



July 2026

How to Register a Scope Certificate

SFA Threads

About this guide

This guide explains how a Conformity Assessment Body (CAB) registers a new Scope Certificate in SFA Threads. It covers navigating to the Scope Certificate section, entering certificate details, managing sites, and the actions available once a certificate is issued.

Supply chain companies – including producers, primary processors, merchants, manufacturers and brands – may also find this guide useful for understanding how CABs record and manage certification data on their behalf within the system.

Before you begin

To register a Scope Certificate you will need:

- An active SFA Threads account with CAB user permissions.
- The client entity already registered in SFA Threads and linked to your CAB.
- The signed/issued Scope Certificate document ready to upload.
- The certificate number and date of issue.

Scope Certificate types by entity

Each supply chain entity type requires specific Scope Certificate records. The table below summarises which standards apply:

Entity type	Scope Certificate(s) required
Producer	- Animal Fibre Standard - Chain of Custody Standard Note: if the producer is still using the predecessor standards – Animal Husbandry and Rangeland Stewardship – these are two separate standards but are combined into one Scope Certificate record in Threads
Primary Processor (scouring / dehairing)	- Clean Fibre Processing Standard - Chain of Custody Standard
Merchant, Manufacturer or Brand	Chain of Custody Standard

1. Registering a new Scope Certificate

Step 1: Log in and navigate to Scope Certificates.

Log in to SFA Threads. From your dashboard, navigate to the Scope Certificates section using either of these routes:

- Select 'All Scope Certificates' from the left-hand menu, or
- From the Quick Links panel on the Assessment Body dashboard, click the 'Scope Certificate' link.

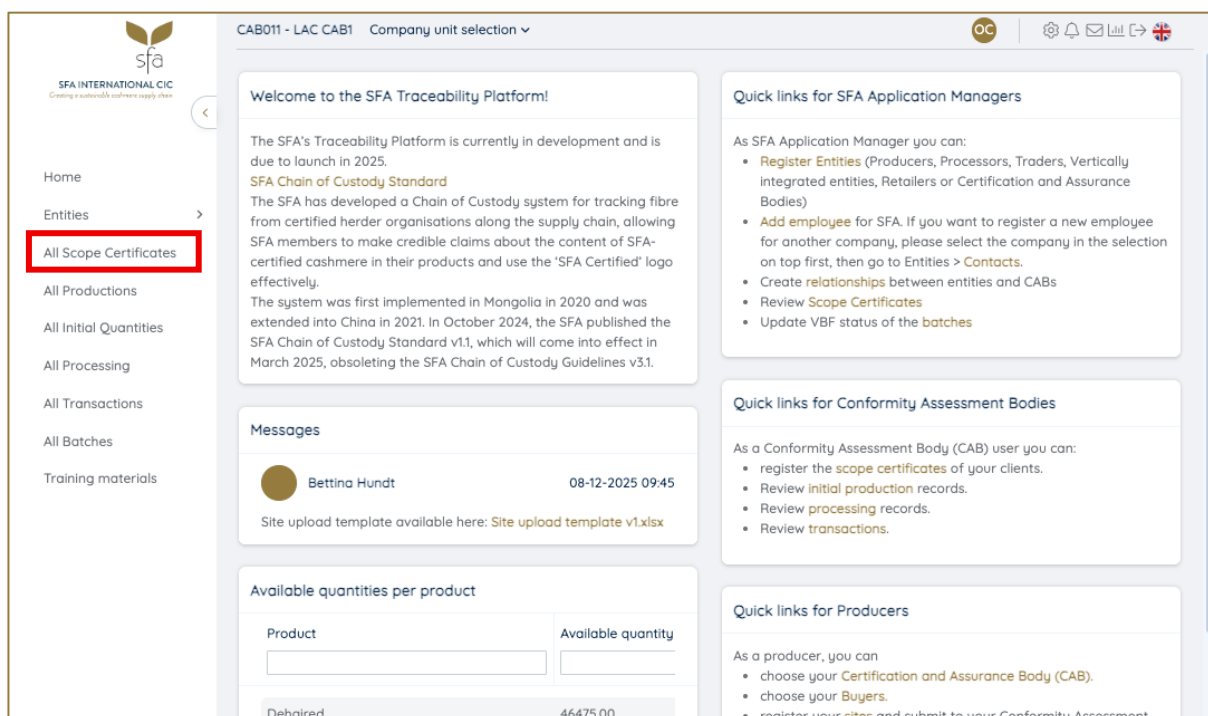


Figure 1: Navigating to Scope Certificates from the dashboard

Step 2: Click 'Register New Scope Certificate'.

Click the 'Register New Scope Certificate' button to open a new certificate record form.

Figure 2: The 'Register New Scope Certificate' button

Step 3: Enter the client's name.

