain Management and traceability must be allocated within the organisation
2.1.3	Supply chain management procedures must be in place
2.1.4	Verification of suppliers suitability, capacity and authenticity must be evident
2.1.5	Staff involved Supply Chain Management must be trained appropriately
2.1.6	Comprehensive Agreements/contracts with sustainable cashmere suppliers must be evident
2.1.7	Accurate and maintained records that enable tracking of incoming greasy fibre, fibre within the cleaning process and outgoing clean fibre must be available
2.1.8	Clean fibre that has been through the sustainable fibre process should be segregation, labelling and stored appropriately

Unit 2.2: QUALITY MANAGEMENT	
Desired Outcome: Quality control and approval systems, based on recognised quality standards in relation to the clean fibre process and the end product.	
NUMBER	REQUIREMENTS
2.2.1	Formal quality control assurance procedures (QCA) should be in place relation to raw fibre intake, the clean fibre process and the end product
2.2.2	Defined raw/greasy fibre quality standards must be in place that provides the end product requirements, specifications or characteristics
2.2.3	Quality checks and sampling should take place at agreed intervals during the clean fibre process
2.2.4	Procedure for the assessment of fibres against quality standards, during the clean fibre process should be in place
2.2.5	Procedures for dealing with faults and irregularities in product, equipment and machinery must be in place
2.2.6	Procedure for the set up and test of machinery equipment to ensure safety and quality specifications are met must be in place
2.2.7	Standard operating procedures that ensure the clean fibre process is consistent and meets quality requirements must be in place
2.2.8	Required productivity and quality levels a must be achieved and maintained
2.2.9	Staff trained must be trained and aware of quality requirements
2.2.10	Allocated responsibility for quality control and assurance

Unit 2.3: THE RAW FIBRE SORTING PROCESS	
Desired Outcome: Sustainable business practice in relation to the hand sorting and grading of raw/greasy animal fibre	
NUMBER	REQUIREMENTS
2.3.1	Safe working conditions with appropriate lighting (natural light, no poor illumination) must be provided
2.3.2	Established safe working practices must be in place that operate at maximum efficiently i.e. personal protective equipment
2.3.3	Staff must be fully trained in relation to the sorting process, required quality and the grading criteria
2.3.4	Clear quality standards and grading criteria must be in place
2.3.5	Fibres should be opened and synthetics and inferiors fibres removed as part of the sorting process
2.3.6	Sorted fibre is should be segregated, weighted and appropriately labelled
2.3.7	Waste must be segregated and disposed of according to legislation
2.3.8	Sorted fibre must be collected and moved safely and efficiently for the next process
2.3.9	Working practices must be monitored and evaluated

Unit 2.4: THE RAW FIBRE SCOURING PROCESS	
Desired Outcome: Sustainable business practice in relation to organising, implementing, overseeing, and controlling the fibre scouring process.	
NUMBER	REQUIREMENTS
2.4.1	A clean, safe working environment must be provided and working practices must be implemented inline with legislation
2.4.2	Staff must be fully trained staff in relation to the scouring process, machinery, quality and job role responsibilities
2.4.3	Defined quality standards in relation to initial raw fibre and the final clean fibre should be in place
2.4.4	Productivity levels should be agreed, met and maintained
2.4.5	Machines and equipment must be appropriate to requirements i.e. machine capacity, working pressure, wash cycle, temperature settings
2.4.6	Machines and equipment must be safe, clean, serviced and maintained
2.4.7	Standard operational procedures relating to wetting, washing, rinsing and drying fibres should be in place
2.4.8	Chemicals and Hazardous substances must be managed and used safely and in line with legislation
2.4.9	Detergents with the minimum environmental impact must be used
2.4.10	The water flow, pH levels and water usage must be controlled, monitored and evaluated
2.4.11	Water treatment and effluent discharge must comply with relevant environment legislative requirements
2.4.12	Energy usage and efficiently must be monitored, controlled and evaluated
2.4.13	Waste must be segregated and disposed of according to legislation
2.4.14	Scoured fibre must be labeled for traceability and forwarded to the next process
2.4.15	Accurate records and documentation must be in place

Unit 2.5: THE RAW FIBRE DE-HAIRING PROCESS	
Desired Outcome: Sustainable business practice in relation to organising, implementing, overseeing, and controlling the cashmere fibre de-hairing process.	
NUMBER	REQUIREMENTS
2.5.1	A clean, safe working environment must be provided and working practices must be implemented inline with legislation
2.5.2	Staff must be fully trained staff in relation to the de-hairing process, machinery, quality and job role responsibilities
2.5.3	Defined quality standards in relation to initial raw fibre and the final clean fibre should be in place
2.5.4	Productivity levels should be agreed, met and maintained
2.5.5	Machines and conditions must be appropriate to requirements i.e. machine capacity, cylinder circumference, airflow, humidity
2.5.6	Machines and equipment must be safe, clean, serviced and maintained
2.5.7	Standard operational procedures relating to wetting, washing, rinsing and drying fibres should be in place
2.5.8	Chemicals and Hazardous substances must be managed and used safely and in line with legislation
2.5.9	Detergents with the minimum environmental impact must be used
2.5.10	Filter bags, dust and waste must be collected and disposed of in line with legislation

