

## DOCUMENT CHECKLIST FOR GOTS CERTIFICATIONS

SL	Name of Department (Merchandising)	Remarks
01	% of GOTS product of total production in last certification year	
02	PCS of GOTS product of last year.	
03	All trims and accessories booking including poly and paper.	
04	Oekotex for accessories supplier, FSC/PEFC for paper materials, PVC for poly, Recycled declaration for hanger	
05	All incoming TCs.	
06	All outgoing TCs.	
07	Scope certificates of yarn/fabric supplier.	
08	For 4 order: PO, QCS, invoice, packing list, BL, finished sample, trim card.	
09	GMO test report for cotton. (for ginning & spinning mill only)	
10	GOTS order list.	
11	Challan/ gate pass for sub-contracted process.	
12	Residue & technical parameter test report	
13	Mass balance sheet for last certification year	

SL	Name of Department (Yarn/Fabric Store)	Remarks
14	Yarn/ fabric balance. (receive-delivery-stock) separately for GOTS	
15	Invoice and challan for yarn/ fabric suppliers.	
16	Requisition for order no---	

SL	Name of Department (Accessories Store)	Remarks
17	All invoice and challan related to GOTS order.	
18	Register book for GOTS product.	

SL	Name of Department (Chemical store)	Remarks
19	Dyes and chemical list for GOTS dyeing/ printing process.	
20	All recipes for GOTS order.	
21	All invoice and challan for GOTS dyes and chemicals.	
22	Inventory for GOTS and all other chemicals.	

SL	Name of Department (Dyeing/ Printing section)	Remarks
23	All recipes for GOTS order.	
24	All register book related to GOTS order	

SL	Name of Department (Production department)	Remarks
25	All register books related to GOTS	
26	All requisition and delivery challan related to GOTS	
27	Cleaning register for GOTS	

SL	Name of Department (Compliance department)	Remarks
28	Complete Operator Management Plan (OMP)	
29	GOTS goods handling procedure or working instructions.	
30	Calculation of total production waste (cutting waste) & ETP waste (sludge) of last calendar year. (January-December)	
31	Environmental policy and procedure for GOTS (according to GOTS 2.4.10).	
32	Wastewater test report from external lab. (i.e. DoE)	
33	All certificates and audit reports of the facility. (soft copy)	
34	Sub-contracting contract (if applicable).	
35	Floor plan showing GOTS layout for production process.	
36	Heavy metal test report of Machine oil	
37	<b>Valid business licenses:</b> Trade License, Factory License, Building approval plan, Fire License, Incorporation certificate, EPB Certificate, ERC/IRC, Bond	

	License, TIN, Environmental Clearance Certificate, Boiler License, Boiler Operator's competency certificate, BGMEA/BKMEA/BEPZA Membership certificate, Group Insurance, Wastage water test report.	
38	Personal file	
39	Time record	
40	Pay slip	
41	Policies available: Child Labor, Force labor, Harassment and abuse, Discrimination, Female employees' policy, Working hours, Compensation, Health and Safety, Freedom of association (At least)	
42	Risk and Safety Assessment	
43	Accidents and injury records	
44	Fire-fighting equipment inspection record	
45	Operating and Safety Instructions for machines, workplaces and high-pressure equipment (if used)	
46	Responsible person for H&S issues	
47	Disposal of solid and liquid waste	
48	Wage record	
49	All training record	
50	WPC	
51	Others if any	
52	First aider and fire fighter list	
53	Recruited worker's list of last year	
54	Resigned worker's list of last year	
55	Calculation of living wages and assessment of wages gap	