SUSTAINABLE FIBRE ALLIANCE

C003 Clean Fibre Processing Code of Practice

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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 processors 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).

Processors 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, In Country Teams and Partners and SFA Audits
- The requirements of the CFPCoP and the CFPCoP units
- Definitions and commonly used terms within the document and the fibre processing industry.

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.

2.2. Definitions

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

Certification	The provision by a quality assurance process of written assurance (a certificate) that the organisation in question meets specific requirements.
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.
Clean Fibre	Animal Fibre that has been processed to remove soil, vegetation, impurities, grease and other contaminants
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
Processor	Entity responsible for the production of inputs into the clean fibre process.
In Country Team	An authorised third party carrying out assurance and/or certification in accordance with the provisions set out in this code of practice
Records	The information in written, visual, or electronic form that documents the activities undertaken by a user to demonstrate compliance with requirements.
Scouring	The process by which all natural and additive impurities such as oil, wax, fat, vegetation and other contaminates are removed to produce clean fibre. It is one of the vital elements of wet processing
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.
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
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
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. RAG stand for Red Amber Green

Wet Processing	The collective term for the processes used to clean or improve fibres or textiles using the application of liquids.

2.3. Acronyms

The following acronyms are commonly used in the Clean Fibre Processing Code of Practice:			
CFPCoP	Clean Fibre Processing Code of Practice		
CMS	Chemical Management System		
IAR	Independent Assessment Report		
NGO	Non-Government Organisation		

2.4. 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 Processors. These users are referred to in these Units as "Processors" During annual external assessment as part of the certification process; a clear description of the process plant and its legal status must be presented.

Processors seeking certification 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.
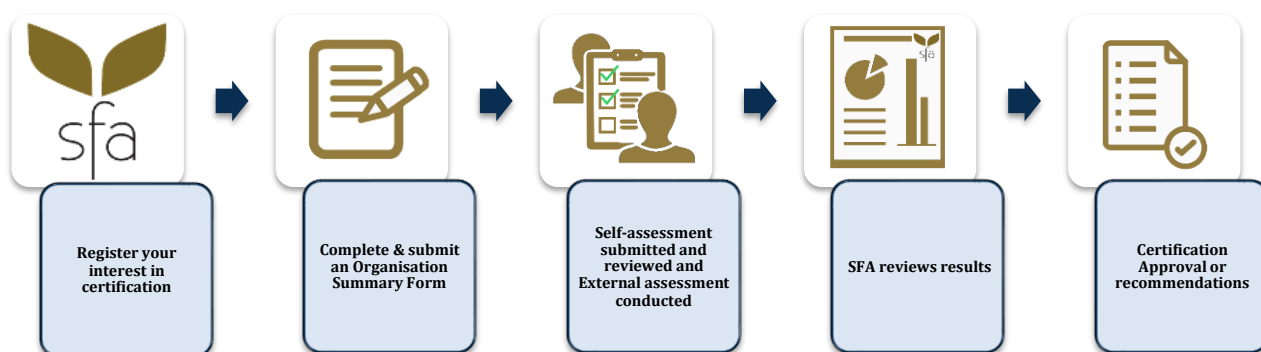
Implementation of activities in compliance with the Units is the collective responsibility of the Fibre Processing Plant seeking certification. The Fibre Processing Plant management team should oversee activities and ensure that all relevant colleagues are familiar with the content of the Clean Fibre 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 certification is registration with SFA. Participating Processors must follow the registration procedure below:

| Register your interest in certification | Complete & submit an Organisation Summary Form | Self-assessment submitted and reviewed and External assessment conducted | SFA reviews results | Certification Approval or recommendations |

4.2. Assurance of the Clean Fibre Processing Code of Practice

4.2.1. First Party assurance – Self-assessment

All processors are required to submit a Self-assessment report annually and submit their supporting evidence for review by the In Country Team. A feedback report will be produced.

Where the In Country Team identifies that sufficient supporting evidence has been provided, they will submit a request to the SFA to arrange for an auditor to carry out second party assurance.

