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SFA GLOSSARY OF TERMS

VERSION 1.5



SUSTAINABLE FIBRE ALLIANCE

Purpose

The purpose of this glossary is to provide clear meanings to the terminology encountered in the SFA's standards. In the preparation of this glossary, commonly applicable terms have been defined based on the [ISEAL Code of Good Practice for Sustainability Systems](#). Some ISEAL terms have been modified to suit the SFA's application where necessary.

The SFA recommends the use of the ISEAL code for terms that are not included in this glossary.

Translations of this Glossary of Terms will be published in the SFA's main languages. In case of any discrepancy or ambiguity, this English version shall prevail.

Glossary of Terms

Term	Definition
'SFA Certified' product	A product that has been produced in accordance with the SFA Animal Fibre Standard, and processed in accordance with the SFA Clean Fibre Processing Standard and traded in accordance with the SFA Chain of Custody Standard.
Accreditation	<p>Third-party attestation related to an assurance provider, conveying formal demonstration of its competence, impartiality and consistent operation in performing specific assessment activities.</p> <p>Note 1: Refers specifically to accreditation carried out in conformity to ISO 17011. (ISEAL)</p> <p>Accreditation is the formal acknowledgement of compliance, yet oversight is required to monitor ongoing compliance.</p> <p>Note 2: SFA is a scheme owner, not an Accreditation Body. CABs hold independent external accreditations (e.g., from an IAF MLA signatory) and are subsequently granted 'SFA-Approved' status.</p>
Appeal	Formal request made by an entity to the CAB, or by the CAB to the oversight body, for the reconsideration of an assessment decision. The appeal and decision must be documented.
Assessment, initial	A first full assessment for an entity against all the requirements of a specific Standard to determine whether a scope certificate may be issued to an entity for the first time.
Assessment, monitoring	An assessment triggered by a credible complaint against an entity or information in the public domain that threatens the integrity of SFA's Standard system, that is conducted by a CAB in addition to the entity's scheduled surveillance assessments.
Assessment, re-assessment	Any full assessment after an initial assessment. Determines whether a new scope certificate may be issued to an entity that has previously held a scope certificate.
Assessment, remote	An assessment conducted using only electronic means, such as video calls, electronic document review, etc. May be partial (i.e. with reduced on-site visits) or full (without any on-site visits), and in compliance with the SFA's Remote Auditing Policy .
Assessment, Risk	An assessment of the risk of failure to conform to an SFA standard conducted by a) an Entity, taking into consideration all of the sites within their scope certificate, undertaken based on a scheme and template provided by the SFA; b) CAB, undertaken based on a scheme and template provided by the SFA

Assessment, surveillance	An assessment that is based on an entity's risk rating and reviews interim performance in -high- risk entities.
Assessor	A person with the competence to conduct an assessment.
Assurance	Demonstration that specified requirements relating to a product, process, system, person or entity are fulfilled (ISEAL).
Assurance model	The approach that results from decisions made by the scheme owner about the type of assurance activities the scheme will carry out, the structures in place for coordinating and overseeing these activities, and the roles and responsibilities for implementing the assurance system. (ISEAL)
Assurance system	A systematic approach to carrying out assurance in which a set of requirements, rules and procedures are consistently applied. (ISEAL)
Audit	See assessment.
Batch	A discrete group of product/production material, identifiable with a unique identifier such as batch number; batch certificate, batch of raw materials, production batch.
Blending	A combination of different types of fibres.
Brand	A unique identification that enables organisations to control the design, development, and purchase of products for sale under their own name. Also refers to an organisation that controls the design, development, and purchase of final products for sale under their own name or private label. Brands may sell to wholesalers, retailers, or directly to consumers.
CAB oversight	Monitoring of a Conformity Assessment Body's demonstration of maintaining compliance against standards and compliance requirements to carry out specific assurance and certification tasks.
Cashmere fibre	Fine, soft wool, from the downy undercoat of cashmere goats, which is considered a luxury fibre.
Cashmere Connect	Cashmere Connect is the SFA's online platform for linking SFA-registered producers of SFA Certified Cashmere with SFA-registered buyers in the cashmere supply chain.
Certification Summary Report (CDSR)	Ad hoc CAB report submitted to the SFA following each audit, including a summary of the findings, non-conformities and certification status.
Certificate	An official attestation that something meets a specific set of requirements as assessed and verified by a quality assurance process. Includes scope certificates and transaction certificates. Examples are a) a scope certificate against the Chain of Custody Standard; b) a Certificate of Compliance raised against the Animal Fibre Standard; and c) a certificate of compliance with the Clean Fibre Processing Standard, all of which are equivalent certificates.
Certification	The act of providing an official independent attestation (a certificate), of written assurance as proof that something meets a specific set of requirements, as assessed and verified by a quality assurance process. Includes recertification. In practice, it is the

