GLOBAL ORGANIC TEXTILE STANDARD
ECOLOGY & SOCIAL RESPONSIBILITY

PROCEDURE & TEMPLATE FOR ISSUANCE OF SCOPE CERTIFICATES – GOTS

VERSION 4.0

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Global Organic Textile Standard (GOTS) is a voluntary standard and is not intended to replace any legal or regulatory requirements of any country.

How to read this document

The following verbs are used to indicate requirements, recommendations, permissions, or capabilities in this document:

- “shall” indicates a mandatory requirement
- “should” indicates a recommendation
- “may” indicates a permission
- “can” indicates a possibility or capability

Availability of documents:

The “Procedure for Issuance of Scope Certificates – GOTS v4.0” reference document and any further relevant public information as released by Global Standard gGmbH are available for public download on www.global-standard.org

About Global Organic Textile Standard (GOTS)
Global Standard gemeinnützige GmbH is a not-for-profit organisation incorporated in Germany in 2002 for the purpose of administrating the Global Organic Textile Standard.

Vision
Our vision is a world where all textiles are produced in accordance with the principles of health, ecology, fairness and care to enhance people’s lives and the environment. Organic textiles are an integral part of this holistic approach.

Mission
Our mission is to ensure the highest level of social and environmental impact in textile value chains through voluntary sustainability standards and related activities. This includes the development, implementation, verification, protection and promotion of GOTS. This standard stipulates requirements throughout the supply chain for both ecological and labour conditions in textile and apparel manufacturing using organically produced raw materials. Organic production is based on a system of farming that maintains and replenishes soil fertility without the use of toxic, persistent pesticides or synthetic fertilisers. In addition, it includes welfare standards for animal husbandry and prohibits genetically modified organisms. Further information is available at: www.global-standard.org.

For questions or comments on this document, please contact (implementation@global-standard.org).

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1 INTRODUCTION

This procedure document details the requirements and guidance to be followed by Certification Bodies approved to issue Scope Certificates (SC) in accordance with the Global Organic Textile Standard (GOTS). The purpose of this procedure – and the corresponding template embedded in this document – is to unify requirements, layout, format, and text among the different Certification Bodies in order to enable an easy, practical handling and verification for all users of Scope Certificates. The version 4.0 of this document is partially harmonised with the Policy for Scope Certificates of Textile Exchange.

1.1 Use of Global Trace-Base (“GTB”)

All Approved Certification Bodies (CBs) shall utilize the Global Trace Base (GTB) for the issuance of Scope Certificates. Integration of all issued Scope Certificates into GTB shall be mandatory. The Certification Body shall ensure that GTB remains updated with all required information regarding Certified Entities. This includes names, addresses, contact details, product specifications, fields of operation, and the validity dates of certificates.

The Certification Body shall submit data for all Scope Certificates to GTB within 14 calendar days at the latest of the Scope Certificate being issued, updated, or having the status changed. It is expected that this period be kept to the bare minimum by the respective Certification Body.

The Certification Body shall upload PDF copies of Scope Certificates to GTB each time a Scope Certificate is issued or updated within 14 calendar days. No data submission or upload is required when a Scope Certificate expires or when Scope Certificate is directly generated through GTB.

1.2 Data Privacy and Confidentiality

Global Standard gGmbH (“Global Standard”) considers all information included on Scope Certificates to be public information, with the exception of the identities of subcontractors contained on the facilities page (section 3.3) of the Scope Certificate.

1.3 Implementation Deadline

This procedure shall be effective as of 01.01.2027. Certification Bodies may implement the procedure before the effective date. All Scope Certificates issued on or after the effective date shall be issued in accordance with this procedure and using the corresponding template.

2 REQUIREMENTS FOR SCOPE CERTIFICATES

2.1 Issuance of Scope Certificate

2.1.1 A Scope Certificate (SC) shall only be issued by Global Standard approved Certification Bodies to a duly inspected and audited entity, verifying that the entity conforms to the requirements of the Standard. Such an entity shall be called a Certified Entity (CE) and shall be a processor, manufacturer, trader or retailer of certified GOTS Goods.