2.5.11	Energy usage and efficiently must be monitored, controlled and evaluated
2.5.12	Waste must be segregated and disposed of according to legislation
2.5.13	De-haired fibre must be labeled for traceability and forwarded to the next process
2.5.14	Accurate records and documentation must be in place

Unit 2.6: THE FIBRE SAMPLING PROCESS

Desired Outcome: Sustainable business practice in relation to the analysis and evaluation of cashmere fibre samples

NUMBER	REQUIREMENTS
2.6.1	Testing facilities must provide appropriate equipment atmosphere and conditions for accurate fibre analysis
2.6.2	Lot samples, laboratory samples and test samples should be representative of the same fibre type according to test requirements
2.6.3	Fibre analysts must be fully trained and competent in fibre testing, analysis and evaluation
2.6.4	Reliable testing and identification techniques should be in place i.e. Light microscopy (LM) or scanning electron microscopy (SEM).
2.6.5	Accurate identification, qualitative, and quantitative analysis of fibre and fibre blends must take place
2.6.6	Fibre must be assessment against customer requirements
2.6.7	Sample approval procedures should be in place
2.6.8	Modifications should be made if samples not meet the required standard
2.6.9	Accurate and complete test reports and records must be in place
2.6.10	The testing laboratory must comply with safety and hygiene requirements and legislation

Section 3. Environmental Sustainability

Unit 3.1: ENVIRONMENTAL MANAGEMENT	
Desired Outcome: Sustainable business practice that implements environmental policy and manages, monitors and evaluates environmental operations, impact, performance, and continuous improvement	
NUMBER	REQUIREMENTS
3.1.1	An Environmental Management system and Plan which includes environmental targets must be in place
3.1.2	An appointed employee must be responsible for the implementation, monitoring and evaluation of the Environmental Management Plan
3.1.3	Environmental policies, procedures and processes must be in place that meet required legislation
3.1.4	Trained staff in environmental management and staff awareness and support of the environmental management system must be available
3.1.5	Monitoring and Evaluation and assessment of environmental performance must take place
3.1.6	Actions to correct variations to planned environmental targets must be implemented
3.1.7	The Environmental Management Plan must be updated annually to ensure continual improvement
3.1.8	Outcomes of implementing the Environmental Management Plan must be evident
3.1.9	Planned continual improvements to environmental performance must be in place

Unit 3.2: Energy Usage Efficiency	
Desired Outcome: Sustainable business practice and continuous improvement in relation to the management of energy usage	
NUMBER	REQUIREMENTS
3.2.1	Procedures must be in place that aim to control energy use
3.2.2	Monitoring and evaluation of energy usage and efficiency must take place
3.2.3	Working practices that make efficient use of energy must be implemented
3.2.4	Organisational energy usage targets must be worked towards
3.2.5	Trained Staff in relation to energy consumption, efficiently and reduction should be in place
3.2.6	Awareness raising initiatives should be implemented in relation to energy consumption, energy efficiency, organizational targets and energy saving working practices
3.2.7	Action to control any sources of extreme energy use must be taken
3.2.8	Recommendations that support continuous improvement in relation to energy efficient working practice must be with the Environmental Plan

Unit 3.3: Water Usage Efficiency	
Desired Outcome: Sustainable business practice and continuous improvement in relation to the management of water usage, treatment and disposal	
NUMBER	REQUIREMENTS
3.3.1	Procedures must be in place that aim to control water use
3.3.2	Monitor and evaluation records in relation to water use, water treatment, water waste and water disposal usage and efficiency must take place
3.3.3	Business practice in relation to water usage, treatment and disposal legal requirements must comply with legal requirements
3.3.4	Organisational water usage and wastage targets must be worked towards
3.3.5	Trained Staff in relation to water consumption, efficiently and reduction should be in place
3.3.6	Awareness raising initiatives should be implemented in relation to water consumption, efficiency, organizational targets and water saving working practices
3.3.7	Action to control any sources of extreme water usage use must be taken
3.3.8	Recommendations that support continuous improvement in relation to water efficient working practice must be with the Environmental Plan

Unit 3.4: Waste Management	
Desired Outcome: Sustainable business practice and continuous improvement in relation to the management waste	
NUMBER	REQUIREMENTS
3.4.1	Procedures must be in place that aim to control and minimize waste
3.4.2	Business practice in relation to waste disposal must comply with legal requirements
3.4.3	Monitor and evaluation records in relation to waste and waste disposal must take place
3.4.4	Organisational waste targets must be worked towards
3.4.5	Trained Staff in relation to waste and waste disposal should be in place
3.4.6	Awareness raising initiatives should be implemented in relation to waste and waste disposal, resource efficiency, organizational targets and waste minimisational working practices
3.4.7	Recommendations that support continuous improvement in relation to waste and waste disposal must be with the Environmental Plan
3.4.8	Action to control any sources of extreme resource usage use must be taken