	provision of written assurance by an independent certification body that a product, service, or system meets specific standard requirements. This process results in the issuance of a Scope Certificate.
Certification status	Certification status refers to whether the scope certificate of a certified entity is valid, suspended or withdrawn.
Certification Team	A CAB's team of independent certification decision makers who are experienced and competent in validating if evidence is sufficient and if the CAB's assurance processes have been followed correctly, to determine if a certificate may be issued.
Chain of Custody (CoC)	A means by which inputs, outputs, and associated attributes are transferred, monitored and controlled as they move forward through each step in the supply chain, ensuring the physical segregation and traceability of 'SFA Certified' fibre in accordance with the SFA Chain of Custody Standard.
Claim	<p>Promotional communications about the sustainability attributes of a product, process, service, or organisation. This includes communications about the origins of key components, the assurance status of a client and/or the client's association with the scheme.</p> <p>Note: These communications can be business-to-business or business-to-consumer and can be made by the scheme owner or by its clients. Claims can be made via a range of media, including text, logos, labels, trust marks, etc. (ISEAL credibility Principles, V2).</p>
Claim, 'SFA Certified'	An 'SFA Certified' claim is any statement that mentions or references the SFA Standards. Claims may include any combination of logo use and text claims, whether a general claim or a product claim. The type of claim that can be made is dependent on the nature of the product being sold and the level of assurance underpinning the claims being made.
Claim, Bespoke	A non-supplied claim. See <i>Claim, supplied</i> .
Claim, Content	A product-specific claim that refers to the presence and/or exact percentage of 'SFA Certified' fibre within a product or its components. Content claims must be substantiated by a valid Transaction Certificate and accurately reflect the certified material composition.
Claim, General	A general claim is any claim that does not reference a specific product. These claims may imply that an organisation is a member of the SFA, purchases 'SFA Certified' fibre or is certified against one or more of the SFA Standards. General claims may appear as corporate commitments, sustainability strategies, a website representing the work of the SFA, banners at a trade show, use in advertisements, and/or a catalogue. The SFA Certified logo should not accompany general claims. In corporate communications, members must not make any statement that may lead consumers to believe that SFA membership by itself implies the selling of SFA-certified products.

	Note: Examples are given in the CoC standard.
Claim, Product	<p>Product claims refer to any claim that a specific product is ‘SFA Certified’ in some way (e.g. bales, hangtags, clothing labels, online product description, point of sale marketing). These include, but are not limited to, final products. Product claims include on-product claims that appear on the packaging of specific products (clothing labels, hangtags) and off-pack claims, which are product-specific communications such as shipping documents, advertisements, flyers, brochures, posters.</p> <p>Note: Examples are given in the CoC standard.</p>
Claim, Qualifying statement	<p>A statement that accompanies on-product claims bearing the ‘SFA Certified’ that includes qualifying information about the SFA to increase consumer understanding and awareness of their work.</p> <p>Note: Examples are given in the CoC standard</p>
Claim, Supplied	An ‘SFA Certified’ claim that does not need prior approval from a CAB.
Claim, Environmental	Any message or representation, not required by Union or national law, in any form (including text, imagery, labels or symbols), used in commercial communication, which states or implies that a product, brand or trader has a positive, neutral or less harmful impact on the environment, or has improved such impact over time (Source: Directive (EU) 2024/825, amending Directive 2005/29/EC, Article 2(o)).
Commitment	A time-bound public commitment made by a trading organisation to trade ‘SFA certified fibre’ – https://sustainablefibre.org/resources/
Claims approval	The process by which an entity applies to a CAB that reviews and verifies the content of a claim to ensure compliance with the claims requirements of the SFA Chain of Custody Standard, with the exception of Supplied Claims, which do not require approval. The approval is submitted using the SFA Certified Claims and Logo approval form .
Competence	The quality of having sufficient knowledge, training and experience, judgement, or skill to perform a particular duty.
Complaint	<p>A formal expression of dissatisfaction or disagreement made by a person or organisation relating to the activities, decisions, or behaviours of the SFA scheme, its members, or CABs, requiring a formal response or resolution.</p> <p>Complaints could be about a person's or company's attitude or behaviour, or an unfair procedure made through a formal complaints procedure managed by an entity, CAB or the SFA.</p> <p>The following are the links for complaints and feedback:</p> <ol style="list-style-type: none"> 1. Provide Feedback (English) 2. Complaints & Disputes Resolution Procedure (English) 3. Complaints & Disputes Resolution Procedure (Mongolian)