2.1.2 The Certification Body shall ensure that all information included on the Scope Certificate is consistent with evidence reviewed during the audit, including the following:

a. All process categories are possible for the site based on the machinery and capabilities observed during the audit;

b. All listed product categories, product details, and raw materials can technically be processed by the site (e.g. capable machinery); and

c. The site is capable of producing the specified products, based on input materials and process categories.

2.1.3 The Certification Body shall only issue or reissue a Scope Certificate following the completion of an audit and a positive certification decision.

2.1.4 A Certified Entity shall hold only one GOTS Scope Certificate at one time, and shall not be certified by two separate Certification Bodies at the same time.

2.1.5 In instances of common ownership, shared management, shared locations, or cross-holdings between entities[1], all such entities shall be certified by the same Certification Body. This applies only to Certified Entities within the same country/region.

2.2 Document Structure

2.2.1 The Scope Certificate shall be issued by the Certification Body using the most recent version of “Template for the Issuance of Scope Certificates” (embedded in this document), which is henceforth referred to as “template” in this document.

2.2.2 All template text which appears not highlighted on the template shall be included on each Scope Certificate, even if it is not directly referenced in this Procedure. All field text (highlighted in grey) shall be replaced by the applicable data. All instruction text (highlighted in light green) is placed in the template for guidance and shall be deleted from the issued documents.

2.2.3 Information required on the cover page shall be confined to a single page. Information from the subsequent products and facilities pages may be contained on multiple pages if necessary.

2.2.4 The Scope Certificate shall be issued as an electronic document in PDF format.

2.2.5 The PDF document shall be digitally signed[2] by means of a document-signing certificate issued by a Certificate Authority (CA) listed on the Adobe Approved Trust List (AATL)[3] or on the EU Trust List (EUTL)[4] or which is derived from a Certificate Authority on the AATL or the

[1] Certification Bodies shall collect supporting documents, such as a declaration of all directorships held in companies operating in the textile sector; disclosure of any potential conflicts of interest, including family-based cross-holdings in such companies that operate in the textile sector.

[2] The signature shall be applied with permissible operations on the document restricted to reading and printing. No further operations shall be allowed after signing.

[3] For a current list of these certificate authorities see https://helpx.adobe.com/acrobat/kb/approved-trust-list1.html

[4] For a current list of the European certificate authorities, see https://eidas.ec.europa.eu/efda/tl-browser/#/screen/home

EUTL. The document-signing certificate shall be clearly attributable to the Certification Body[5] or to Global Standard gGmbH.

2.2.6 The Scope Certificate template may be formatted to use an alternative font or add graphical elements to reflect the Certification Body's branding, but shall always be clear and readable.

2.2.7 This procedure refers to the use of terminology and codes specified in the *Material, Processes, & Products Classification*[6] (referred to as *"Classification Document"* in this document) which allows for use of User Specific Terms under the specified conditions.

2.3 Standard Formats

2.3.1 The official Scope Certificate shall be published in English. Unofficial translated versions may also be prepared by the Certification Body. Translations may be provided to the Certified Entity, but they shall be clearly identified as "for informational purposes only" in page footers (see 3.1.13). Bilingual or multilingual Scope Certificates are not permitted by Global Standard.

2.3.2 All Scope Certificate data submissions to Global Standard shall identify country/area using the "Country/area code" and state/province using the "State/province code", as specified in the "*Geographic Classification"* document.

2.3.3 The exact nomenclature[7] of geographic areas (country/area and state/province) shall match the "Country/area name" and "State/province name" in the "*Geographic Classification"* document.

a. The Geographic Classification document specifies the countries that are required to have state/province data shall be indicated on the Scope/Transaction Certificate.

b. Where state/province data is not provided for a specific country in the Geographic Classification document, the Certification Body shall specify the country/area code in place of state/province in data submissions.