Begin typing the name of the client entity in the client name field. A dropdown list will appear – select the correct entity from the list.

NOTE: Fields shown in a greyed-out box are pre-populated automatically from information already held in the system and cannot be edited directly.

Fields marked with a red asterisk (*) are mandatory and must be completed before the record can be saved.

Figure 3: Selecting the client entity from the dropdown list

Step 4: Select the Scope Certificate standard.

Select the appropriate standard from the 'Scope Certificate' dropdown. Refer to the table above for which standard(s) apply to this entity type. Each standard requires a separate Scope Certificate record.

Scope Certificate overview / Add Scope Certificate

Add Scope Certificate

X Cancel Save Show sites

Scope Certificate

CAB: CAB011 - LAC CAB1
 Entity name: Type some text to search...
 Category: Select a value
 Scope Certificate: **Scope Certificate**
 Scope Certificate Number: Select a value
 CB certificate ID ⓘ
 Products in scope
 Activities

AFS Animal Fibre Standard
 AHRS Animal Husbandry and Rangeland Stewardship
 CFPS Clean Fibre Processing Standard
 CoC Chain of Custody standard
 CCS RM0305 Content Claim Standard (RM0305 SFA Cashmere only)

Figure 4: Selecting the certificate standard

Step 5: Enter the Scope Certificate number.

Enter the certificate number in the designated field. If you have an additional unique identifier for this certificate in your own filing system, you may also enter this in the free text reference field provided.

Step 6: Select the products in scope.

From the 'Products in Scope' dropdown, click the arrow to open the list and select the relevant product type(s).

- For producers you will typically select raw fibre only.
- Processors, manufacturers or other entity types may have multiple product types – click the '+' button to add additional product lines as required.

Products in scope

Activities

Select a value
 Select a value
 |
 Raw fibre
 Scoured
 Dehaired
 PC0001 Men's apparel
 PC0002 Women's apparel
 PC0003 Babies' apparel

+ fibre with another type of fibre
 m shorn fibre
 om shorn fibre
 m combed fibre
 om combed fibre
 ollen
 m m shorn fibre
 m m shorn fibre
 m m combed fibre
 m m combed fibre
 m m ollen
 m m m shorn fibre
 m m m shorn fibre
 m m m combed fibre
 m m m combed fibre
 m m m ollen

+

Figure 5: Selecting the products in scope

Step 7: Select the activities.

From the 'Activities' list, select at least one activity that applies to this entity. Multiple activities can be selected. For example, a producer may have both 'Harvesting from combing' and 'Harvesting from shearing' as applicable activities.

Step 8: Enter the date of issue.

Enter the certificate's date of issue either by typing it directly into the field or by clicking the arrow to open a calendar selector.

The system will automatically calculate and populate the certificate's expiry date based on the standard selected:

- Animal Fibre Standard – valid for 3 years.
- Clean Fibre Processing Standard – valid for 3 years.
- Chain of Custody Standard – valid for 1 year.

Step 9: Upload the Scope Certificate document.

Upload the actual Scope Certificate document file using the drag-and-drop or upload function. Drag the file from your computer into the upload area, or click the area to browse and select the file.

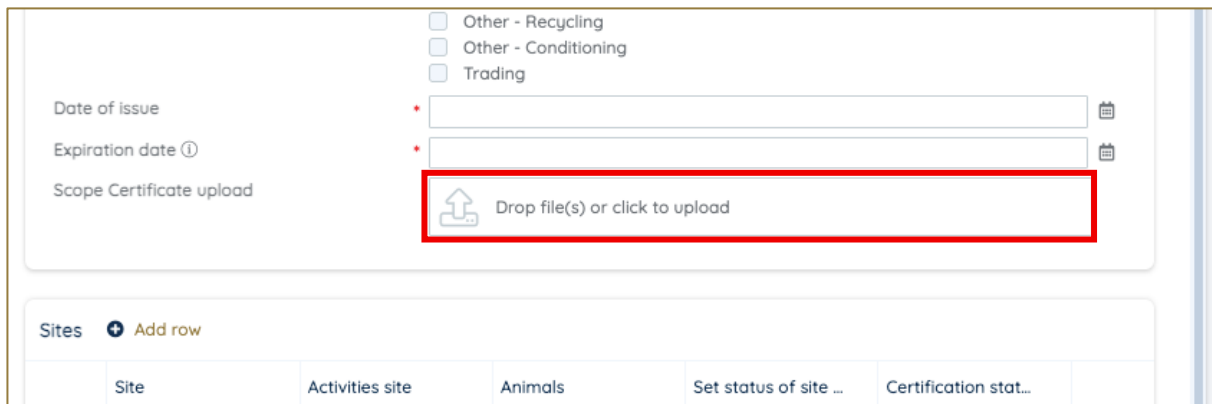


Figure 6: Uploading the Scope Certificate document

Step 10: Review and manage sites.