	4. Complaints & Disputes Resolution Procedure (Chinese)
Competent person	An identifiable person who can demonstrate (to a CAB) their competence in knowledge, training, experience and skills to achieve an intended result. This is to be demonstrated in practice, or where not practicable (e.g., such as in demonstrating competence in slaughtering techniques), training undertaken by the individual and the record of experience to achieve the desired outcomes should be demonstrated.
Component	A uniquely identifiable material that is included or intended to be included as a part of a final product. Components can be easily identified by consumers in the finished product.
Conformity	Demonstration that the requirements of a standard or performance measure are fulfilled. (ISEAL/ISO).
Conflict of Interest	Any circumstance in which the impartiality and professional responsibilities of an individual or organisation are, could be, or may appear to be compromised. Thus, conflict of interest can be actual, potential, or perceived. (ISEAL).
Conformity Assessment Body (CAB)	An organisation whose competence, credibility, independence and integrity in carrying out conformity assessment activities have been endorsed by an Accreditation Body that is a signatory of the International Accreditation Forum's (ILAC) Multilateral Agreement (MLA).
Conformity Mark License	The licence issued by an SFA-approved CAB to a compliant supply chain actor grants permission to use the 'SFA Certified' logo on a specific product for a defined purpose (e.g., use on a hang tag, promotional materials or in correspondence).
Consensus	General agreement is characterised by the absence of sustained opposition to issues by any important stakeholder group. Note: Consensus should be the result of a process seeking to take into account the views of interested stakeholders, particularly those directly affected, and to reconcile any conflicting arguments. It need not imply unanimity, but the resolution of issues to arrive at optimum solutions.
Consumer	A person or group that purchases goods and services for personal use.
Content Claims Standard	A Chain of Custody Standard administered by Textile Exchange that is recognised by the SFA as equivalent to the SFA Chain of Custody Standard. See here for more information.
Continual Improvement Plan (CIP)	The Continual Improvement Plan is a plan completed by a producer entity to meet requirement 7.2 of the SFA Animal Fibre Standard.
Conversion factor	A constant that estimates the amount added or lost from a product because of specific types of processing.
Conversion factor, Actual	A conversion factor observed by a processor resulting from a specific type of processing on a specific batch of product.
Conversion factor, Expected	A standardised or estimated conversion factor for a specific type of processing that is agreed upon with the CAB prior to the processing taking place. Expected conversion factors remain

	valid until the entity's next scope audit or until significant processing changes occur.
Corrective action	An action taken to eliminate the cause of a non-conformity or another undesirable situation and to prevent recurrence. (ISEAL)
Dehaired [fibre/cashmere]	Fibre that has been scoured (i.e. washed) and dehaired (i.e. unwanted guard hair removed).
Derogation	A derogation is a temporary normative measure that allows for a requirement to be applied differently, or not at all. Derogations cannot be applied beyond the next scheduled review of a Standard, at which point a derogation must expire or become a formal revision as per the SFA Standard Setting Procedure.
Dispute	Any disagreement between parties (e.g., a complaint, grievance).
Dispute resolution system	A mechanism that allows individuals, communities, or organisations to raise and resolve complaints and grievances with scheme owners, assurance providers, or oversight bodies. At SFA, this system is structured to use a collaborative, solution-based, and least formal approach. SFA Complaints & Disputes Resolution Procedure (English) .
Due Diligence (DD)	The process through which enterprises can identify, prevent, mitigate and account for how they address actual and potential adverse impacts in their own operations, supply chains and other business relationships. (OECD). Due diligence is risk-based, ongoing, preventative and corrective, and applied across areas such as human rights, labour rights, environment, bribery and corruption, consumer interests and corporate governance.
Dyeing	The application of dyes or pigments on textile materials such as fibres, yarns, and fabrics with the goal of achieving colour with desired colour fastness.
Effective date (of a Standard)	The date by which assessments of an entity that has not previously been certified against a Standard must be carried out against a particular version of that Standard.
Entity	A legally registered organisation or person that is eligible for assessment, holds the Scope Certificate, and assumes responsibility for compliance. An entity may encompass one or more geographically distinct sites. An entity could be: (a) A producer within the scope of the SFA Animal Fibre Standard or, (b) An industrial dehaired and/or scourer within the scope of the SFA Clean Fibre Processing Standard. Entities may include individual herder families/organisations, farms, farm groups, producer organisations, traders, fibre processing plants, manufacturers, and retailers. For example: (a) A Mongolian Producer Organisation is an entity comprised of a management office and any number of registered producer households (sites) covered by the Producer Organisation's scope certificate.