Where the in Country Team identify that there has not been sufficient supporting evidence provided, a development plan will be agreed with the processor, who will then be required to produce an implementation plan on how and when they intend to address the issues identified in the development plan. Only when this implementation plan has been produced and actioned, will a recommendation for second party assurance be made.

Second Party Assurance – Audit Visit

An Auditor will be allocated to conduct an audit using a defined set of performance-based indicators to make an assessment of compliance with the requirements of the CFPCoP units against the Self-Assessment. An Independent Assessment Report (IAR) Form will be produced, identifying compliances, non-compliances and recommendations. A development plan will be included in the report, identifying if any more work is required.

If the auditor agrees that sufficient supporting evidence has been provided, they will submit a recommendation for certification to the In Country Team.

If the auditor identifies areas where further improvement is required, a development plan will be agreed with the processor, who will then be required to produce an implementation plan on how and when they intend to address the issues identified in the development plan. Only when this implementation plan has been produced and actioned, will a recommendation for third party assurance be made.

4.2.2. Third Party assurance – Recommendation for certification

The SFA will sample the IAR and make a final decision if certification has been achieved. If the SFA agrees that sufficient supporting evidence has been provided, a certificate will be issued.

Where the SFA identifies areas where further improvement is required, a feedback report will be produced and issued to the auditor, and a development plan will be agreed with the processor, who will then be required to produce an implementation plan on how and when they intend to address the issues identified in the development plan. Only when this implementation plan has been produced and actioned, will a recommendation for third party assurance be made.

4.2.3. Core and Improvement Indicators

Core Indicators

Core Indicators are a predefined set of criteria which identify the minimum requirements a processor is required to comply with.

Core Indicators are identified as such if the instruction is 'must'.

IMPORTANT NOTE: All core indicators are mandatory and must all be achieved at 'Green' level before any certification will be considered.

Improvement Indicators

Improvement Indictors are a set of criteria developed in addition to the core indicators, where evidence of progress towards compliance over time is required in order to demonstrate commitment to accomplishing best practice.

Improvement Indicators are identified as such if the instruction is 'should'.

4.2.4. Awarding Criteria

Traffic lights

A 'traffic light' system is used to assess the level of compliance of a herder organisation or processor with the Code of Practice requirements and is intended to incentivize continual improvement in compliance:

- Green - fully compliant (scores 2 points)
- Orange - partly compliant but needing improvement (scores 1 point)
- Red - not sufficient to comply with the Code's requirements (scores 0 points).

Indicators

Each Code of Practice is made up of Core Indicators and Improvement Indicators.

- **Core indicators** – are identified as such if the instruction within the indicator is '**must**'

- **Improvement indicators** – are identified as such if the instruction within the indicator is '**should**'.

⚠ IMPORTANT: All core indicators are mandatory and must all be achieved at 'Green' level before any certification will be considered.

Bronze, Silver and Gold

To be issued a Bronze, Silver or Gold Certificate of Compliance, the producer is required to attain the minimum score indicated below:

	BRONZE	**SILVER**	**GOLD**
Mandatory Units			
Core indicators	100% (118)	100% (118)	100% (118)
+	+	+	+
Improvement indicators	0%	50-94 % (10-17)	95-100 % (18-20)
Optional Units (min 1 req'd)			
Sorting			
Core indicators	100% (14)	100% (14)	100% (14)
+	+	+	+
Improvement indicators	0%	50-94 % (2-3)	95-100 % (4)
Scouring			
Core indicators	100%(26)	100% (26)	100% (26)
+	+	+	+
Improvement indicators	0%	50-94 % (3-5)	95-100 % (6)
De-hairing			
Core indicators	100% (20)	100% (20)	100% (20)
+	+	+	+
Improvement indicators	0%	50-94 % (2-3)	95-100 % (4)
Sampling			
Core indicators	100% (12)	100% (12)	100% (12)
+	+	+	+
Improvement indicators	0%	50-94 % (4-7)	95-100 % (8)

3.3. Certification Certificates

An SFA Clean Fibre Processing Code of Practice certification Certificates is valid for three years. The certification Certificate shall apply to all fibre produced during the calendar year, as long as the following requirements are met:

- All Core Indicators within the CFPCoP achieved at Green level
- Non-conformances from previous audits have been rectified
- A development plan is in place that demonstrates continuous improvement.

4.4. Audits of the Clean Fibre Processing Code of Practice

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

- Occur once per calendar year for those with Bronze status
- Occur once every second calendar year for those with Silver status
- Occur once every third 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 In Country Partner
- May include Unannounced Audits and Confirmation Visits.

At the beginning of the certification year the Certification Body will advise the Processor of the likely time during which an on-site audit will happen. Processor 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 covers three main pillars; social and ethical responsibilities, the supply chain and business operations and environmental sustainability that encourages Initiatives that focus on environmental impact and management. There are a total of 9 units.

The intended direct outcome of applying these units is that Processors 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:

Units (number of indicators)	
1. Health, Safety and Hygiene (10)	6. The Raw Fibre Sorting Process (9)
2. Human Resource Management (11)	7. The Raw Fibre Scouring Process (9)
3. Supply Chain Management (8)	8. The Raw Fibre Dehairing Process (9)
4. Quality Management (10)	9. The Fibre Sampling Process (10)
5. Environmental Management (12)	

Please find all Clean Fibre Processing CoP Unit criteria in Section six of this document.

The specific methods through which processors 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 certified 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

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** 1.5.1 Have been installed professionally 1.5.2 Be regularly serviced and maintained according to company policy 1.5.3 Be fitted with appropriate guards, bars, barricades and safety labels applied 1.5.4 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 1.7.1 A process to assess all chemicals used 1.7.2 Appropriate storage facilities 1.7.3 Maintained records of all chemical inputs 1.7.4 Documentation that confirms the chemicals meet legislation and are acceptable for use 1.7.5 Working practices that are in line with legislation 1.7.6 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: 1.9.1 Protective garments and equipment that should meet international quality standards 1.9.2 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: 2.2.1. Equal rights and opportunities 2.2.2. Remuneration and pay policies 2.2.3. Working condition, safety and sanitation 2.2.4. Non-discrimination policies (women, minors, foreigners and disadvantaged) 2.2.5. Policies that prevent child and forced labour 2.2.6. Recruitment procedures 2.2.7. Employment termination and redundancy procedures 2.2.8. Labour dispute procedures 2.2.9. Disciplinary and grievance procedures 2.2.10. Labour management and monitoring
2.3	An Anti-slavery Policy **must** be in place and implemented which includes the prohibition of as a minimum: 2.3.1. forced overtime 2.3.2. unpaid overtime 2.3.3. illegal underpayment 2.3.4. indentured labour 2.3.5. bonded labour 2.3.6. forced migrant labour
2.4	Every employee **must** be provided with details of their wages including how their pay is calculated.
2.5	Records must be kept of wages paid and these **must** accurately reflect hours worked.
2.6	Comprehensive contracts of employment or collective agreements **must** be in place
2.7	An appointed employee **must** be responsible for the implementation, monitoring and evaluation of the Human Resource Management Strategy
2.8	Formal staff inductions and training programmes **must** be provided for all new employees that cover workplace safety, and workplace employment procedures, rules and regulations
2.9	The Human Resource Strategy **must** be reviewed and evaluated against organisational needs
2.10	Staff involved in Human Resource Management **must** be trained appropriately
2.11	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	Waste water **must** be either treated on site or there must be suitable arrangements for the treatment of waste water through a third party
5.9	Actions to correct variations to planned environmental targets **must** be implemented
5.10	Monitoring and assessment of environmental performance **must** take place and confirm progress, outcomes and continuous improvement
5.11	The Environmental Management Plan **must** be updated annually
5.12	The Environmental Management Plan **must** include instructions that restrict the use of Alkylphenol (AP) and Alkylphenol Ethoxylates (APEOs) to maximum permitted limits, including ensuring that any detergents used are certified as APEO free by the chemical manufacturer.

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

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 and 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

Notes

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SUSTAINABLE FIBRE ALLIANCE

Creating a Sustainable Cashmere Value Chain