2.3.4 When the address of a facility, and/or the address of a certified or uncertified entity (e.g. a seller or a buyer), is specified on a Scope/Transaction Certificate, the following elements shall be included: Civic/street address, city or town, postcode, state/province if required by the Geographic Classification document and country/area.

For any address in a country which does not use postcodes, "NA" shall be specified. This option shall not be used for any address in a country which uses postcodes.

2.3.5 Dates shall be specified using the ISO 8601 format: YYYY-MM-DD, e.g., 2026-07-31.

2.3.6 When writing numbers, the "." character shall be used as a decimal point, and the "," character shall be used as a thousands separator. e.g., 12,345.67.

2.3.7 Data submissions shall be limited to English characters, except where specified.

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[5] This requires the name of the Certification Body to appear on the document-signing certificate at a recognizable position as per the template. The name of an individual may be included. However without the name of the Certification Body, this is not sufficient to make the Scope Certificate a valid GOTS certificate.

[6] In all cases, the latest versions of each referenced document shall be applicable.

[7] Variations in names are tolerated, e.g., USA as an alternative designator of the United States. However, the segmentation of geographic areas themselves into countries/areas and states/provinces must strictly follow the listings in the document. Example: Although Puerto Rico could be considered a part of the United States, the document lists it as a separate country/area and must therefore be referenced as such.

2.4 Certificate Authentication

2.4.1 The Certification Body shall inform Global Standard of the method they use for certificate authentication. This information is published on the GOTS web page 'Approved Certification Bodies'.

2.4.2 The Certifiaction Bodies may use GTB website or Global Standard Database to authenticate Scope Certificates issued by other Approved Certification Bodies.

2.4.3 One or more of the following alternatives for authentication shall be used by each Certification Body in case information is not available in GTB:

a) A specific email address from which the Certification Body shall respond to confirm certificate validity within two (2) business days;

b) The address of a single web page which can be visited to look up valid certificates;

c) A statement that each certificate will contain a web address for authentication (either as text or as a QR code, with the web address containing some random element[8]), together with the specification of the domain name which will be used for these web addresses;

d) A statement that the document-signing certificate may be used for authentication, together with the specification of the name of the certification authority to be found on the document-signing certificate (see 2.2.6) and the name of the Certification Body (the company name of the holder) as it appears on the cryptographic signing certificate [9];

e) Another method of authentication approved by Global Standard.

2.5 Multi-Standard Scope Certificates

2.5.1 A Scope Certificate shall not be issued for other standards in combination with GOTS, unless explicitly allowed by Global Standard.

2.6 Scope Certificate Suspension and Withdrawal

2.6.1 When a Scope Certificate's status changes other than from valid to expired (see 2.6.1.3), the Certification Body shall update the Scope Certificate status in GTB. This applies when a Scope Certificate is suspended, its suspension is lifted, or it is withdrawn. Such updates shall be implemented at the earliest and no later than 3 working days from such event.

2.6.1.1 When a Scope Certificate is withdrawn, the Certification Body is not required to provide an updated Scope Certificate PDF or version number. In this case, the data record shall be provided with the status change reflected in GTB.

2.6.1.2 "Last Updated" (see 3.1.10) shall reflect the date of the status change (e.g. the date the suspension was lifted).

2.6.1.3 No updated data submission is required when a Scope Certificate expires.

[8] The random element shall serve as a protective measure against looking up information about arbitrary certificates. It shall therefore be long enough to provide protection against automated guessing (a so-called brute force attack).

[9] The holder of the cryptographic signing certificate can be the Certification Body itself, or it can be above mentioned trusted service provider. The name of the holder shall be printed on the Scope Certificate as it appears on the cryptographic signing certificate.

2.6.1.4 If a Certified Entity is recertified by another Certification Body while the previous Scope Certificate remains valid, the preceding Certification Body shall immediately withdraw the Scope Certificate and back date the withdrawal to the day before the issuance date of the succeeding Certification Body's Scope Certificate. The preceding Certification Body shall inform the succeeding Certification Body of the withdrawal of the Scope Certificate.