	<p>(b) A buying house is an entity comprised of a management office and any number of registered producer farms (sites) covered by the buying house's scope certificate.</p> <p>Note: Some entities may span several soums in Mongolia.</p>
Farm	A fenced production system that utilises a combination of outside grazing and sheltered housing.
Fate (of fibre)	What ends up happening to a batch of fibre.
Fibre-producing animal	An animal that produces natural fibre that may be sold as 'SFA Certified'. Currently includes cashmere goats.
Final product	A product that will be sold to a consumer in its current state and without further processing. Final products may be sold business-to-business (e.g., from the final manufacturer to the brand) before reaching the end consumer.
Fodder	Fodder is feed that is harvested and taken to the animal.
Forage	Forage is feed browsed on by the animal while the feed is still living and growing on the land.
Force Majeure	Unforeseen circumstances that prevent the fulfilment of a contractual obligation or lead to the failure of an agreement /contract. Examples are unexpected events such as wars, crimes, or earthquakes, which prevent someone from executing their obligations in a legal agreement.
Greasy fibre/cashmere	Fibre that has not yet been scoured.
Harvest	Separation of fibre/cashmere from animals.
Harvest season	The period between winters when fibre is harvested from animals.
Herder/Herding Household	<p>A family that herds livestock, including cashmere-producing goats, on communal grazing pastures.</p> <p>Note: A unit for livestock production may extend beyond a single household in Mongolia, where many rearing and herding activities are shared with other people.</p>
Herding Organisation	See Producer Organisations.
Industrial facility	A mechanised factory where processing occurs.
Impacts	Long-term, higher-level changes resulting from the scheme. Intended impacts are the long-term, higher-level changes the scheme owner intends for its scheme to produce. (ISEAL)
Impartiality	The presence of objectivity within the scheme, its implementation, and its decision-making bodies, where objectivity is the freedom from bias and freedom from conflicts of interest. (ISEAL)
Indicator	Quantitative or qualitative factor or variable of interest that provides a means to track and understand changes and performance. Indicators may be related to the scheme, its clients, scheme or client performance or results, or the context in which the scheme or client operates. (ISEAL)
Improvement indicator	There are clauses in the standards which are made up of requirements (shall) and improvement indicators (may). The

	improvement indicators are those requirements that are identified by the word 'may'.
Information Management System (IMS)	Procedures, processes, and structures for ensuring security, gathering, storing, organising, analysing, and distributing information and data.
Inputs	All substances and materials used in the production of the CoC Product. Refers also to the quantity of 'SFA certified' products purchased.
Internal Management System (IMS)	The documented set of policies and processes that a group implements to ensure it can achieve specified requirements and objectives. The existence of an internal management system allows the assurance provider to delegate inspection of individual group members to an identified body within the group. The internal management system could include a Quality Management System (QMS).
Knitting	The production of knitted fabric involves employing a continuous yarn or set of yarns to form a series of interlocking loops.
Licensing Agreement	The contract between the SFA and a compliant supply chain actor grants the right to use the 'SFA Certified' logo.
Management office	The head office of an entity. The office can be virtual, but must be linked to a physical address.
Manufacturing	Processing that results in bespoke products or product components. Entities/processors doing manufacturing are called manufacturers.
Monthly Certification Update (MCU)	Monthly report provided by CABs to the SFA on their previous month's certification activity.
Monthly Transaction Update (MTU)	The template provided for CABs to report the Transaction Certifications issued in the last reporting period as per clause 35.1 of the SFA's Assurance and Certification Manual.
Mixing	A combination of certified and uncertified fibres.
Monitoring, evaluation, and learning (system) (MEL)	An ongoing set of interconnected functions, processes and activities that involve the systematic collection or collation and analysis of data and information to provide management and other stakeholders with an indication of the extent of progress and improvement, achievement of intended results, the occurrence of unintended effects or implementation problems, answers to specific learning questions, and lessons to support continual improvement.
Natural fibre	Hair-like raw material harvested from plants or animals that is used as a component in a product (e.g. textiles, furnishings, or paper).
Non-conformance/non-conformity	The lack of fulfilment or failure to meet a specific requirement of a standard or applicable certification procedure. Refer to SFA's ACM Manual for further details.
Normative document	A binding document that provides rules, guidelines or characteristics for activities and their outcomes.
Outcomes	Short-term and medium-term results or changes resulting from the outputs of a scheme or part of a scheme. (ISEAL)
Output	The products, capital goods, or services that result directly from the activities of a scheme or part of a scheme. (ISEAL). For the

