SUSTAINABLE FIBRE ALLIANCE

Code of Practice in:
Clean Fibre Processing

COO3 Draft Version1.1

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

Issue Status

V1 – March 2020	Pilot launch of Clean Fibre Processing Code of Practice
V1.1 – 22/12/2020	First Draft version following feedback from review. Unit Structure revised (pages 12-19)

Contents

1. Introduction

1.1. About the Sustainable Fibre Alliance

The Sustainable Fibre Alliance (www.sustainablefibre.org) is a non-profit international organisation working with the extended cashmere supply chain, from herders to retailers. Our aim is to promote a global sustainability standard for cashmere production and ensure that internationally traded cashmere is produced using sustainable practices resulting in a reduced environmental footprint and equitable economic returns for participants throughout the supply chain.

The SFA provides an independent, non-competitive platform that enables end-to-end cashmere supply chain, non-government and government organisations to come together with a common interest in ensuring sustainability in the cashmere industry. Working with these organisations, the SFA Clean Fibre Processing Code of Practice is part of SFA's "Sustainable Cashmere Production Standard for Mongolia". The standard provides a recognised industry benchmark for sustainable cashmere production.

The SFA's specific objectives are to:

1. **Reduce the environmental impact of cashmere production and promote the conservation of the biodiversity** through a range CoP designing and implementing globally with applicable solutions that are effective locally.

2. **Raise the animal welfare of cashmere goats** to improve the health and welfare of goats through the Animal Welfare Code of Practice and protect goats from the hazards posed by extreme weather conditions.

3. **Reduce the environmental impact of cashmere fibre processing** through the Clean Fibre Processing Code of Practice, to eliminate industrial releases of all hazardous chemicals from the scouring and wet processing of cashmere fibres.

4. **Improve livelihoods and economic development** in participating cashmere producing regions by scaling up our grassroots projects and supporting herders' livelihoods through value chain innovations.

5. **To advance the awareness of sustainable production to consumption of fibres internationally and improve commitment to and flow of sustainable cashmere** throughout the supply chain and realise collaborative market-led sustainable value propositions across the supply chain, from herding cooperatives to brands and retailers.

1.2. About the Clean Fibre Processing Code of Practice

The Clean Fibre Processing Code of Practice (CFPCoP) is a voluntary Code of Practice for all the cashmere fibre processing industry, but is primarily aimed processing plants that are SFA members. It provides the opportunity for fibre processers 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.

1.3. Purpose of the Clean Fibre Processing Code of Practice

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.

1.4. Scope of the Clean Fibre Processing Code of Practice

The CFPCoP is part of SFA's "Sustainable 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

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.

2. Document Structure

2.1. Format

This document sets out the overall requirements for compliance with the CFPCoP. The document is structured to provide background and stage by stage coverage of the process and requirements including :

- The use of the CFPCoP and how and where it applies to industry Practice
- Practical details in relation to SFA registration, assessment, Certification, Certification Bodies and SFA Audits
- The requirements of the CFPCoP and the CFPCoP units
- The Working Groups involved in developing the CFPCoP
- Definitions and commonly used terms within the document and the fibre processing industry

Further details, guidance and clarifications can be found in the CFPCoP Guidance Manual.

Throughout this and supporting documents, the following words have been used to describe what is required, recommended, allowed, or possible:

- 'must' indicates a requirement strictly to be followed
- 'should' indicates a recommendation
- 'may' and 'can' indicates an allowance and possibility

"Desired Outcomes" have been included to detail the intent of the requirements, but they are not requirements themselves, see the following example:

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

2.2.   Definitions

Key terms and definitions used in the CFPCoP and the related guidance document are listed below:

Announced Audit	The fibre processing plant is contacted well in advance and a date set for the on-site audit
Audit	A means to verify compliance with the standard. It can involve visual inspection, interviews and/or document reviews.
Auditor	A person that examines and evaluates compliance with a standard.
Certification Body (CB)	An authorised third party carrying out audit or certification in accordance with the provisions set out in this code of practice
Certified	The provision by a quality assurance process of written assurance (a certificate) that the organisation in question meets specific requirements.
Organisation	Entity being registered, working towards or certified for compliance with SFA Codes of Practice.
Fibre Processor	Entity responsible for the production of inputs into the clean fibre process.
Records	The information in written, visual, or electronic form that documents the activities undertaken by a user to demonstrate compliance with requirements.
SFA Registered	A Clean Fibre Processing plant that can demonstrate that it consistently meets the minimum requirements of the Clean Fibre Processing Code of Practice. A business approach that contributes to sustainable development by delivering economic, social, and environmental benefits
Standard	A standard is a defined requirement that must be attained to be awarded Certification
Traffic Light Rating (RAG)	An assessment rating system for evaluating the performance of a process or variable in relation to a goal.
Clean Fibre	Animal Fibre that has been processed to remove soil, vegetable impurities, grease and other contaminants
Sorting	The process by which raw animal fibre is sorted and categorised into grades and colour, normally done by hand and includes the removal of natural and synthetic contaminates
Dehairing	The removal of coarse guard hair from the soft underdown as the co-mingled mass of fibre passes through a series of dehairing heads on the dehairing machine
Scouring	The process by which all natural and additive impurities such as oil, wax, fat, vegetable and other contaminates are removed to produce clean fibre. It is one of the vital elements of wet processing
Wet Processing	The collective term for the processes used to clean or improve fibres or textiles using the application of liquids.
Sampling	The selection of a relatively small fraction of fibre from batch of fibre; the sample is supposed to be a true representative of the fibre mass.
Standard Operations Procedure	A set of step-by-step instructions compiled to create uniformity of performance and help workers carry out complex routine operations.

2.3.   Acronyms

The following acronyms are commonly used in the Clean Fibre Processing Code of Practice:			
NC	Non-compliance	**IMS**	Internal Management System
CFPCoP	Clean Fibre Processing Code of Practice	**EMS**	Environmental Management System
NGO	Non-Government Organisation	**SOP**	Standard Operations Procedure
HRS	Human Resource Management	**M&E**	Monitoring and Evaluation
QCA	Quality Control Assurance	**CSR**	Corporate Social Responsibility
CMS	Chemical Management System		

2.4.   Accompanying Documents

The following documents are part of the SFA Standard System and are fully binding. All documents may be found at www.sustainablefibre.org

- Sustainable Fibre Alliance Requirements for Certification Bodies
- SFA Logo User Guide
- SFA Claims Guide
- Accreditation and Certification Procedures for SFA Codes of Practice
- SFA Policy and Templates for Issuing Certificates of Compliance
- CFPCoP Guidance Manual

2.5.   Reference Documents

- the ISEAL Code of Good Practice for Setting Social and Environmental Standards (Public Version 6-0, December 2014)
- ISO/IEC Directives, Part 2: Rules for the structure and drafting of International Standards
- ISO/IEC Guide 59 Code of Good Practice for Standardization (February 1994)
- International Labor Organization Conventions

3. Use and application of the Clean Fibre Processing Code of Practice

The Units within the CFPCoP are applicable to any business carrying out Clean Fibre Processing processes.

The users of this Code of Practice and the Units within will be Clean Fibre Processing Plants. These users are referred to in these Units as "Fibre Processing Plants" During annual external assessment as part of the accreditation process; a clear description of the process plant and its legal status must be presented.

Fibre Processing Plants seeking accreditation must be able to demonstrate ethical management and sustainable business practices in relation to fibre processing operations. Therefore, the Fibre Processing Plant should commit to adopting sustainable business practices with the purpose of maintaining or improving the clean fibre process.