Scroll to the bottom of the form. You will see a list of all sites that have been approved by you or another CAB for this client entity. For each site, the list shows the associated activities and the site's current certification status.

NOTE: Site status and certificate status are two distinct fields in Threads. A site can have a different status to the overall certificate.

To set or update the status of individual sites:

- Click 'Edit' on the record.

- Scroll down to the Sites section.
- Click 'add row' to add a site to the Certificate Scope record.
- For each site, choose one of the following statuses:
 - Certified
 - Not Certified
 - Removed
 - Suspended
 - Withdrawn

You can certify all sites at once or select individual sites to set different statuses. Any future changes to a site's status are also made here.

Figure 7: Managing site certification status

Step 11: Click 'Certify' to complete the record.

Once you are satisfied that all information is correct, click the 'certify' button to finalise and save the Scope Certificate record.

The system will generate a unique identifier for this Scope Certificate, consisting of: year, month, day, and a unique sequential number (for example: 20260701_169).

The new record will appear at the top of the All Scope Certificates list.

Figure 8: Completed Scope Certificate record with system-generated unique identifier

2. Managing an existing Scope Certificate

Once a Scope Certificate record has been created, you can view and manage it from the 'All Scope Certificates' list. Click on a record to open it. From the record view you can:

View the record history

The 'History' tab shows a full audit log of all changes made to the record, including who made the change and when.

Scope Certificate overview / Scope Certificate details

Scope Certificate details

[Edit](#)
[Delete](#)
[Print](#)
[Copy](#)
[Withdraw certificate](#)
[Suspend certificate](#)
[Remove certificate](#)

Scope Certificate 20260514_142

Certified
JS Janet Shen 14-05-2026 07:40:06

☐ Collapse / Expand all changes

JS Janet Shen 14-05-2026 07:40:06

Certified

Changes

Field name	Old value	New value
Activities list		Primary Processing - Scouring from shorn fibre, Primary Processing - Dehairing from shorn fibre, Primary Processing - Scouring from combed fibre, Primary Processing - Dehairing from combed fibre

JS Janet Shen 14-05-2026 07:40:01

Draft/show sites

Changes

Field name	Old value	New value
CAB		Chinese CAB-TEST - CAB016
Entity name		Chinese Processor-Test - SFA00052
Category		Processor
Scope Certificate		CoC Chain of Custody standard
Version CoC		1.1
Scope Certificate Number		12345
Products in scope		+ Raw fibre
Date of issue		06-05-2026
Expiration date		06-05-2027

Figure 9: Scope Certificate record history

The following actions are also available from the record view:

Suspend a certificate

Clicking 'Suspend' changes the certificate status immediately. The entity's activity on the system will be restricted while the certificate is suspended. Once non-corrective actions have been completed, you can return to the record and reinstate the certificate.

Withdraw a certificate

Clicking 'Withdraw' opens a pop-up box where you can record the reason for withdrawal – for example, at the client's own request or for another specified reason. Click 'OK' to confirm. The certificate details remain in the system after withdrawal. The certificate can be reinstated in the future if required, or it can remain withdrawn, in which case no further activity will be permitted for that entity on the system.

Remove a certificate

Clicking 'Remove Certificate' will immediately and permanently delete all details of that Scope Certificate record. There is no confirmation pop-up or additional warning before deletion occurs.

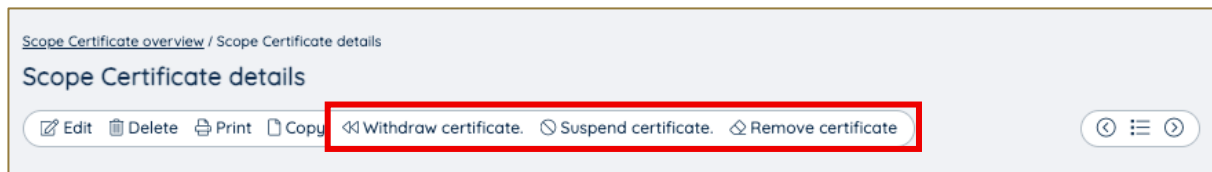


Figure 10: Scope Certificate status options

NOTE: Removing a certificate cannot be undone. If a removed certificate needs to be reinstated, all information must be re-entered manually and a new unique certificate number will be generated by the system.

3. Support



To watch a video guide of 'How to Register a Scope Certificate' scan the QR code.

Alternatively, you can find this and more Bitesized Training Videos in the Training Materials section of the Threads platform – simply log in and navigate to 'Training Materials'

If you require support with SFA Threads, please contact: support@sustainablefibre.org