

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

UNIT 1: HEALTH, SAFETY AND HYGIENE	
NO	REQUIREMENTS
1.1	Health and Safety policy and procedures, adhering to all legal requirements <b>must</b> be in place
1.2	An appointed employee <b>must</b> be responsible for labor safety, improved working conditions, implementation and monitoring of law and legislation
1.3	Clean, safe working conditions with access to sanitation facilities and <b>access to</b> adequate rest and food consumption facilities <b>must be provided</b>
1.4	Access to medical care <b>must be provided</b> including a first aid kit, <b>health examinations</b> and appropriate transportation to local medical facilities
1.5	Machinery and equipment <b>must</b> 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 <b>must</b> be conducted, and potential risks <b>addressed</b>
1.7	A Chemical Management Systems (CMS) <b>must</b> be in place including: A process to assess all chemical used, <b>appropriate storage facilities</b> , maintained records of all chemical inputs, documentation that confirms the chemicals meet legislation and are acceptable for use, <b>working practices that are in line with legislation</b> , trained staff in relation to safe handling and impact of dangerous chemicals and hazardous substances,
1.8	Records of accidents and occupational illnesses
1.9	Protective garments and equipment <b>must</b> be provided and used including: Protective garments and equipment that should meet international quality standards, regular maintenance of protective garments and equipment
1.10	Fully trained staff in relation to workplace safety, policies and procedures

UNIT 2: HUMAN RESOURCE MANAGEMENT	
NO	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 <b>must</b> reflect the Law on Labor (LOL Code) legislation and include: Equal rights and opportunities, Equal rights and opportunities, Remuneration and pay policies, Working condition, safety and sanitation, 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 procedure, Disciplinary and grievance procedures, Labor management and monitoring
2.3	Comprehensive contracts of employment or collective agreements must be in place
2.4	An appointed employee <b>must</b> 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 work place safety, and workplace employment procedures, rules and regulations.
2.6	The Human Resource Strategy <b>must</b> be reviewed and evaluated against organisational needs
2.7	Staff involved in Human Resource Management <b>must</b> be trained appropriately
2.8	Accurate and maintained HR records must be available

## REVISED UNITS

UNIT 3: SUPPLY CHAIN MANAGEMENT	
NO	REQUIREMENTS
3.1	A Supply Chain Management system <b>must</b> be in place that supports sustainable business practice
3.2	Responsibility for Supply Chain Management and traceability <b>must</b> be allocated within the organisation
3.3	Supply Chain Management processes and procedures <b>must be followed in practise</b>
3.4	Verification of suppliers suitability, capacity and authenticity <b>must</b> be evident
3.5	Staff involved <b>in</b> Supply Chain Management <b>must</b> be trained appropriately
3.6	Comprehensive Agreements/contracts with sustainable cashmere suppliers <b>must</b> be evident
3.7	Accurate and maintained records that enable tracking of incoming greasy fibre, fibre within the cleaning process and outgoing clean <b>fibre</b>
3.8	Clean fibre that has been through the sustainable fibre process <b>should</b> be segregation, labelling and stored appropriately

UNIT 4: QUALITY MANAGEMENT	
NO	REQUIREMENTS
4.1	Formal quality control assurance procedures (QCA) <b>should</b> be in place <b>in</b> relation to the clean fibre process
4.2	Defined raw/greasy fibre quality standards <b>must</b> be in place that provides the end product requirements, specifications or characteristics
4.3	Quality checks and sampling <b>should</b> take place at agreed intervals during the clean fibre process
4.4	Procedure for the assessment of fibres against quality standards, during the clean fibre process <b>should</b> be in place
4.5	Procedures for dealing with faults and irregularities in product, equipment and machinery <b>must</b> be in place
4.6	Procedure for the set up and test of machinery equipment to ensure safety and quality specifications are met <b>must</b> be in place
4.7	Standard operating procedures that ensure the clean fibre process is consistent and meets quality requirements <b>must</b> be in place
4.8	Required productivity and quality levels a <b>must</b> be achieved and maintained
4.9	Staff trained <b>must</b> be trained and aware of quality requirements
4.1	Allocated responsibility for quality control and assurance

UNIT 5: ENVIRONMENTAL MANAGEMENT	
NO	REQUIREMENTS
5.1	Environmental policies, procedures and processes that meet required legislation <b>must</b> be in place
5.2	An Environmental Management System and Plan which reflect legislation and includes environmental targets <b>must</b> be in place
5.3	Appointed employees <b>must</b> be responsible for the implementation, monitoring and evaluation of the Environmental Management Plan
5.4	All staff <b>must</b> be aware of and support the environmental management system
5.5	Staff recommendations that support continuous improvement <b>must</b> 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 <b>must</b> be in place
5.7	Action to control any sources of extreme energy or water use <b>must</b> be taken
5.8	Actions to correct variations to planned environmental targets <b>must</b> be implemented
5.9	Monitoring and assessment of environmental performance <b>must</b> take place <b>and confirm progress, outcomes and continuous improvement</b>
5.1	The Environmental Management Plan <b>must</b> be updated annually

UNIT 6: THE RAW FIBRE SORTING PROCESS	
NO	REQUIREMENTS
6.1	Appropriate natural light <b>must</b> 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 <b>must</b> be collected and moved safely and efficiently for the next process
6.8	Accurate records and documentation <b>must</b> be in place
6.9	Working practices <b>must</b> be monitored, recorded and evaluated

UNIT 7: THE RAW FIBRE SCOURING PROCESS	
NO	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 <b>should</b> be in place
7.5	The finished scoured product must be inspected against the required quality standard
7.6	Appropriate waste segregation and disposal <b>must</b> be integrated into working practice
7.7	Scoured fibre <b>must</b> be labeled appropriately allowing traceability before being forwarded to the next process
7.8	Accurate records and documentation <b>must</b> be in place
7.9	Working practices <b>must</b> be monitored, recorded and evaluated

UNIT 8: THE RAW FIBRE DE-HAIRING PROCESS	
NO	REQUIREMENTS
8.1	Quality standards and grading criteria in relation to the dehairing process must be clear, communicated to staff and followed
8.2	Dehairing operations must be efficient with performance targets in place
8.3	Machines and conditions <b>must</b> 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 <b>should</b> be in place
8.5	Filter bags, dust and waste <b>must</b> be collected and disposed of in line with legislation
8.6	Appropriate waste segregation and disposal <b>must</b> be integrated in to working practice
8.7	De-haired fibre <b>must</b> be labeled appropriately allowing traceability before being forwarded to the next process
8.8	Accurate records and documentation <b>must</b> be in place
8.9	Working practices <b>must</b> be monitored, recorded and evaluated

UNIT 9: THE FIBRE SAMPLING PROCESS	
NO	REQUIREMENTS
9.1	Testing facilities <b>must</b> have appropriate equipment atmosphere and conditions for accurate fibre analysis
9.2	Testing equipment and facilities <b>must</b> be clean and well maintained
9.3	Lot samples, laboratory samples and test samples <b>should</b> be representative of the same fibre type according to test requirements
9.4	Staff, <b>must</b> be competent in fibre testing, analysis and evaluation
9.5	Reliable testing and identification techniques <b>should</b> 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 <b>must</b> take place
9.7	Fibre <b>must</b> be assessed against customer requirements
9.8	Sample approval procedures <b>should</b> be in place
9.9	Modifications <b>should</b> be made if samples <b>do</b> not meet the required standard
9.1	Accurate and complete test reports and records <b>must</b> be in place