	purpose of SFA's chain of custody standard, Outputs include 'SFA Certified' product inventory, products sold as 'SFA Certified' and products sold as uncertified, discarded as waste from processing or otherwise discarded/rejected.
Output capacity	The expected amount of fibre that a site should produce during an average season.
Outsourcing	The contractual obtaining of goods or services from a third party. In practical terms, it is the process of sending 'SFA Certified' material to a subcontractor for specific services to be provided.
Oversight	Responsibility for ensuring that assurance providers are competent, impartial and consistent when performing specific assurance activities.
Oversight Body (OB)	The body that assesses the performance of assurance providers. (ISEAL) Note: Can be an accreditation body.
Oversight mechanism	The requirements, rules and procedures that enable the evaluation of assurance providers (ISEAL).
Plating	The combination of two separate yarns of different properties.
Primary processor	A processor that is involved in the sorting, scouring and/or dehairing of raw fibre.
Processing	The set of operations that transform raw material into finished products or semi-finished products through chemical, physical, mechanical, or other technological means.
Processing Record	A document providing the details of a product being processed and/or conditioned. A CAB must agree with the details of the record before the record is valid.
Processor	An entity that does processing.
Product	A product is any good, service or digital offering created to satisfy a customer's need or want. It can be tangible or intangible, and is typically exchanged for a value in a market.
Producer	A Producer entity or entity member that produces and/or harvests raw fibre and includes herders and farmers.
Producer organisation	Social groups consisting of herder families in a particular locality. This includes formal entities such as Herder Cooperatives, Herder Organisations, and NGOs, which are legally recognised by the Mongolian Government, and informal entities such as Community Based Organisations, Community Based Rangeland Management Groups and other informal institutions. Can sometimes be called Herder Organisations.
Proxy accreditation	A type of oversight employed by a scheme owner, whereby recognition of another scheme's oversight mechanism is deemed partially sufficient to demonstrate quality of assurance. (ISEAL)
Public consultation	Consultation that is open to anyone and everyone.
Public summary	See Statement of Intent.
Publicly available	Obtainable by any person, without unreasonable barriers of access.

Publication date; Standard	The date on which the Standard is published.
Quantity of fibre, certified	The certified weight of a product is taken as the dry weight plus standard regain (i.e. the conditioned weight). Standard regain is agreed upon by the buyer and seller. The certified weight may change through processing.
Quantity of fibre, gross	The weight of a product, including any packaging.
Quantity of fibre, net	The weight of a product excluding any packaging.
Quantity Reconciliation Calculation	An ongoing calculation that ensures that the quantity of outputs reconciles with the quantity of inputs at all times (at a site level), accounting for conversion factors. In practical terms, it is the ongoing process of documenting and reviewing the quantities of material purchased, present on-site, and sold, to ensure that the quantity of 'SFA Certified' outputs reconciles with the quantity of inputs at all times, accurately accounting for applicable conversion factors.
Raw [fibre/cashmere]	Fibre/cashmere that has not been subject to any processing after harvest.
Records	Information that documents the activities undertaken by a user to demonstrate meeting the requirements of a standard.
Recycling, textile	The process of recovering fibre, yarn, or fabric and reprocessing the material into new, useful products.
Registered party/parties	A producer organisation, a fibre trading company, or a fibre processing plant registered with the SFA as part of the scheme.
Registration	The formal commitment of an entity to meet the requirements of one or more SFA standards, which commences upon completion of an SFA registration form and issuance of an SFA ID number.
Registration certificate	A certificate is supplied to present to the registered organisation's CAB to validate their current membership as an SFA registered organisation till the date of expiry of the certificate. This certificate is not used to validate sustainability claims or to represent certification of SFA certified products.
Registration Scheme Handbook	Document of information pertaining to a specific strand of the registration scheme.
Registration Services	Services provided by the SFA to registered parties.
Requirement	<p>A need or expectation that is stated in normative documents such as standards or technical specifications. This translates to a set of criteria which must be complied with for certification against a standard (such as SFA standards) to be issued.</p> <p>Requirements are identified as normative (mandatory) if the instruction within the criterion is 'must' or 'shall'.</p>
Results	The outputs, outcomes, and impacts (intended or unintended, positive or negative) resulting from the implementation of a scheme.
Results Indicator (RI) reporting	Results Indicator (RI) reporting is the annual collection of environmental, economic, and social data from a representative sample of herders/farmers. Results Indicators can be used to quantitatively measure differences between accredited SFA

	herders and other herders in the same geographic area who are not participating in the SFA programme.
Retail site	A site where retailers sell products to consumers.
Retailer	An entity that sells final products to a consumer.
Review	An assessment of an element of the scheme that determines if a revision of that element is necessary. Note: A review can assess qualities such as continued relevance, effectiveness, validity, or suitability.
Revision	The process of updating a scheme, component or element.
Risk	The chance of something happening that will have an impact on objectives. It is measured in terms of a combination of the probability of an event and its consequence. (ISEAL)
Risk Management	A process that allows individual and overall negative impacts to be understood and managed proactively, reducing or minimising risks to an acceptable level.
Risk mitigation	Actions taken to lessen the probability or negative impacts, or both, associated with a risk.
Safeguarding policy	A documented process or procedure that defines the protection needed for vulnerable groups, individuals, communities, and stakeholders from discrimination or any form of harm.
Sampling plan	A plan that sets out the objectives, methods (e.g., randomisation, stratification), assumptions and limitations of the sampling activities to be performed.
Sampling strategy (may also be referred to as sampling protocol)	The policy or procedure that defines the scale and nature of acquiring a sample needed to confidently represent the system, product or process under consideration, and is used to ascertain performance or compliance against a standard or system requirement. The protocol will define all the factors used or considered to determine an adequate sample size for assessment.
Scheme/system	The collective set of decisions and strategies carried out by an organisation or group of organisations to: <ul style="list-style-type: none"> • Establish standards or similar tools focused on one or more sustainability issues. • Measure, monitor, or verify performance or progress against these tools. • Allow for claims. Note: A scheme/system can also undertake additional strategies that contribute to its sustainability outcomes and impacts, such as capacity-building or advocacy work.
Scheme/system components	May also be referred to as standard system components. A subset of activities (often representing a system, process, or department) that contribute to or result in the scheme's defined sustainability outcomes or that back up the scheme's-controlled claims and communications about the results. Core scheme

	components include standard-setting, monitoring, evaluation, and learning (MEL), assurance, and claims.
Scheme/system owner	Also means the owner of the standard system. The legally constituted organisation that is responsible for the standards or performance requirements and accountable for the effectiveness of the assurance and claims management systems. The scheme owner determines the objectives and scope of the scheme, as well as the rules for how the scheme will operate.
Scheme/system performance	The contribution of the scheme towards its intended sustainability outcomes and impacts. (ISEAL)
Scope certificate	<p>It is an electronic document issued by a CAB which verifies that an organisation is competent to produce, process, and sell specified 'SFA Certified' materials in conformity with the relevant standards. It confirms the entity's eligibility to participate in the SFA chain of custody.</p> <ul style="list-style-type: none"> • The Title holder's name, address and SFA ID; • The name of the relevant standard and version number; • The name and signature of the issuing body; • The date of issue and expiry date; • A list of all sites with their verified activities that have produced, processed, stored, administered or sold 'SFA Certified' fibre, including any subcontractors.
Scope certificate, suspended	A scope certificate that has temporarily been suspended, pending investigation of an issue or the closure of a condition.
Scope certificate, withdrawn	A scope certificate that is no longer valid, for a reason other than it expired.
Scope, of a certificate	The certified product, process, service and/or management system covered by a scope certificate.
Scope, of the SFA program	The range of products, processes, services and management systems covered by the SFA Standards.
Secondary processor	A collective term for processors doing dyeing, spinning, knitting, weaving and/or manufacturing.
Self-assessment	<p>An internal assessment is undertaken to determine whether the requirements of the Standard are met. Self-assessments do not constitute certification. In the SFA compliance scheme, there are two types of self-assessments:</p> <ol style="list-style-type: none"> Site-level self-assessment undertaken by sites on their own performance and conformity against an SFA standard based on a template provided by SFA. Entity-level self-assessment undertaken by entities on the collective performance of the herders, households, and sites covered by their scope certificate, that together deliver compliance with the relevant SFA standard(s), based on a template provided by the SFA.
Segregation	The physical separation of physical 'SFA Certified' fibre from uncertified cashmere at all times.
SFA Executive	See SFA Secretariat.

