

Clean Fibre Processing User Guide





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.

	Name	Signature	Position	Date
Prepared by	Lesley Colvin			
Reviewed by				
Approved by				



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



©2020 Sustainable Fibre Alliance. All Rights Reserved. SFA, SFA Standards System, SFA Logo and SFA Certified Logos are trademarks of Sustainable Fibre Alliance.

Disclaimer

Although reasonable care was taken in the preparation of this document, Sustainable Fibre Alliance and any other party involved in the creation of the document hereby state that the document is provided without warranty, either expressed or implied, of accuracy or fitness for purpose, and hereby disclaim any liability, direct or indirect, for damages or loss relating to the use of this document.

Copyright

This publication is protected by copyright. Information or material from this publication may be reproduced in unaltered form for personal, non-commercial use. All other rights are reserved. Information or material from this publication may be used for the purposes of private study, research, criticism or review permitted under the Copyright Act 1976.

Any reproduction permitted in accordance with the Copyright Act 1976 must acknowledge the SFA Codes of Practice as the source of any selected passage, extract, diagram or other information.



Contents

CONTENTS	4
INTRODUCTION	5
Benefits to your organisation	5
OBJECTIVES	5
SCOPE	5
TERMS AND DEFINITIONS	6
REFERENCES	6
HOW TO USE THIS MANUAL	7
Fibre Processing Plants must:	8
4. The Sustainable Fibre Processing Units	11

Introduction

This Sustainable Fibre Processing Code of Practice (SFPCoP) User Guide is intended to direct and support managers of fibre processing plants when working towards accreditation.

The SFPCoP is written in the context of fibre processing operations in Mongolia although it can be applied in similar contexts in other countries where clean fibre processing takes place. Its application relates to the sourcing, receiving, sorting, scouring and dehairing of animal fibre processes alongside the environmental, social, ethical and supply chain elements of the business.

Please note, local regulatory requirements will always take precedent over the requirements of this code of practice, however the requirements of the SFPCoP are recognised by many major manufacturers, retailers and brands across the world as best practice in relation to fibre processing.

Where local requirements appear to conflict with the requirements of this code of practice please work with your Certification Body (CB) and their auditors to identify if your organisation can meet the requirements of the code of practice.

Benefits to your organisation

The Clean Fibre Process Code of Practice is a trusted way to review your production methods and business practise from your customer's point of view, placing you in a position to demonstrate your commitment to running your business operations in a sustainable, environment and ethical way.

SFPCoP Certification will provide you with the best possibly tool to ensure:

- Your organisation is recognised as an environmentally friendly, ethical and sustainable business
- Visible compliance with environmental regulatory requirements
- Robust evidence for purchasers that the finished clean fibre you produce is compliant with recognised sustainability standards

The SFPCoP also considers local and regulatory requirements and builds on these to create a benchmark that manufacturers and world fashion brands can recognise as sustainable and environmentally friendly, providing verification to the end user of ethically sourced and produced fibres within their textiles products.

Objectives

This document is intended to provide guidance related to the self-assessment of the SFA's Sustainable Fibre Processing Code of Practice (SFPCoP). The objectives of this guidance are:

- to ensure a consistent approach to self-assessment of the SFPCoP
- to provide guidance to any person involved in carrying out self-assessment of the SFPCoP.

Scope

This guidance is applicable to the self-assessment of the SFA's Codes of Practice.

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

Local	Refers to the SFA office in the country in which these SFA's Codes of Practice are applied.

References

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

- The SFA's Sustainable Fibre Processing Code of Practice
- The SFA's Sustainable Fibre Processing Self-assessment Guidance
-

How to use this guide

This User Guide includes additional information to the requirements of the SFPCoP and provides a self-assessment tool intended to make the process easier for Fibre Processing Plant Managers to identify the plants ability to comply with the SFPCoP requirements, the document includes:

Guidance on the step-by-step approach to the process of adopting sustainable business practices.

Sustainable Fibre Processing Code of Practise Requirements in relation to assessing, planning, implementing and evaluating activities

A list of the sections and units within the Sustainable Fibre Processing Code of Practise

Tips and guidance on the SFA auditing process

Guidance on SFA support, the complaints procedure and feedback process

- **Annex 1:** Unit requirements, describing the desired outcome plus
 - Indicators that enable you to demonstrate compliance
 - Guidance on what compliance with these requirements will look like
 - Documents, records and information that can be made available to auditors during their visit
 - Direction to relevant legislation and reference documents

NOTE: The SFPCoP Units and criteria can be found in Section 6 of the Code of Practice

- **Annex 2:** The SFA approach to achieving and maintaining certification of compliance is one of continuous improvement. To assist you with preparation for your first assessment of compliance a Self-assessment Report has been developed. Additional copies of this document can be downloaded from the SFA website www.sustainablefibre.org

The Step-by-Step Approach

The SFPCoP requires that Fibre Processing Plants demonstrate the following units of sustainability:

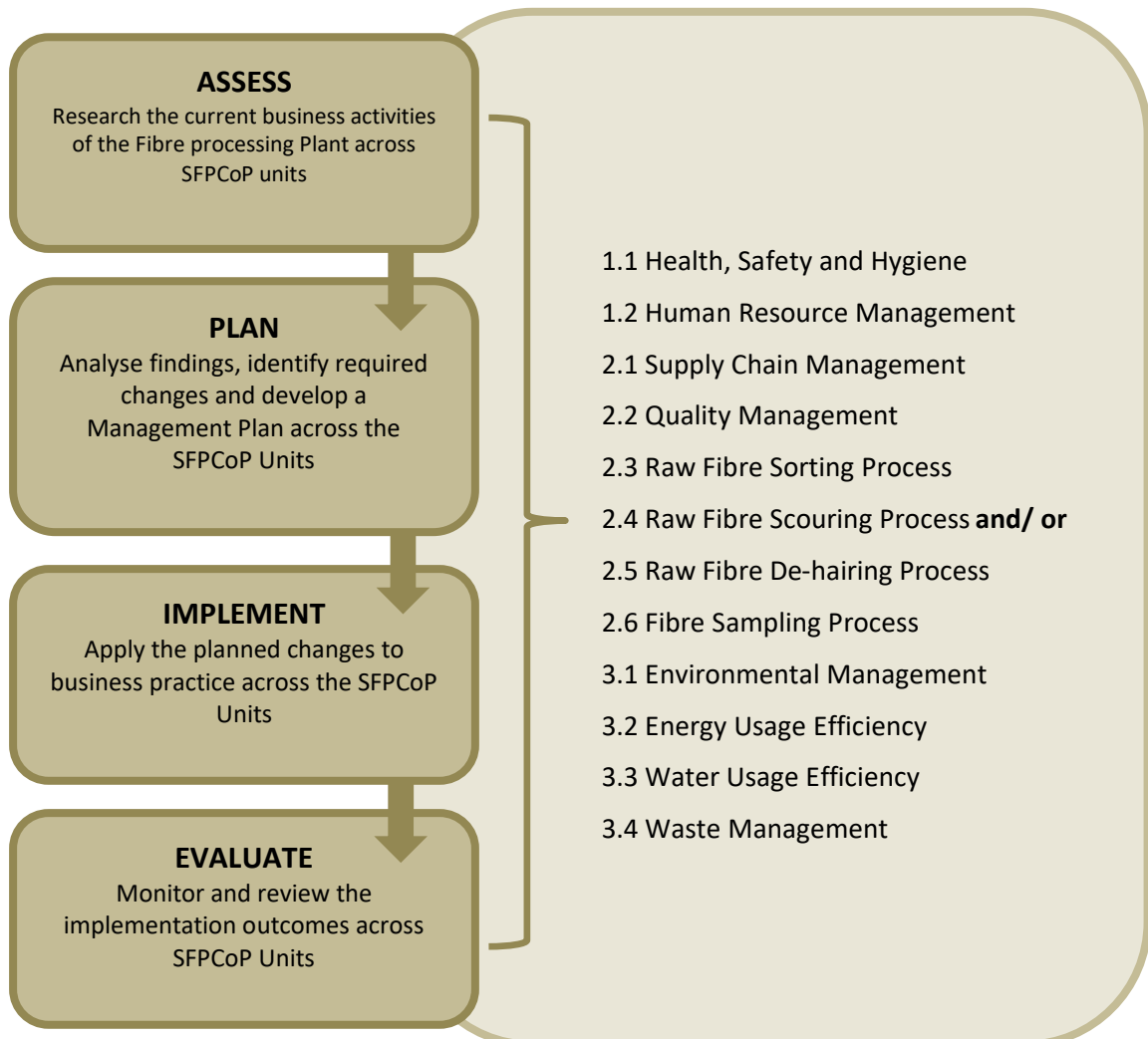
Social and Ethical Responsibilities: Principles and values that govern activity including safety, working conditions and fair labour

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

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

The Fibre Processing plant must commit to engage in a process of adopting sustainable business practices with the purpose of maintaining or improving the clean fibre process. The units require that the Fibre Processing Managers must assess current business practise and operations, plan and implement improvements and evaluate the effectiveness of the implementation as demonstrated below.

Fibre Processing Plants must:



4 Sustainable Fibre Code Requirements

The requirements are set out in detail below:

<p>Application</p>	<p>Processing Plants are required to register with the SFA, see Annex 1 – The SFA Registration Scheme</p> <p>The application for accreditation must be accompanied by:</p> <ul style="list-style-type: none"> a) A summary of the organisations background and current status b) A clear description of the organisations structure, operations and product c) A clear description of the legal status of the organisation applying for accreditation d) The organisations mission and vision statements e) Relevant policies and procedures f) Evidence of any achievements to-date i.e. awards, accreditations
---------------------------	--

<p>Self-assessment</p>	<p>Fibre Process Plant Managers must review and assess the businesses practices, operations and resources required to carry out the clean fibre process.</p> <p>The results of the assessment must be clearly documented within a self-assessment report. The assessment of the clean fibre process must:</p> <ul style="list-style-type: none"> a) Identify and describe all operations within the clean fibre process and supporting business practice b) Identify and describe resources used across the clean fibre process c) Assess and document the condition of the plant, equipment and facilities
-------------------------------	--

<p>Management Plan</p>	<p>Fibre Processing Plant Managers must prepare, document and implement a Management Plan covering the clean fibre process operations, which supports sustainable business practice.</p> <p>The Management Plan must consider the findings of the Self-Assessment and may also consider other relevant inputs.</p> <p>The Management Plan must cover the SFPCoP Unit criteria.</p> <p>At a minimum, the Management Plan must include:</p> <ul style="list-style-type: none"> a) a statement of the business objectives b) a three-year action plan c) Measures to maintain/improve the clean fibre processes d) Measures to reduce or regulate the use of resources e) Measures to reduce the environmental impact f) Measures to maintain or improve working conditions g) Measures to maintain or improve human resource management h) Measures to maintain or improve the working environment i) Measures to ensure compliance with applicable legal regulations
-------------------------------	--

<p>Implementation</p>	<p>Implementation of the Management Plan is the responsibility of the Fibre Processing Managers and all staff collectively.</p>
------------------------------	---



	<p>Where relevant, active steps should be taken to coordinate plans and activities of other stakeholders.</p> <p>During implementation of the Management Plan, plant managers may make decisions that are not specified in the planning documents. Clean Fibre Process managers should take adaptive responses that consider the long-term sustainability of the business and alter the plan accordingly.</p>
--	---

Evaluation	<p>Fibre Processing Plant Managers must develop, document and implement a clear plan for monitoring and evaluating implementation of the Management Plan.</p> <p>The monitoring and evaluation plan must:</p> <ul style="list-style-type: none"> a) Describe the monitoring and evaluation methodology i.e. data collection, documentation, data analysis, reporting b) The outcomes of the monitoring and evaluation i.e. Did activities improve operations, resource management, staff retention or reduce the environmental impact c) Specify the timing and method of monitoring and evaluation activities i.e. participating staff, meeting agenda, data collection and analyse processes. <p>Evaluation Management Plan implementation must be undertaken at least once a year.</p> <p>Evaluation may result in adjustment of or supplements to the Management Plan. Considered and implemented adjustments must be recorded in an updated Management Plan.</p> <p>Monitoring and evaluation methods may improve over time. The Monitoring and Evaluation Plan may be adjusted accordingly and justifications for the changes made must be documented.</p> <p>Monitoring data and records of the results of all evaluation activities must be documented and made available at each external assessment event.</p>
-------------------	---

Documents required	<p>Documentation of the process above and measures taken to implement and improve the fibre processing plant management is the basis for external assessment of compliance.</p> <p>Fibre process plants seeking recognition must prepare, retain and make available the following documentation (in addict to those listed in 3.1.1):</p> <ul style="list-style-type: none"> a) Fibre Processing Plant Self-assessment Report b) Fibre Processing Plant Management Plan (including all previous and any subsequent amended or new plans) c) Fibre Processing Plant Monitoring and Evaluation Plan (including data/ results of monitoring and evaluation activities) <p>Records of any other activities conducted to improve the plant’s capacity or environmental performance should also be kept, retained and made available to demonstrate the organisations efforts to continually improve sustainable business practices.</p> <p>PLEASE NOTE: Strategies, policies and procedures applicable to each unit is also required as listed in the unit guidance.</p>
---------------------------	---

The Sustainable Fibre Processing Units

The SFPCoP comprises of three units a follows:

1. Social and Ethical Requirements	*2.5 Raw Fibre Dehairing Process
1.1 Health, Safety and Hygiene	2.6 Fibre Sampling Process
1.2 Human Resource Management	3. Environmental Sustainability
2. Supply Chain and Business Operations	3.1 Environmental Management
2.1 Supply Chain Management	3.2. Energy Usage Efficiency
2.2 Quality Management	3.3 Water Usage Efficiency
2.3 Raw Fibre Sorting Process	3.4 Waste Management
*2.4 Raw Fibre Scouring Process	

*The undertaking of Unit 2.4 and 2.5 will depend on the processes within the plant. Both units can be utilised in plants who carry out both the scouring and dehairing process. However, many plants just carry out one of these processes, in which case please choose the appropriate unit.

Annex 1 of this guidance provides detail on the criteria, performance indicators against the criteria, the means of verification and evidence required and direction to reference information.

Implementation of activities in compliance with the Units is the collective responsibility of the Fibre Processing Plant seeking accreditation. The Fibre Processing Plant management team should oversee activities and ensure that all relevant colleagues are familiar with the contents of the Management Plan, implementation and the Monitoring and Evaluation Process.

The users of these units are referred to as “the fibre processing plant” During annual external assessment as part of the accreditation process; a clear description of the process plant and its legal status must be presented.

The Auditing Process

We understand that your time is valuable. So here are some tips to help the process go as smoothly and quickly as possible:

- Fill in the Assessment Template. This is not a pre audit requirement but can help you in deciding if you are ready to make a commitment to comply with the requirements of the code of practice.
- Have evidence available to verify claims of compliance that you are making. This is particularly relevant where compliance with the code of practice relies on being able to demonstrate regulatory requirements.
- Be prepared to walk your auditor around your processing factory, making any protective clothing etc. is available to the auditor where necessary
- Ask question regarding anything you are unsure about. The auditor is there to help you achieve your desire to be compliant with the requirements of the code of practice and will offer advice where they can.

The assessment, certification and auditing process is detailed in Section Five the SFPCoP.

Contacts

Questions

SFA Clean Fibre certified organisations should direct questions about the code of practice, its certification process, any associate labelling and logo use, or others to their responsible Certification Body (CB) first. Non-Clean Fibre certified parties may contact the responsible CB or the SFA. If the CB is unable to answer the question, they will contact SFA for interpretation or clarification.

Complaints

To submit an official complaint about any processing factory that is certified by SFA please follow the process detailed in the *SFA Codes of Practice Complaint Procedures*. (See www.sustainablefibre.org)

Feedback

To provide feedback for the Clean Fibre Code of Practice or any other aspect of SFA work, contact admin@sustainablefibre.org. Feedback plays an important part in the future development of our codes of practice and the services that the SFA and it CBs provide.



Unit Criteria and Performance Indicators

This section details the desired outcome of each unit, performance indicators against unit criteria and guidance on evidence requirements.

Unit 1: Social and Ethical Responsibilities

1.1: HEALTH, SAFETY AND HYGIENE					
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.		Performance Levels			Indicative evidence
NUMBER	REQUIREMENTS	Green	Orange	Red	
1.1.1	Health and Safety policy and procedures, adhering to all legal requirements must be in place				Safety & Hygiene Policy & procedures Staff Induction records
1.1.2	An appointed employee must be responsible for labor safety, improved working conditions, implementation and monitoring of law and legislation				Safety & Hygiene Policy & procedures Staff Induction records
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				Safety & Hygiene Policy & procedures
1.1.4	Access to medical care must be provided including a first aid kit and appropriate transportation to local medical				Safety & Hygiene Policy & procedures



1.1: HEALTH, SAFETY AND HYGIENE					
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.		Performance Levels			Indicative evidence
NUMBER	REQUIREMENTS	Green	Orange	Red	
	facilities				
1.1.5	Machinery and equipment <ul style="list-style-type: none"> - Machinery/equipment installation must be approved by the relevant body - must be regularly serviced and maintained according to company policy - All appropriate guards, bars, barricades and safety labels must be applied - Instructions for the safe operation of machines must be to hand 				Safety & Hygiene Policy & procedures
1.1.6	A formal risk assessment of workplace hazards must be conducted, and potential risks followed addressed				Safety & Hygiene Policy & procedures
1.1.7	Where chemicals are in use Chemical Management Systems (CMS) must be in place including <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 Staff must be fully trained on the safe handling and impact of and dangerous chemical and hazardous substances				Safety & Hygiene Policy & procedures Staff Training records
1.1.8	Accident and emergency procedures must be in place				Safety & Hygiene Policy

1.1: HEALTH, SAFETY AND HYGIENE					
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.		Performance Levels			Indicative evidence
NUMBER	REQUIREMENTS	Green	Orange	Red	
	including: <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 				& procedures Staff Induction records
1.1.9	Protective garments and equipment must be proved and used including: <ul style="list-style-type: none"> - Protective garments and equipment that should meet international quality standards - Maintenance of protective garments and equipment 				Safety & Hygiene Policy & procedures
1.1.10	Fully trained staff in relation to workplace safety, policies and procedures				Safety & Hygiene Policy & procedures Staff Induction records Staff Training records

1.1 PERFORMANCE INDICATORS

<p>A compliant fibre processing plant must:</p> <ul style="list-style-type: none"> - Demonstrate commitment and application of health, safety and hygiene policies and procedures across all elements of the within the unit. - All machinery and equipment must have the appropriate guards, bars, barricades and safety
--



labels in place

Means of verification include:

Safety & Hygiene Policy & procedures

Staff Induction records

Staff Training records

Staff Handbook

Records of cleaning/building maintenance

Documented chemical inputs

Chemical assessment processes

Medical care procedures

First Aid Kit

Accident Records

Protective garments/equipment

Risk Assessments/records of actions

Emergencies procedures

Machine, service & maintenance records

Machinery installation records

Warrantees

Machine/ equipment operational manuals

Health & Safety Audits

Note: This is not an exhaustive list

Reference and support information

Local Health and safety law link [LINKS](#)

Global Health and Safety Standards [LINKS](#)

ZDHC and MLRS Documents [LINKS](#)

etc.





1.1:					
Desired Outcome:		Performance Levels			Evidence
NUMBER	REQUIREMENTS	Green	Orange	Red	

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	<p>The strategy must reflect the Law on Labor (LOL Code) legislation and include:</p> <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

PERFORMANCE INDICATORS

1.2

A compliant fibre processing plant must:

Demonstrate commitment and application of a Human Resource Management Strategy which Includes policies and procedures across all elements within the unit.

Means of verification include:

Policies / procedures relating to:

Non -discrimination

Maternity rights

Data protection

Recruitment

Disciplinary procedures

Redundancy

Employing Foreign Nationals

Child labour

Forced labour

Flexible working

Equal rights and opportunities

Grievance procedures

Sickness and sick pay

Employment Termination

Holidays/ holiday pay

Underperformance

Pay and benefits

Contract Variations

Staff Training Records

Employment contracts

Staff Performance Reviews

Staff Handbooks

Staff Inductions

Employment records

Working hours

Note: This is not an exhaustive list

Reference and support information

National /Local Labour Laws LINKS

International Labour standard LINKS

The Global Social Compliance Programme LINKS

Local Health and safety law link LINKS



Unit 2: Supply Chain and Business Operations

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 supplier's 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, packaged, labelling and stored appropriately

PERFORMANCE INDICATORS

<p>2.1 A compliant fibre processing plant must: Demonstrate commitment and application to a traceable, transparent, and sustainable fibre supply chain across all elements within the unit.</p> <p>Means of verification include:</p>
--



Supply Chain Management policy and procedure
 The supplier approval process
 Procurement records
 Supplier Applications
 Supplier contracts and agreements
 Approved supplier list
 Staff Training Records
 Fibre labels and required information i.e. content, origin, supplier, date, weight etc.
 Fibre packing, segregation and storing procedures
Note: This is not an exhaustive list

Reference and support information
 To be researched and added

1.1:					
Desired Outcome:		Performance Levels			Evidence
NUMBER	REQUIREMENTS	Green	Orange	Red	



1.1:					
Desired Outcome:		Performance Levels			Evidence
NUMBER	REQUIREMENTS	Green	Orange	Red	

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
2.2.11	All finished products must be packaged appropriately and clearly labeled with sufficient information

PERFORMANCE INDICATORS

<p>Unit 2.2 A compliant fibre processing plant must:</p>



Demonstrate commitment and application of quality assurance across the process operations and the end product.

Means of verification include:

- QCA Procedures
- Quality Standards
- Faults procedures
- Standard Operating Procedures
- Staff Training Records
- Customer requirements
- Specifications
- Customer feedback

Note: This is not an exhaustive list

Reference and support information

To be researched and added

1.1:					
Desired Outcome:		Performance Levels			Evidence
NUMBER	REQUIREMENTS	Green	Orange	Red	

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 efficiency 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 inferior 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

PERFORMANCE INDICATORS

2.3**A compliant fibre processing plant must:**

Demonstrate commitment and application of sustainable business practices across all elements of the unit

Means of verification include:

Standard Operating Procedures

Quality Standards

Grading Criteria

Category guidance

Specifications

Staff Training records

Workplace documentation

Waste disposal records

Workplace conditions

Note: This is not an exhaustive list

Reference and support information

To be researched and added



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

PERFORMANCE INDICATORS

2.4 A compliant fibre processing plant must:

Demonstrate commitment and application of sustainable business practices across all elements of the unit

Means of verification include:

Workplace condition

Standard Operating Procedure

Quality Standards

Fibre Labels

Work Documentation

Specifications

Staff Training records

Water control procedures

Energy control procedures

Waste disposal records

Productivity records

Machine manuals

Maintenance and service records

Weighing and labeling guidance

Targets and performance records and Initiatives

Note: This is not an exhaustive list

Reference and support information

To be researched and added

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

PERFORMANCE INDICATORS 2.5**A compliant fibre processing plant must:**

Demonstrate commitment and application of sustainable business practices across all elements of the unit.

Means of verification include:

Workplace condition

Standard Operating Procedure

Quality Standards

Fibre Labels

Work Documentation

Specifications

Staff Training records

Water control procedures

Energy control procedures

Waste disposal records

Productivity records

Machine manuals

Maintenance and service records

Weighing and labeling guidance

Targets and performance records and Initiatives

Note: This is not an exhaustive list



Reference and support information

To be researched and added



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

PERFORMANCE INDICATORS

<p>2.6 A compliant fibre processing plant must: Demonstrate commitment and application of sustainable business practices across all elements of the unit Means of verification include: Test and sample approval procedures</p>
--



<p>Sample collection procedures</p> <p>Quality Standards</p> <p>Staff Training records</p> <p>Workplace conditions</p> <p>Work documentation</p> <p>Productivity records</p> <p>Equipment manuals</p> <p>Test Data</p> <p>Test Reports</p> <p>Fibre specifications</p> <p>Customer requirements</p> <p>Note: This is not an exhaustive list</p> <p>Reference and support information</p> <p>To be researched and added</p>
--

