

Self-assessment Report –  
Clean Fibre Processing Code of Practice

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## Self-assessment Report - Clean Fibre Processing Code of Practice

<b>Name of Processing Plant</b>	
<b>Date</b>	

### Unit 1 - Social and Ethical Requirements

1.1: Health, Safety and Hygiene			
Reference number	Indicator description	Evidence of compliance	ROG
1.1.1	Health and Safety policy and procedures, adhering to all legal requirements <b>must</b> be in place		
1.1.2	An appointed employee <b>must</b> be responsible for labour 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 <b>must</b> be provided		
1.1.4	Access to medical care <b>must</b> be provided including a first aid kit and appropriate transportation to local medical facilities		
1.1.5	Machinery and equipment <ul style="list-style-type: none"> <li>- Machinery/equipment installation <b>must</b> be approved by the relevant body</li> <li>- <b>must</b> be regularly serviced and maintenance according to company policy</li> </ul>		

1.1: Health, Safety and Hygiene			
Reference number	Indicator description	Evidence of compliance	ROG
	<ul style="list-style-type: none"> <li>– Appropriate guards, bars, barricades and safety labels must be applied</li> </ul> Instructions for the safe operation of machines <b>must</b> be to hand		
1.1.6	A formal risk assessment of workplace hazards <b>must</b> be conducted, and potential risks followed addressed		
1.1.7	A Chemical Management Systems (CMS) <b>must</b> be in place including <ul style="list-style-type: none"> <li>– A process to assess all chemical used</li> <li>– Maintained records of all chemical inputs</li> <li>– Documentation that confirms the chemicals meet legislation and are acceptable for use</li> </ul> Staff <b>must</b> be fully trained on the safe handling and impact of and dangerous chemical and hazardous substances		
1.1.8	Accident and emergency procedures <b>must</b> be in place including: <ul style="list-style-type: none"> <li>– Fire safety requirements</li> <li>– Maintenance of fire alarms and equipment</li> <li>– Tested of emergency evacuation procedurs</li> <li>– Regulated workplace fire safety procedures</li> </ul> Records of accidents and occupational illnesses		
1.1.9	Protective garments and equipment <b>must</b> be proved and used including: <ul style="list-style-type: none"> <li>– Protective garments and equipment that <b>should</b> meet international quality standards</li> </ul> Maintenance of protective garments and equipment		
1.1.10	Fully trained staff in relation to workplace safety, policies and procedures		

1.2: Human Resource Management			
Reference number	Indicator description	Evidence of compliance	ROG
1.2.1	A human resource management strategy <b>must</b> be in place, that covers all labour law and legislation requirements		
1.2.2	An appointed employee <b>must</b> be responsible for the implementation, monitoring and evaluation of the Human Resource Management Strategy		
1.2.3	<p>The strategy <b>must</b> reflect the Law on Labor (LOL Code) legislation and include:</p> <ul style="list-style-type: none"> <li>• Employment contracts and collective agreements</li> <li>• Equal rights and opportunities</li> <li>• Remuneration and pay policies</li> <li>• Working condition, safety and sanitation</li> <li>• Non –discrimination policies (women, minors, foreigners and disadvantaged)</li> <li>• Policies that prevent child and forced labour</li> <li>• Recruitment procedures</li> <li>• Employment termination and redundancy procedures</li> <li>• Labor dispute procedures</li> <li>• Disciplinary and grievance procedures</li> <li>• Labor management and monitoring</li> </ul>		
1.2.4	A formal staff induction and training programme must be provided for all new employees that cover workplace safety, and workplace employment procedures, rules and regulations.		
1.2.5	The Human Resource Strategy <b>must</b> be reviewed and evaluated against organisational needs		
1.2.6	Staff involved Human Resource Management <b>must</b> be trained appropriately		
1.2.7	Accurate and maintained HR records must be available		



## Unit 2. Supply Chain and Business Operations

2.1: Supply Chain Management			
Reference number	Indicator description	Evidence of compliance	ROG
2.1.1	A Supply chain management system <b>must</b> be in place that supports sustainable business practice		
2.1.2	Responsibility for Supply Chain Management and traceability <b>must</b> be allocated within the organisation		
2.1.3	Supply chain management procedures <b>must</b> be in place		
2.1.4	Verification of supplier's suitability, capacity and authenticity <b>must</b> be evident		
2.1.5	Staff involved Supply Chain Management <b>must</b> be trained appropriately		
2.1.6	Comprehensive Agreements/contracts with sustainable cashmere suppliers <b>must</b> 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 <b>must</b> be available		
2.1.8	Clean fibre that has been through the sustainable fibre process <b>should</b> be segregation, labelling and stored appropriately		

2.2: Quality Management			
Reference number	Indicator description	Evidence of compliance	ROG
2.2.1	Formal quality control assurance procedures (QCA) <b>should</b> be in place relation to raw fibre intake, the clean fibre process and the end product		

2.2: Quality Management			
Reference number	Indicator description	Evidence of compliance	ROG
2.2.2	Defined raw/greasy fibre quality standards <b>must</b> be in place that provides the end product requirements, specifications or characteristics		
2.2.3	Quality checks and sampling <b>should</b> 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 <b>should</b> be in place		
2.2.5	Procedures for dealing with faults and irregularities in product, equipment and machinery <b>must</b> be in place		
2.2.6	Procedure for the set up and test of machinery equipment to ensure safety and quality specifications are met <b>must</b> be in place		
2.2.7	Standard operating procedures that ensure the clean fibre process is consistent and meets quality requirements <b>must</b> be in place		
2.2.8	Required productivity and quality levels a <b>must</b> be achieved and maintained		
2.2.9	Staff trained <b>must</b> be trained and aware of quality requirements		
2.2.10	Allocated responsibility for quality control and assurance		

2.3: The Raw Fibre Sorting Process			
Reference number	Indicator description	Evidence of compliance	ROG
2.3.1	Safe working conditions with appropriate lighting (natural light, no poor illumination) <b>must</b> be provided		
2.3.2	Established safe working practices <b>must</b> be in place that operate at maximum efficiently i.e. personal protective equipment		

2.3: The Raw Fibre Sorting Process			
Reference number	Indicator description	Evidence of compliance	ROG
2.3.3	Staff <b>must</b> be fully trained in relation to the sorting process, required quality and the grading criteria		
2.3.4	Clear quality standards and grading criteria <b>must</b> be in place		
2.3.5	Fibres <b>should</b> be opened, and synthetics and inferior fibres removed as part of the sorting process		
2.3.6	Sorted fibre is <b>should</b> be segregated, weighted and appropriately labelled		
2.3.7	Waste <b>must</b> be segregated and disposed of according to legislation		
2.3.8	Sorted fibre <b>must</b> be collected and moved safely and efficiently for the next process		
2.3.9	Working practices <b>must</b> be monitored and evaluated		

2.4: The Raw Fibre Scouring Process			
Reference number	Indicator description	Evidence of compliance	ROG
2.4.1	A clean, safe working environment <b>must</b> be provided and working practices <b>must</b> be implemented in line with legislation		
2.4.2	Staff <b>must</b> 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 <b>should</b> be in place		
2.4.4	Productivity levels <b>should</b> be agreed, met and maintained		
2.4.5	Machines and equipment <b>must</b> be appropriate to requirements i.e. machine capacity, working pressure, wash cycle, temperature settings		
2.4.6	Machines and equipment <b>must</b> be safe, clean, serviced and maintained		



2.4: The Raw Fibre Scouring Process			
Reference number	Indicator description	Evidence of compliance	ROG
2.4.7	Standard operational procedures relating to wetting, washing, rinsing and drying fibres <b>should</b> be in place		
2.4.8	Chemicals and Hazardous substances must be <b>managed</b> and used safely and in line with legislation		
2.4.9	Detergents with the minimum environmental impact <b>must</b> be used		
2.4.10	The water flow, pH levels and water usage <b>must</b> be controlled, monitored and evaluated		
2.4.11	Water treatment and effluent discharge <b>must comply</b> with relevant environment legislative requirements		
2.4.12	Energy usage and efficiently <b>must</b> be monitored, controlled and evaluated		
2.4.13	Waste <b>must</b> be segregated and disposed of according to legislation		
2.4.14	Scoured fibre <b>must</b> be labelled for traceability and forwarded to the next process		
2.4.15	Accurate records and documentation <b>must</b> be in place		

2.5: The Raw Fibre De-hairing Process			
Reference number	Indicator description	Evidence of compliance	ROG
2.5.1	A clean, safe working environment <b>must</b> be provided and working practices <b>must</b> be implemented in line with legislation		
2.5.2	Staff <b>must</b> 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 <b>should</b> be in place		



2.5: The Raw Fibre De-hairing Process			
Reference number	Indicator description	Evidence of compliance	R O G
2.5.4	Productivity levels <b>should</b> be agreed, met and maintained		
2.5.5	Machines and conditions <b>must</b> be appropriate to requirements i.e. machine capacity, cylinder circumference, airflow, humidity		
2.5.6	Machines and equipment <b>must</b> be safe, clean, serviced and maintained		
2.5.7	Standard operational procedures relating to wetting, washing, rinsing and drying fibres <b>should</b> be in place		
2.5.8	Chemicals and Hazardous substances must be <b>managed</b> and used safely and in line with legislation		
2.5.9	Detergents with the minimum environmental impact <b>must</b> be used		
2.5.10	Filter bags, dust and waste <b>must</b> be collected and disposed of in line with legislation		
2.5.11	Energy usage and efficiently <b>must</b> be monitored, controlled and evaluated		
2.5.12	Waste <b>must</b> be segregated and disposed of according to legislation		
2.5.13	De-haired fibre <b>must</b> be labelled for traceability and forwarded to the next process		
2.5.14	Accurate records and documentation <b>must</b> be in place		

2.6: The Fibre Sampling Process			
Reference number	Indicator description	Evidence of compliance	R O G
2.6.1	Testing facilities <b>must</b> provide appropriate equipment atmosphere and conditions for accurate fibre analysis		
2.6.2	Lot samples, laboratory samples and test samples <b>should</b> be representative of the same fibre type according to test requirements		

2.6: The Fibre Sampling Process			
Reference number	Indicator description	Evidence of compliance	ROG
2.6.3	Fibre analysts <b>must</b> be fully trained and competent in fibre testing, analysis and evaluation		
2.6.4	Reliable testing and identification techniques <b>should</b> 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 <b>must</b> take place		
2.6.6	Fibre <b>must</b> be assessment against customer requirements		
2.6.7	Sample approval procedures <b>should</b> be in place		
2.6.8	Modifications <b>should</b> be made if samples do not meet the required standard		
2.6.9	Accurate and complete test reports and records <b>must</b> be in place		
2.6.10	The testing laboratory <b>must</b> comply with safety and hygiene requirements and legislation		



### Unit 3. Environmental Sustainability

3.1: Environmental Management			
Reference number	Indicator description	Evidence of compliance	ROG
3.1.1	An Environmental Management system and Plan which includes environmental targets <b>must</b> be in place		
3.1.2	An appointed employee <b>must</b> be responsible for the implementation, monitoring and evaluation of the Environmental Management Plan		
3.1.3	Environmental policies, procedures and processes <b>must</b> 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 <b>must</b> be available		
3.1.5	Monitoring and Evaluation and assessment of environmental performance <b>must</b> take place		
3.1.6	Actions to correct variations to planned environmental targets <b>must</b> be implemented		
3.1.7	The Environmental Management Plan <b>must</b> be updated annually to ensure continual improvement		
3.1.8	Outcomes of implementing the Environmental Management Plan <b>must</b> be evident		
3.1.9	Planned continual improvements to environmental performance <b>must</b> be in place		

3.2: Energy Usage Efficiency			
Reference number	Indicator description	Evidence of compliance	ROG
3.2.1	Procedures <b>must</b> be in place that aim to control energy use		

3.2: Energy Usage Efficiency			
Reference number	Indicator description	Evidence of compliance	R O G
3.2.2	Monitoring and evaluation of energy usage and efficiency <b>must</b> take place		
3.2.3	Working practices that make efficient use of energy <b>must</b> be implemented		
3.2.4	Organisational energy usage targets <b>must</b> be worked towards		
3.2.5	Trained Staff in relation to energy consumption, efficiently and reduction <b>should</b> be in place		
3.2.6	Awareness raising initiatives <b>should</b> 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 <b>must be</b> taken		
3.2.8	Recommendations that support continuous improvement in relation to energy efficient working practice <b>must</b> be with the Environmental Plan		

3.3: Water Usage Efficiency			
Reference number	Indicator description	Evidence of compliance	R O G
3.3.1	Procedures <b>must</b> 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 <b>must</b> 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 <b>must</b> be worked towards		
3.3.5	Trained Staff in relation to water consumption, efficiently and reduction <b>should</b> be in place		

3.3: Water Usage Efficiency			
Reference number	Indicator description	Evidence of compliance	R O G
3.3.6	Awareness raising initiatives <b>should</b> 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 <b>must be</b> taken		
3.3.8	Recommendations that support continuous improvement in relation to water efficient working practice <b>must be</b> with the Environmental Plan		

3.4: Waste Management			
Indicator description	Indicator description	Indicator description	Indicator description
3.4.1	Procedures <b>must be</b> in place that aim to control and minimize waste		
3.4.2	Business practice in relation to waste disposal <b>must</b> comply with legal requirements		
3.4.3	Monitor and evaluation records in relation to waste and waste disposal <b>must</b> take place		
3.4.4	Organisational waste targets <b>must</b> be worked towards		
3.4.5	Trained Staff in relation to waste and waste disposal <b>should</b> be in place		
3.4.6	Awareness raising initiatives <b>should</b> 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 <b>must be</b> with the Environmental Plan		
3.4.8	Action to control any sources of extreme resource usage use <b>must be</b> taken		



Processing Plant Declaration:

By completing and signing this form, we confirm:

- the information provided is complete, current and accurate and a true reflection of the practices implemented within our organisation
- we are aware that if required, the SFA will provide further support and guidance upon request, including:
  - providing additional training where appropriate
  - producing a bespoke development plan to aid our understanding of how to comply with the requirements of the Code of Practice
- we understand that before the SFA issue an Award certificate, they will review the self-assessment report to verify that the minimum requirements have been met
- 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
- we understand the SFA will appoint an Independent Assessor to verify the evidence provided
- we understand that if it is identified that any of the information provided in the self-assessment report is inaccurate, it may affect our registration/membership status.

<b>Name of Processing Plant Representative</b>	
<b>Signature of Processing Plant Representative</b>	
<b>Date</b>	