SFA Member	An individual or organisation that pays an annual subscription to the Sustainable Fibre Alliance and, in return for member benefits, agrees to abide by the terms and conditions of membership, including full, supporter and associate members.
SFA Member, Associate	Individuals, organisations and groups with limited access membership. Only available to charities, non-profits and educational bodies.
SFA Member, Full	Individuals, organisations or groups with an annual membership of the SFA.
SFA Member, Supporter	Individuals, organisations and groups with a 12-month trial membership as a registered SFA member. Supporter members are unable to make claims for the sale of SFA-certified fibre.
SFA normative documents	A standard's requirements, the requirements for assurance and certification of SFA standards, or assessment guidance.
SFA Register	An electronic database of herder organisations and first-stage processors that are registered with the SFA. Registration represents a commitment to be assessed against one or more of the SFA Standards. SFA Registered Processors can also be SFA Members, although this is not required. SFA Registered Herders cannot be SFA Members.
SFA Registration Scheme	The Registration Scheme is operated by the SFA for producer organisations, traders, and processing plants.
SFA Secretariat	SFA staff up to and including the Chief Executive Officer, carrying out the administrative role of the SFA.
SFA-approved Conformity Assessment Body (CAB)	A conformity assessment body approved by the SFA to perform assurance and certification for one or more of the SFA Standards.
SFA Threads	The SFA's proprietary name for its traceability platform, which is an online digital tool to trace the selling, processing and purchase of 'SFA Certified' fibre/fibre products.
Shall	Indicates a requirement that must be met by the entity.
Site	<p>Any geographically distinct unit where activity relating to the compliance with the SFA standard(s) is carried out. Locations which are geographically distinct or have different civic addresses are considered separate sites. Subcontractors are not considered to be sites.</p> <p>Note: In Mongolia, a site could be a single household (nuclear family), an extended family (2-3 families) or a neighbourhood (group of families residing in close proximity to each other, known as 'ail saakhalt' or neighbourhood) that shares a common pasture, water source and shelter. For example, a herder household is considered a site.</p>
Spinning	The process of drawing out fibres from a mass and twisting them together to form a continuous thread or yarn.
SSIC (Standard System Improvement Committee)	An invited group of SFA members, implementing partners and interested stakeholders that oversees the integrity and quality of the SFA standard development, maintenance, guidance and assurance requirements. SFA SSIC Terms of Reference.

Stakeholders	Individuals or groups who are interested in or who will be affected by the decisions or activities of the SFA scheme.
Standard	<p>A document, approved by a recognised body, that defines a level of optimum quality or achievement through consultation, and which is meant for common and repeated use. A standard may describe rules, requirements or characteristics. Standards may take the form of technical specifications, terminology, methodology, codes, guidelines, lists, benchmarks, and instructions, to name a few.</p> <p>E.g. For production environments, standards may deal exclusively with terminology, code of good practice, lists, methods of sampling and test, symbols, packaging, marking, or labelling requirements as they apply to a product, service, process or the production method.</p> <p>A standard is used for purposes such as facilitation of trade (via interchangeability, streamlining, reduction of variability), guarantee of quality, safety and consumer protection.</p>
Standards equivalence	The sufficiency of other standards to provide the same level of sustainability performance in a similar context that is relevant and applicable to the scheme under consideration. SFA Equivalence Policy & Procedure .
Standard regain	An agreed allowance for moisture, added to the dry weight of material to determine the 'conditioned weight' (see Quantity of fibre, certified).
Standard system owner	The organisation that is responsible for establishing and maintaining the standards system. The standards system owner determines the objectives and scope of the standards system, as well as the rules for how the scheme will operate and the standards against which conformity will be assessed.
Standards system/Scheme	The collective of organisations responsible for the activities involved in the implementation of a standard, including standard setting, capacity building, assurance, monitoring and evaluation.
Statement of Intent	A concise public statement for stakeholders announcing the SFA's intention to develop/revise a standard and an open invitation to engage in the process.
Subcontractor	A legal entity/individual hired by an organisation to perform services (e.g., storage, processing) on 'SFA Certified' material. Subcontractors take physical possession but not legal ownership of the certified materials, and are independent of the organization which outsources the material.
Supply Chain	The progression of business entities involved in the supply and purchase of materials, goods or services from raw materials to the final product.
Supply Chain, Fully - integrated	A supply chain where a single parent company or entity maintains complete legal ownership and direct control over all sequential stages of its operations, from raw material production to the final product, without utilising independent subcontractors.

	For example, a Brand could produce raw materials, carry out primary processing, manufacturing and retailing of products within itself.
Supply chain, non-integrated	A supply chain where a company owns and controls multiple, sequential stages of its production process, but may still utilise independent outsourcing or third-party suppliers for certain specific operational steps. SFA Volume-Based Fee (VBF) Guide .
Supply Chain, Partially Integrated	Partially integrated supply chains (PVI-SCs) involve multiple stakeholders, with some controlling specific stages of the supply chain and others managing the remaining ones, all working collaboratively toward a common objective. This makes way for limited/selective integration.
Supply Chain, vertically integrated	Most operations within the supply chain are controlled by the company, but with some flexibility being retained, with the possibility of some outsourcing to take place.
Terms of Reference (TOR)	<p>A document which includes a summary of key information for a standard, including:</p> <ul style="list-style-type: none"> (a) Justification of the need for the standard or element of a standard; (b) Existing standards addressing similar materials or issues; (c) Proposed scope, including geographic regions; (d) Clear objectives for the standard; (e) An assessment of risks in implementing the standard or element of a standard, and how to mitigate these: <ul style="list-style-type: none"> i. Identification of factors that could have a negative impact on the ability of the standard to achieve its objectives; ii. Unintended consequences that could arise from its implementation; (f) Possible corrective actions that could be taken to address these potential risks; (g) A list of affected stakeholders; <p>The process for making complaints or suggestions regarding the content or implementation of the Standard.</p>
SFA Register	The online database of the SFA Registration Scheme, listing the herder organisations, traders and first-stage processing plants that registered with the SFA and signed up to the SFA Codes of Conduct. Access to this register is open to registered parties and SFA Members.
Third-party assurance (ISEAL)	An assurance activity that is performed by a person or body that is independent of the person or organisation that provides the object of assurance and of user interests in that object.
Theory of change	A planning and management tool that defines all building blocks required to bring about a defined long-term goal or impact. This set of connected building blocks, made up of outputs and short and medium-term expected outcomes, accomplishment of which is measured by indicators, and is often depicted graphically as a causal pathway that maps the expected steps and links in the change process. A theory of change also identifies assumptions underlying the logic and steps in the causal pathway. (ISEAL)

Threat	Any event, action, potential action, or inaction that could prevent an organisation from achieving its objectives. Quantifying the likelihood and severity of a threat in a specific context creates the risk categorisation.
Traceability	The ability to trace something as it moves through a process. The completeness of the information about every step in a process chain allows for verification of information related to the origin of the material.
Trader	An entity which takes legal ownership but not physical possession of 'SFA Certified' claimed material.
Transaction Certificate (TC) / receipt	A document that is issued by an approved conformity assessment body to verify products being sold or shipped from one organisation to another conform to a given standard (E.g., SFA's Chain of Custody Standard) and may be treated as a 'Certified' product by the receiver.
Transaction Record (TR)	An electronic record providing the details of a product being sold and the details of the buyer and seller of the product. Both buyer and seller must agree on the details of the record before the record is valid and before a Transaction Certificate can be issued.
Transition date	The date by which all certificates against a Standard must be aligned with the latest, active version of that Standard.
Uncertified	An operation or product that has not met the requirements of the SFA Chain of Custody Standard.
Under-represented stakeholders	Individuals or groups who are interested in or who will be affected by the decisions or activities of the scheme but are either not included or only partially included, notified, or aware of the decisions, changes or activities of the scheme.
Verification	The process of confirming that the requirements stipulated for a product or process have been met through objective evidence. It may be used to: <ul style="list-style-type: none"> (a) Evaluate a claim based on its historical data and information. (b) Ascertain the truthfulness of claims based on information generated from past events or results that have already been generated.
Volume-Based Fee (VBF)	A fee charged only once in the supply chain and paid by the final brand or fibre processor. SFA Volume-Based Fee (VBF) Guide .
Weaving	A method of woven textile production in which two distinct sets of yarns or threads are interlaced at right angles to form a fabric or cloth.
Whistleblower protection policy	A document that outlines how those who report wrongdoings are to be protected from retribution, retaliation, or any other possible negative outcome that may be directly linked to their whistleblowing actions.
Working animal	An animal that is used within the production system, which performs specific tasks for humans such as guarding, herding and transport. e.g., a horse, or a guard-dog. A pet is not a working animal and therefore is not within the scope of the SFA. Some animals perform a dual role, such as fibre/meat



	production and transporting, based on the respective production systems.
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