



SUSTAINABLE FIBRE ALLIANCE

C003 Clean Fibre Processing Code of Practice



Document Reference: SCS-009-02.1-EN





CONTENTS

Introduction 5

Indicators for Assessment

1. Health, Safety and Hygiene	8
2. Human Resource Management	11
3. Supply Chain Management	13
4. Quality Management	14
5. Environmental Management	16
6. The Raw Fibre Sorting Process	17
7. The Raw Fibre Scouring Process	18
8. The Raw Fibre Dehairing Process	14
9. The Fibre Sampling Process	14

INTRODUCTION

In 2015, the SFA developed the world's first holistic sustainability standard for cashmere – The SFA Cashmere Standard. At its heart are our codes of practice, which outline best practice requirements that must be followed in order for processors to become SFA-Certified.

We help processors to comply with the requirements of our codes of practice through training and capacity building and our credible assurance process involves independent assessment. The SFA Cashmere Standard is based on extensive research and consultation with industry experts, national government and conservationists.

Following ISEAL best practice guidelines, the codes of practice are refined and improved through a process of ongoing development, monitoring and evaluation. The SFA Cashmere Standard can be used by other groups, delivery partners and programmes to promote best practice in land management, animal welfare, fibre processing and supply chain transparency.

The purpose of the Clean Fibre Processing Code of Practice is to promote, recognise and support collective action by processors in relation to sustainable business practice.

Processors that demonstrate compliance with the Code of Practice, will receive a certificate 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.

Note:

Where the Code of Practice uses the word 'must' there is a minimum requirement for a processor being able to demonstrate compliance with best practice.

Where the Code of Practice uses the word 'should' a processor is working towards achieving best practice.



Certification standards:



Bronze status

Processors that have completed an external assessment in the Clean Fibre Processing Code of Practice and have demonstrated compliance with the minimum criteria are awarded Bronze status.



Silver status

Processors that have completed an external assessment in the Clean Fibre Processing Code of Practice and have demonstrated compliance with the minimum requirements plus some, but not all other requirements are awarded Silver status. Organisations awarded Silver status will undergo an annual external assessment and must improve on at least one criterion each year to retain Silver status.



Gold status

Processors that have completed an external assessment in the Clean Fibre Processing Code of Practice and have demonstrated compliance with all the criteria are awarded Gold status. Organisations awarded Gold status will undergo an annual external assessment every two years.

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:ode of Practice is made up of Core Indicators and Improvement

- **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'.m

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 as follows:



BRONZE



SILVER



GOLD

Mandatory Units			
Core indicators	100% (118)	100% (118)	100% (118)
+	+	+	+
Improvement indicators	0%	50-94 % (10-17)	95-100 % (18-20)
<hr/>			
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)

Indicator

Unit 1: Health, Safety and Hygiene

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

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.

Indicator

Unit 1: Health, Safety and Hygiene cont.

- 1.8. Records of accidents and occupational illnesses **must** be kept and maintained.
- 1.9. Protective garments and equipment **must** be provided 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.

SUSTAINABLE FIBRE ALLIANCE
MATERIAL ONBOARD



SUSTAINABLE FIBRE ALLIANCE
MATERIAL ONBOARD



Unit 2: Human Resource Management

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.

Indicator

Unit 2: Human Resource Management cont.

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

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

- 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

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.

Unit 6: The Raw Fibre Sorting Process

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

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. The finished scoured product **must** be inspected against the required quality standard.

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

- 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

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.



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.

©2021 Sustainable Fibre Alliance. All Rights Reserved. SFA, SFA Standards System, SFA Logo and SFA Certified Logos are trademarks of Sustainable Fibre Alliance.



Copyright

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

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



SUSTAINABLE FIBER ALLIANCE
Creating the Sustainable Cashmere Value Chain Worldwide

info@sustainablefibre.org