2.6.1.5 Any Transaction Certificates issued by the preceding Certification Body after the issuance date of the new Scope Certificate shall be withdrawn or invalidated by the preceding Certification Body[10].

2.6.2 A Certification Body shall not withdraw a Scope Certificate in order to reissue it with corrected data but shall instead update the Scope Certificate. The "Last Updated" date information on the Scope Certificate shall be revised accordingly.

2.6.3 The reason for withdrawal shall be specified for each withdrawn Scope Certificate. Allowable reasons are as follows. If multiple reasons apply, the reason which appears first on this list shall be selected:

a. "C" for Critical non-conformity: following identification of a critical non-conformity, like fraudulent activities and/or violation of legal requirements

b. "N" for Non-conformity: identification of a major or minor non-conformity which was not resolved within the allowable timelines[11];

c. "W" for Withdrawal of the Certification Body's accreditation for the applicable scope (voluntary or involuntary);

d. "A" for Administrative – non-payment or other issues with Certification Body procedures or contracts which do not relate to standards conformity;

e. "V" for Voluntary – upon request from the Certified Entity;

f. "O" for Other – for other reasons, and an enumeration of such reasons. An explanation shall be included if "O" is chosen.

2.6.4 The reason for suspension shall be specified for each suspended Scope Certificate. Allowable reasons are as follows. If multiple reasons apply, the reason which appears first on this list shall be selected.

a. "C" for Critical non-conformity – following identification of a critical non-conformity, including intentional fraud;

b. "N" for Non-conformity – following identification of a major or minor non-conformity which was not resolved within the allowable timelines;

c. "A" for Administrative – non-payment or other issues with Certification Body procedures or contracts which do not relate to standards conformity; and

d. "O" for Other – for any reason, and an enumeration of such reasons. An explanation shall be included if "O" is chosen (e.g., inadequate communication or collaboration by the Certified Entity with the Certification Body during investigations or unannounced audits).

2.6.5 In case of recurrence of non-conformities, violations, and/or unresolved critical issues and where such findings collectively demonstrate a pattern of non-compliance by the Certified

[10] Please refer to the 'Policy for Change or Migration of Certifier' latest version.

[11] Please refer to the Approval Procedures for Requirements for Certification Bodies (APRCB) latest version.

Entity, Global Standard may require that a Certification Body may not issue a Scope Certificate to the entity for a period of two (2) calendar years.

2.7 Certification Number

2.7.1 The “Certification Number” is a unique number for an entity, issued to Certified Entities through the Global Trace-Base (GTB) database operated by Global Standard upon issuance of their first Scope Certificate. This Certification Number shall remain a permanent identification number for a given Certified Entity, regardless of any change in Certification Body and/or gaps in certification status. GTB issues separate Certification Numbers for each standard operated by Global Standard.

2.7.2 Prior to issuing a Scope Certificate, a Certification Body shall ensure that the Certified Entity has been assigned the relevant Certification Number.

2.7.3 When a Certified Entity has a valid Certification Number, the Certification Body shall ensure that the name and address of the Certified Entity indicated on the Scope Certificate and in the data submission exactly matches GTB registration data. The Certification Body shall also verify that this information corresponds with the details provided in an official business registration document submitted by the entity. The Certification Body shall maintain a copy of the business registration document to be provided to Global Standards upon request.

3 TEMPLATE

3.1 First Page

3.1.1 Header

The Certification Body’s letterhead including name and address shall appear in the header.

3.1.2 Title

The document shall be titled “Scope Certificate”. Other terms (such as “Company Certificate” or “Certificate of Compliance”) shall not be used.

3.1.3 Scope Certificate Number

Each Scope Certificate shall have a unique “Scope Certificate Number” generated by GTB which does not change for the validity period of that Scope Certificate. