

SFA CLEAN FIBRE PROCESSING CODE OF PRACTICE (CFP CoP): UNIT MAPPING

This document is designed to identify duplication across the CFP CoP units and inform a possible revised format E.G. Additional core unit and reduced indicators across remaining units

KEY GREEN: FULL DUPLICATION BLUE: PART DUPLICATION ORANGE BOTH RED: RECOMMENDED TEXT AMENDMENTS

SOCIAL AND ETHICAL REQUIREMENTS	
UNIT 1.1: HEALTH, SAFETY AND HYGIENE	UNIT 1.2: HUMAN RESOURCE MANAGEMENT
NO	REQUIREMENTS
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 labor safety, improved working conditions, implementation and monitoring of law and legislation
1.1.3, 2.3.1, 2.4.1, 2.5.1, 2.6.10, 1.2.3	Clean, safe working conditions with access to sanitation facilities and <b>access</b> 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, 2.4.6, 2.5.6	Machinery and equipment <b>must</b> :  have Installation approved by the relevant body  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
1.1.6	A formal risk assessment of workplace hazards <b>must</b> be conducted, and potential risks addressed
1.1.7	A Chemical Management Systems (CMS) <b>must</b> be in place including:  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  working practices that are in line with legislation  Staff who are fully trained on the safe handling and impact of and dangerous chemicals and hazardous substances
2.4.8	
2.4.9	
2.5.8, 2.5.9	
2.4.6	
1.2.4	
1.1.8	Accident and emergency procedures <b>must</b> be in place including:  Fire safety requirements  Maintenance of fire alarms and equipment  Documentation that confirms the chemicals meet legislation and are acceptable for use tested or emergency evacuation  Regulated workplace fire safety procedures records or accidents and occupational illnesses
1.1.9	Protective garments and equipment <b>must</b> be provided and used including:  Protective garments and equipment that <b>should</b> meet Maintenance of protective garments and equipment
1.1.10, 1.2.4	Fully trained staff in relation to workplace safety, policies and procedures

SUPPLY CHAIN AND BUSINESS OPERATIONS	
UNIT 2.1: SUPPLY CHAIN MANAGEMENT	UNIT 2.2: QUALITY MANAGEMENT
NO	REQUIREMENTS
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 processes and procedures <b>must</b> be followed in practise
2.1.4	Verification of suppliers suitability, capacity and authenticity <b>must</b> be evident
2.1.5, 1.2.4	Staff involved in 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
2.1.8, 2.3.6, 2.4.14, 2.5.13	Clean fibre that has been through the sustainable fibre process <b>should</b> be segregation, labelling and stored appropriately
2.2.1, 2.3.4, 2.5.3	Formal quality control assurance procedures (QCA) <b>should</b> be in place in relation to raw fibre intake, the clean fibre process and the end product
2.2.2, 2.3.4, 2.4.3	Defined raw/greasy fibre quality standards <b>must</b> be in place that provides the end product requirements, specifications or characteristics
2.2.3, 2.6.7	Quality checks and sampling <b>should</b> take place at agreed intervals during the clean fibre process
2.2.4, 2.6.5	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, 2.6.6	Required productivity and quality levels a <b>must</b> be achieved and maintained
2.2.9, 1.2.4, 2.3.3, 2.5.2	Staff trained <b>must</b> be trained and aware of quality requirements
2.2.10	Allocated responsibility for quality control and assurance

**BUSINESS OPERATIONS (CONT)**

UNIT 2.3: THE RAW FIBRE SORTING PROCESS	
NO	REQUIREMENTS
2.3.1, 1.1.3,	Safe working conditions with appropriate lighting (natural light, no poor illumination) <b>must</b> be provided
2.3.2	Safe working practices <b>must</b> be in place relating to the sorting process, that operate at maximum efficiency i.e. personal protective equipment
2.3.3, 1.2.4	Staff <b>must</b> be fully trained in the sorting process, required quality standards and the grading criteria
2.3.4, 2.2.1	Defined 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, 2.1.8	Sorted fibre is <b>should</b> be segregated, weighted and appropriately labelled
2.3.7, 3.4.2	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

UNIT 2.4: THE RAW FIBRE SCOURING PROCESS	
NO	REQUIREMENTS
2.4.1, 1.1.3	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, 1.2.4, 2.2.9	Staff <b>must</b> be fully trained staff in relation to the scouring process, machinery, quality and job role responsibilities
2.4.3, 2.2.1	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, 1.1.5	Machines and equipment <b>must</b> be safe, clean, serviced and maintained
2.4.7	Standard operational procedures relating to wetting, washing, rinsing and drying fibres <b>should</b> be in place
2.4.8, 1.1.7, 3.1.3	Chemicals and Hazardous substances <b>must</b> be managed and used safely, in line with the company chemical management system.
2.4.9, 1.1.7, 3.1.3	Detergents with the minimum environmental impact <b>must</b> be used
2.4.10, 3.1.3, 3.3.3, 3.3.2	The water flow, pH levels and water usage <b>must</b> be controlled, monitored and evaluated
2.4.11, 3.1.3, 3.3.3	Water treatment and effluent discharge <b>must</b> comply with relevant environment legislative requirements
2.4.12, 3.1.3, 3.2.2	Energy usage and efficiently <b>must</b> be monitored, controlled and evaluated
2.4.13, 3.4.2, 3.1.3	Waste <b>must</b> be segregated and disposed of according to legislation
2.4.14, 2.1.8	Scoured fibre <b>must</b> be labeled for traceability and forwarded to the next process
2.4.15	Accurate records and documentation <b>must</b> be in place

UNIT 2.5: THE RAW FIBRE DE-HAIRING PROCESS	
NO	REQUIREMENTS
2.5.1, 1.1.3	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, 1.2.4, 2.2.9	Staff <b>must</b> be fully trained staff in relation to the de-hairing process, machinery, quality and job role responsibilities
2.5.3, 2.2.1	Defined quality standards in relation to initial raw fibre and the final clean fibre <b>should</b> be in place
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, 1.1.5	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, 1.1.7, 3.1.3	Chemicals and Hazardous substances <b>must</b> be managed and used safely, in line with the company chemical management system.
2.5.9, 1.1.7, 3.1.3	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, 3.1.3, 3.2.2	Energy usage and efficiently <b>must</b> be monitored, controlled and evaluated
2.5.12, 3.4.2, 3.1.3	Waste <b>must</b> be segregated and disposed of according to legislation
2.5.13, 2.1.8	De-haired fibre <b>must</b> be labeled for traceability and forwarded to the next process
2.5.14	Accurate records and documentation <b>must</b> be in place

UNIT 2.6: THE FIBRE SAMPLING PROCESS	
NO	REQUIREMENTS
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
2.6.3, 1.2.4	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, 2.2.4	Accurate identification, qualitative, and quantitative analysis of fibre and fibre blends <b>must</b> take place
2.6.6, 2.2.8	Fibre <b>must</b> be assessed against customer requirements
2.6.7, 2.2.3	Sample approval procedures <b>should</b> be in place
2.6.8	Modifications <b>should</b> be made if samples <b>do not</b> meet the required standard
2.6.9	Accurate and complete test reports and records <b>must</b> be in place
2.6.10, 1.1.3	The testing laboratory <b>must</b> comply with safety and hygiene requirements and legislation

**ENVIRONMENTAL SUSTAINABILITY**

UNIT 3.1: ENVIRONMENTAL MANAGEMENT	
NO	REQUIREMENTS
3.1.1, 3.2.5, 3.3.4, 3.4.4	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, 2.4.9, 2.4.8, 2.4.10, 2.4.11, 2.4.12, 2.4.13	Environmental policies, procedures and processes <b>must</b> be in place that meet required legislation
3.1.4, 1.2.4, 3.2.5, 3.4.5	Trained staff in environmental management and staff awareness and support of the environmental management system <b>must</b> be available
3.1.5, 3.2.2, 3.3.2, 3.4.3	Monitoring and Evaluation and assessment of environmental performance <b>must</b> take place
3.1.6, 3.2.7, 3.3.7, 3.4.8	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

UNIT 3.2: ENERGY USAGE EFFICIENCY	
NO	REQUIREMENTS
3.2.1	Procedures <b>must</b> be in place that <b>align with the EMS</b> and aim to control energy use
3.2.2, 2.5.1, 1.2.4.12, 2.5.11, 3.1.5	Monitoring and evaluation of energy usage and efficiency <b>must</b> take place
3.2.3, 3.1.3	Working practices that make efficient use of energy <b>must</b> be implemented
3.2.4, 3.1.1	Organisational energy usage targets <b>must</b> be worked towards
3.2.5, 1.2.4, 3.1.4	Trained Staff in relation to energy consumption, efficiency 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, 3.1.6	Action to control any sources of extreme energy use <b>must</b> be taken
3.2.8	Recommendations that support continuous improvement in relation to energy efficient working practice <b>must</b> be with the Environmental Plan

UNIT 3.3: WATER USAGE EFFICIENCY	
NO	REQUIREMENTS
3.3.1	Procedures <b>must</b> be in place that <b>align with the EMS</b> and aim to control water use
3.3.2, 3.1.5, 2.4.10	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, 2.4.11, 3.1.5, 3.1.3	<b>Working</b> practice in relation to water usage, treatment and disposal legal requirements must comply with legal requirements
3.3.4, 3.1.1	Organisational water usage and wastage targets <b>must</b> be worked towards
3.3.5, 1.2.4	Trained Staff in relation to water consumption, efficiency and reduction <b>should</b> be in place
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, 3.1.6	Action to control any sources of extreme water usage use <b>must</b> be taken
3.3.8	Recommendations that support continuous improvement in relation to water efficient working practice <b>must</b> be with the Environmental Plan

UNIT 3.4: WASTE MANAGEMENT	
NO	REQUIREMENTS
3.4.1	Procedures <b>must</b> be in place that <b>align with the EMS</b> and aim to control and minimize waste
3.4.2, 2.3.7, 2.4.13, 2.5.12, 2.6.4.9	<b>Working</b> practice in relation to waste disposal <b>must</b> comply with legal requirements
3.4.3, 3.1.5	Monitor and evaluation records in relation to waste and waste disposal <b>must</b> take place
3.4.4, 3.1.1	Organisational waste targets <b>must</b> be worked towards
3.4.5, 1.2.4, 3.1.4	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 minimisation working practices
3.4.7	Recommendations that support continuous improvement in relation to waste and waste disposal <b>must</b> be with the Environmental Plan
3.4.8, 3.1.6	Action to control any sources of extreme resource usage use <b>must</b> be taken