

Documentation Entails for RCS V-2.0 Inspection & Certification

General Documentation		
1	Contract Letter	✓
2	RCS Applied Product list with composition	✓
3	Valid RCS Scope Certificate	✓
4	Previous Audit Report & Corrective Action Taken	✓
5	Labeling Approval for RCS (if any)	✓
Specific Documents		Spinning, weaving/Knitting, Dyeing/Finishing/Printing/Washing, Sweater, Garmenting, Embroidery
Technical Part		
1	Legal License: Up to date Factory License, Trade License, Export & Import License, Fire License (if needed), Certificate of Incorporation	✓
2	Unit Map/Floor Layout (With RCS Marking)	✓
3	Process Description/ Factory Profile	✓
4	Standard Operating Procedure (SOP) & Work Instruction (RCS Production Procedure)	✓
5	Process Flow Chart	✓
6	Process Flow Diagram indicating the point of risk	✓
7	Valid contract/agreement with each subcontracted unit	✓
8	Records of customer complaints relating to a product's compliance and corrective action taken (if any), Customer Complaints Handling Procedure	✓
9	Management Organogram/ Organizational Chart/ Clearly defined roles and responsibilities for all staff and management for implementation of the Standard.	✓
10	Management Representative (MR) Assignment letter for RCS Standard Implementation	✓
11	Staff Training on the implementation of RCS standard	✓
12	Reclaimed Material Supplier Agreement (Appendix B)	✓
13	Reclaimed Material Declaration Form (Appendix C)	✓
14	RCS material Stock Details (Raw Material/In process material/Finished Goods)	✓
15	Documents of purchasing RCS materials. (Invoice, bill of lading, receiving challan & gate pass, TC)	✓
16	Documents of selling RCS materials. (Invoice, bill of lading, delivery challan & gate pass, TC)	✓
17	Production Record of RCS product with process loss for each process	✓
18	Cleaning Records (All processing Area Including store); Blank Cleaning format for first audit	✓
19	Traceability exercise on comparable product (Sales record, raw material purchase record, production record)	✓
20	Volume reconciliation during the audit to determine if enough inputs were available to produce the outputs – considering loss during production – on an annual basis.	✓
21	Other Documents Required for Audit	✓