The requirements of the CFPCoP units are based on the assumption that plant staff will engage in adaptive management. The units thus requires that Fibre Processing Managers assess resources; develop and implement a Clean Fibre Processing Management Plan; and monitor and evaluate the effectiveness of the management plan implementation and outcomes.

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 content of the Clean Fibre Processing Management Plan, implementation of the plan and the Monitoring and Evaluation Plan

The requirements of the units are set out in Section Six.

4. The SFA Registration Assessment, Certification and Auditing Process

4.1. SFA Registration

The first step to accreditation is registration with SFA. Participating Fibre Processing Plants must follow the registration procedure below:

| Register you interest in accreditation | Complete & submit an Organisation Summary* Form | SFA conduct an External assessment* | SFA reviews results | Submission Approval or recommendations |

*The Organisation Summary Form and External Assessment Form and criteria can be found on the SFA website (LINK).

4.2. SFA Assessment of the Clean Fibre Processing Code of Practice

External assessors using a defined set of performance-based indicators will conduct assessment of compliance with the requirements of the CFPCoP units. These indicators relate to ethical business

practice, economic responsibility and environmental sustainability and are split into three areas as described in Annex 1.

The indicators within the units refer to conditions relevant to compliance; the CFPCoP User Guide lists the indicators and the sources of information on which assessment will be made (i.e., 'means of verification').

In addition to being able to demonstrate compliance with the requirements of the CFPCoP applications must be accompanied by company back ground information as listed in the User Guide.

The indicators are assessed using the Traffic Light Rating (RAG) system. The system encourages and identifies continual improvement and has the advantage of being universally recognized. It indicates the performance using the three colours. Good and poor performance can easily be identified and addressed. The results should then help in decision-making and the selection of the appropriate corrective and preventive actions.

The three levels are:
- Green: Assessment at this level indicates that the Clean Fibre Processing process plant fully meets unit requirements both in terms of processes and the ability to demonstrate compliance;
- Orange: Assessment at this level indicates that the Clean Fibre Processing process plant is not fully compliant with unit requirements or that they may be compliant but are not able to provide clear evidence to demonstrate the unit requirements;
- Red: Assessment at this level indicates that the Clean Fibre Processing process plant is not compliant with or unable to demonstrate compliance with unit requirements.

4.3.   Certification of the Clean Fibre Processing Code of Practice

The objective of CFPCoP Certification is to provide the fibre processing industry with the best possibly tool to ensure:

- Recognition of sustainable business practice
- Visible compliance with environmental regulatory requirements
- Recognition that employees are managed to ethical standards
- Robust evidence for purchasers that the finished clean fibre is compliant with the requirements of this code of Practice

SFA will accredit Fibre Processing Plants that follow the sequence below and comply with the requirements of the CFPCoP. The procedures and requirements for accreditation of compliance are set out in a separate document, "SFA Accreditation Process Guide", which can be found on the SFA website (LINK). The process from registration to certification is defined below:
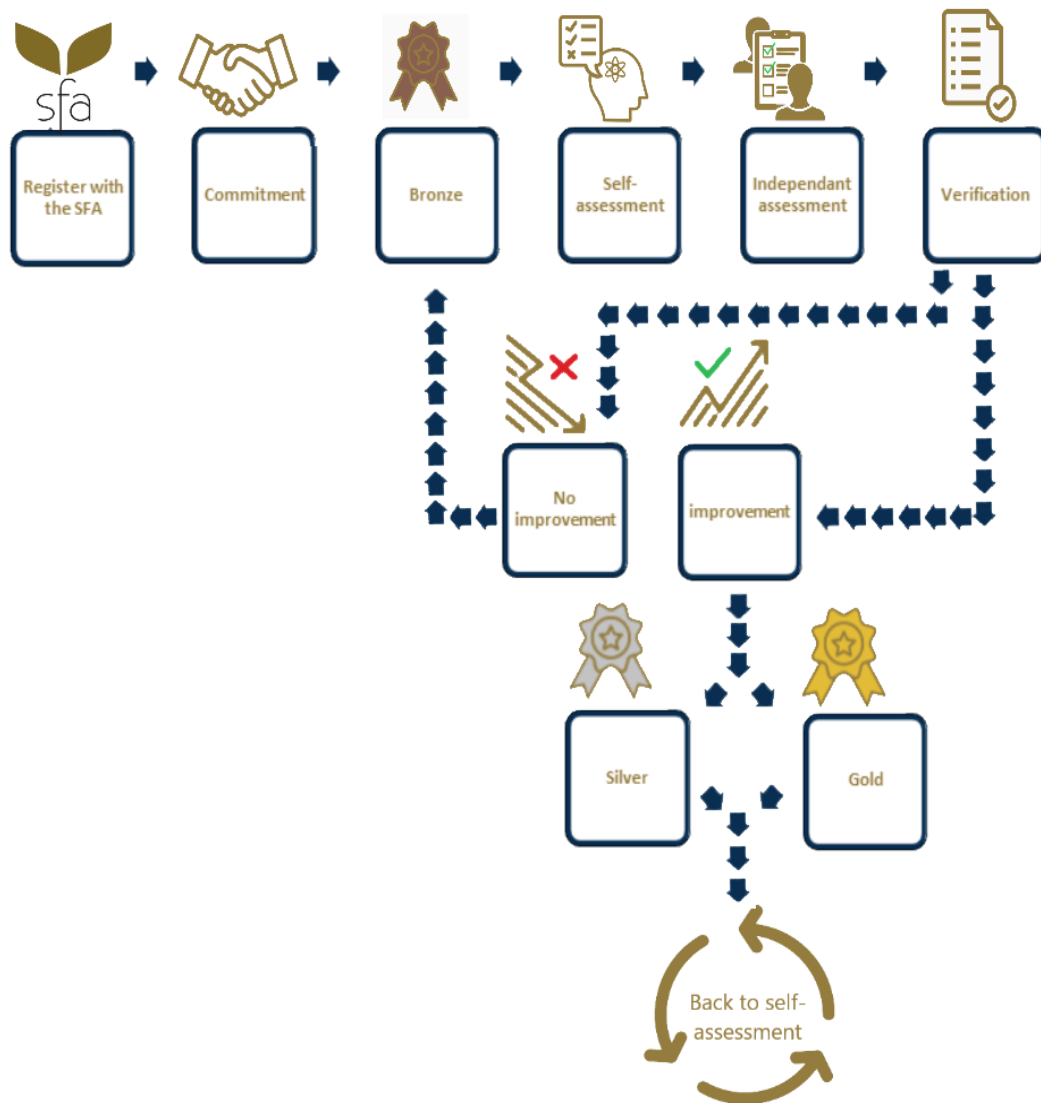
SFA uses a holistic approach, which enables clean fibre processing plants to demonstrate continuous improvements in relation to sustainable, environmentally friendly business practice, by awarding progress at three levels of status.

Bronze status: Fibre Processing Plants that have completed training in the CFPCoP and have registered their commitment to implementing the codes of practice with SFA are awarded bronze status.

Silver status: Fibre Processing Plants that have completed an external assessment but are unable to demonstrate compliance with mandatory criteria are awarded silver status. Those awarded silver status will undergo an annual external audit and must improve on at least one criterion each year in order to retain silver status.

Gold status: Fibre Processing Plants that have completed an external assessment and have been assessed as being compliant with all the requirements of the clean fibre processing code of practice are awarded gold status. Organisations awarded gold status will undergo an external audit every two years.

4.4.   Compliance Certificates

An SFA Clean Fibre Processing Code of Practice Compliance Certificates is valid for 3 years, with one On-Site Audit per calendar year depending on the business status. The Compliance Certificate shall

apply to all fibre produced during the calendar year of the first audit, as long as the following requirements are met:

- All mandatory requirements within the CFPCoP
- Non-conformances from previous audits have been rectified.
- A development plan is in place that demonstrates continuous improvement

4.5.   Certification Body (CB) Requirements

All CBs shall be authorised to perform CFPCoP activities in accordance with the SFA Licensing Requirements for Certification Bodies.

CBs shall meet all requirements of SFA's Accreditation and Certification Procedures for SFA Codes of Practice and thereby ISO 17065.

Where local legislation and the requirements of the CFPCoP conflict, the Certification Body shall contact SFA to find the most practical resolution.

4.6.   Audits of the Clean Fibre Processing Code of Practice

Fibre Processing Plants will be audited to the requirements of the Sustainable Fibre Code of Practice. Audits will:

- Occur once per calendar year for those with Silver status
- Occur once every second calendar year for those with Gold status
- Occur more often if a high risk has been identified at a previous audit at the discretion of the Certification Body
- May include Unannounced Audits and Confirmation Visits.

At the beginning of the certification year the Certification Body will advise the Fibre Processing Plant of the likely time during which an on-site audit will happen. Fibres Processing Plant owners or their representatives are responsible to be present and have the required documents on hand during that time.

5. Requirements of the Clean Fibre Processing Code of Practice

The CFPCoP is separated into three sections, social and ethical responsibilities, the supply chain and business operations and environmental sustainability that encourages Initiatives that focus on environmental impact and management. These three sections are divided into twelve units.

The intended direct outcome of applying these units is that Clean Fibre Processing plants adopt and adapt processes and sustainable business practices appropriate to the ecological, social and economic situation that are most likely to result in maintenance, improvements and consistency across the Clean Fibre Processing industry.

The units within the Code of Practice are:

Core / Mandatory Units	Optional Units (Minimum 2 of 4 required)
1. Health, Safety and Hygiene	6. The Raw Fibre Sorting Process
2. Human Resource Management	7. The Raw Fibre Scouring Process
3. Supply Chain Management	8. The Raw Fibre Dehairing Process
4. Quality Management	9. The Fibre Sampling Process
5. Environmental Management	

Please find all Clean Fibre Processing CoP Unit criteria in Section six of this document, further detail can be found in the User Guide.

The specific methods through which Fibre Processing plants seek to achieve compliance are not specified in the units, because methods are appropriate to the context, capacities and resources of each particular application, and because management and monitoring methods adopted may evolve along with the experience and capacities of the business.

At the same time, in order to ensure the robustness of the Sustainable Cashmere Standard, compliance with the mandatory units is required. This ensures that producer organisations accredited by the SFA meet clearly set out performance standards and provide an incentive to engage in the continual improvement process tracked by the 'traffic light' system.

6. The Clean Fibre Processing Code of Practice Units

Core / Mandatory Units

Unit 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.	
NUMBER	**REQUIREMENTS**
1.1	Health and Safety policy and procedures, adhering to all legal requirements **must** be in place
1.2	An appointed employee **must** be responsible for labour safety, improved working conditions, implementation and monitoring of law and legislation
1.3	Clean, safe working conditions with access to sanitation facilities and access to adequate rest and food consumption facilities **must** be provided
1.4	Access to medical care **must** be provided including a first aid kit, health examinations and appropriate transportation to local medical facilities
1.5	Machinery and equipment **must** – Have been installed professionally – Be regularly serviced and maintained according to company policy – Be fitted with appropriate guards, bars, barricades and safety labels applied – Have instructions for the safe operation of machines to hand
1.6	A formal risk assessment of workplace hazards **must** be conducted, and potential risks addressed
1.7	A Chemical Management Systems (CMS) **must** be in place including – A process to assess all chemicals used – Appropriate storage facilities – Maintained records of all chemical inputs – Documentation that confirms the chemicals meet legislation and are acceptable for use – Working practices that are in line with legislation – Trained staff in relation to safe handling and impact of dangerous chemicals and hazardous substances
1.8	Records of accidents and occupational illnesses **must** be kept and maintained
1.9	Protective garments and equipment **must** be proved and used including: – Protective garments and equipment that should meet international quality standards – Regular maintenance of protective garments and equipment
1.10	All staff **must** be fully trained in relation to workplace safety, policies and procedures

Unit 2: HUMAN RESOURCE MANAGEMENT	
Desired Outcome: A sustainable Human Resource Management strategy that fulfils business objectives and complies with regulations in relation to recruiting, employing, managing, and evaluating staff	
NUMBER	**REQUIREMENTS**
2.1	A human resource management strategy **must** be in place, that covers all labour law and legislation requirements
2.2	A formal HR strategy that **must** reflect the Law on Labour (LOL Code) legislation and include: • 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 • Labour dispute procedures • Disciplinary and grievance procedures • Labour management and monitoring
2.3	Comprehensive contracts of employment or collective agreements **must** be in place
2.4	An appointed employee **must** be responsible for the implementation, monitoring and evaluation of the Human Resource Management Strategy
2.5	Formal staff inductions and training programmes **must** be provided for all new employees that cover workplace safety, and workplace employment procedures, rules and regulations
2.6	The Human Resource Strategy **must** be reviewed and evaluated against organisational needs
2.7	Staff involved in Human Resource Management **must** be trained appropriately
2.8	Accurate and maintained HR records **must** be available

Unit 3: 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**
3.1	A Supply Chain Management system **must** be in place that supports sustainable business practice
3.2	Responsibility for Supply Chain Management and traceability **must** be allocated within the organisation
3.3	Supply Chain Management processes and procedures **must** be followed in practice
3.4	Verification of supplier's suitability, capacity and authenticity **must** be evident
3.5	Staff involved in Supply Chain Management **must** be trained appropriately
3.6	Comprehensive Agreements/contracts with sustainable cashmere suppliers **must** be evident
3.7	Accurate and maintained records that enable tracking of incoming greasy fibre, fibre within the cleaning process and outgoing clean fibre **must** be in place

3.8	Clean fibre that has been through the sustainable fibre process **should** be segregated, labelled and stored appropriately

Unit 4: 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**
4.1	Formal quality control assurance procedures (QCA) **should** be in place in relation to the clean fibre process
4.2	Defined raw/greasy fibre quality standards **must** be in place that provide the end product requirements, specifications or characteristics
4.3	Quality checks and sampling **should** take place at agreed intervals during the clean fibre process
4.4	Procedures for the assessment of fibres against quality standards, during the clean fibre process **should** be in place
4.5	Procedures for dealing with faults and irregularities in product, equipment and machinery **must** be in place
4.6	Procedures for the set up and test of machinery equipment to ensure safety and quality specifications are met **must** be in place
4.7	Standard operating procedures that ensure the clean fibre process is consistent and meets quality requirements **must** be in place
4.8	Required productivity and quality levels **must** be achieved and maintained
4.9	Staff **must** be trained and aware of quality requirements
4.10	An appointed employee **must** be responsible for quality control and assurance

Unit 5: 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**
5.1	Environmental policies, procedures and processes that meet required legislation **must** be in place
5.2	An Environmental Management System and Plan which reflects legislation and includes environmental targets **must** be in place
5.3	Appointed employees **must** be responsible for the implementation, monitoring and evaluation of the Environmental Management Plan
5.4	All staff must be aware of and support the environmental management system
5.5	Staff recommendations that support continuous improvement must be encouraged, considered and if appropriate included within the Environmental Plan
5.6	Working practices that reflect efficient use of energy and water and waste control **must be in place**
5.7	Action to control any sources of extreme energy or water use **must** be taken
5.8	Actions to correct variations to planned environmental targets **must** be implemented
5.9	Monitoring and assessment of environmental performance **must** take place and confirm progress, outcomes and continuous improvement
5.10	The Environmental Management Plan **must** be updated annually

Optional Units (a minimum of two of the four units listed below are required)

NUMBER	REQUIREMENTS
Unit 6: 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
6.1	Appropriate natural light **must** be provided
6.2	Sorting operations **must** be standardised and efficient with performance targets in place
6.3	Quality standards and grading criteria in relation to the sorting process **must** be clear, communicated to staff and followed
6.4	Fibres **should** be opened and synthetics and inferior fibres removed as part of the sorting process
6.5	Sorted fibre **should** be segregated, weighted and appropriately labelled
6.6	Appropriate waste segregation and disposal must be integrated into working practice
6.7	Sorted fibre **must** be collected and moved safely and efficiently for the next process
6.8	Accurate records and documentation **must** be in place
6.9	Working practices **must** be monitored, recorded and evaluated

Unit 7: THE RAW FIBRE SCOURING PROCESS	
Desired Outcome: Sustainable business practice in relation to organising, implementing, overseeing, and controlling the fibre scouring process.	
NUMBER	**REQUIREMENTS**
7.1	Quality standards and grading criteria in relation to the scouring process **must** be clear, communicated to staff and followed
7.2	Scouring operations **must** be efficient with performance targets in place
7.3	Machines and equipment **must** be appropriate to requirements i.e. machine capacity, working pressure, wash cycle, temperature settings
7.4	Standard operational procedures relating to wetting, washing, rinsing and drying fibres **should** be in place
7.5	The finished scoured product **must** be inspected against the required quality standard
7.6	Appropriate waste segregation and disposal **must** be integrated into working practice
7.7	Scoured fibre **must** be labelled appropriately allowing traceability before being forwarded to the next process
7.8	Accurate records and documentation **must** be in place
7.9	Working practices **must** be monitored, recorded and evaluated

Unit 8: 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**
8.1	Quality standards and grading criteria in relation to the de-hairing process must be clear, communicated to staff and followed
8.2	De-hairing operations must be efficient with performance targets in place
8.3	Machines and conditions **must** be appropriate to requirements i.e. machine capacity, cylinder circumference, airflow, humidity
8.4	Standard operational procedures relating to wetting, washing, rinsing and drying fibres **should** be in place
8.5	Filter bags, dust and waste **must** be collected and disposed of in line with legislation
8.6	Appropriate waste segregation and disposal **must** be integrated into working practice
8.7	De-haired fibre **must** be labelled appropriately allowing traceability before being forwarded to the next process
8.8	Accurate records and documentation **must** be in place
8.9	Working practices **must** be monitored, recorded and evaluated

Unit 9: THE FIBRE SAMPLING PROCESS	
Desired Outcome: Sustainable business practice in relation to the analysis and evaluation of cashmere fibre samples	
NUMBER	**REQUIREMENTS**
9.1	Testing facilities **must** have appropriate equipment atmosphere and conditions for accurate fibre analysis
9.2	Testing equipment and facilities must be clean and well maintained
9.3	Lot samples, laboratory samples and test samples **should** be representative of the same fibre type according to test requirements
9.4	Staff **must** be competent in fibre testing, analysis and evaluation
9.5	Reliable testing and identification techniques **should** be in place i.e. Light microscopy

	(LM) or scanning electron microscopy (SEM)
9.6	Accurate identification, qualitative, and quantitative analysis of fibre and fibre blends **must** take place
9.7	Fibre **must** be assessed against customer requirements
9.8	Sample approval procedures **should** be in place
9.9	Modifications **should** be made if samples do not meet the required standard
9.10	Accurate and complete test reports and records **must** be in place

ANNEX 1 Clean Fibre Processing Code of Practice Working Group

Technical Group	
Celia Thornley	Technical Author
Steering Group	
Advisory Group	

ANNEX 2 Law/ Legislation of Requirements of National Government

LOCAL? NATION LAW/ LEGISLATION OF REQUIREMENTS OF

to be populated