Unit 3. Environmental Sustainability

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, trained in environmental management 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	Where chemicals are in use Chemical Management Systems (CMS) must be in place that reflect environmental management in relation to the use and disposal of chemicals
3.1.7	Actions to correct variations to planned environmental targets must be implemented
3.1.8	The Environmental Management Plan must be updated annually to ensure continual improvement
3.1.9	Outcomes of implementing the Environmental Management Plan must be evident
3.1.10	Planned continual improvements to environmental performance must be in place

PERFORMANCE INDICATORS

<p>3.1 A compliant fibre processing plant must:</p> <p>Demonstrate commitment and application of environmental management, policies and procedures that, identifies performance, assesses impact and provides continuous improvement</p> <p>Legislation already dictates that a general Environmental Management Plan must be in place, this EMP is acceptable with indications of additional procedures put into place that are specific to the clean fibre process and may be over and above minimal government requirements.</p> <p>Means of verification include:</p> <p>Environmental policies and procedures</p> <p>Environmental Management Plan</p>

Environmental Impact assessments/plans (as required by law)]]
Working towards or achievement of ISO 140001
Working conditions
Environmental Targets in relation to:
Daily records of Energy consumption
Daily records of Water consumption
Waste Minimisation
Records of Waste Disposal
Records of training of those responsible for the EMP
General Staff Training Records
Environmental impact assessments
Evidence of building insulation to reduce energy consumption insulation
Reports and data on environmental performance
Records of measures taken to reduce or eliminate adverse environmental impacts
Environmental audits
Documented awareness raising initiatives /campaigns
Note: This is not an exhaustive list

Reference and support information

Government organisations that provide monitoring and inspection, e.g. Water Agency, State Specialised Inspection Agency.
Waste management and reduction guidance
Training and capacity building events -chamber of commerce

State Specialised Inspection Agency	
To be researched and added	
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, including the installation of energy meters to record energy consumption during production.
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 including the insulation of buildings to reduce energy waste
3.2.8	Recommendations that support continuous improvement in relation to energy efficient working practice must be with the Environmental Plan

PERFORMANCE INDICATORS

<p>3.2</p> <p>A compliant fibre processing plant must:</p> <p>Demonstrate commitment and application of energy management that’s identifies consumption, reduces use and implements continuous improvement.</p> <p>Means of verification include:</p>
--



Energy saving initiatives within the Environmental Management Plan
Energy saving commitment within the Environmental policy and procedures
Environmental Targets in relation to Energy consumption
Records of Energy Consumption
Staff Training Records
Reports and data on environmental performance
Records of measures taken to reduce energy consumption
Environmental audits
Documented awareness raising initiatives /campaigns

Note: This is not an exhaustive list

Reference and support information

To be researched and added



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, including the installation of water meters to record water usage during production.
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

PERFORMANCE INDICATORS

<p>3.3</p> <p>A compliant fibre processing plant must:</p> <p>Demonstrate commitment and application of water management that’s identifies consumption, reduces use and implements continuous improvement across all elements of the unit.</p> <p>Means of verification include:</p>



Water saving initiatives within the Environmental Management Plan
Water saving commitment within the Environmental policy and procedures
Environmental Targets in relation to water consumption, treatment, disposal and waste
Records of Water Consumption
Staff Training Records
Reports and data on environmental performance
Records of measures taken to reduce water consumption
Environmental audits
Documented awareness raising initiatives /campaigns

Note: This is not an exhaustive list

Reference and support information

To be researched and added

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

PERFORMANCE INDICATORS

<p>3.4</p> <p>A compliant fibre processing plant must:</p> <p>Demonstrate commitment and application of waste management that’s identifies consumption, reduces waste, assesses waste disposal methods and implements continuous improvement across all elements of the unit.</p> <p>Means of verification include:</p> <p>Waste reduction initiatives within the Environmental Management Plan</p> <p>Waste minimisation commitment within the Environmental policy and procedures</p> <p>Waste Disposal procedures and legislation</p>

Environmental Targets in relation to resource consumption and waste minimisation

Records of Waste disposal

Staff Training Records

Reports and data on resource usage, waste generation and waste disposal

Records of measures taken to reduce resource consumption and waste

Environmental audits

Documented awareness raising initiatives /campaigns

Note: This is not an exhaustive list

Reference and support information

To be researched and added

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.

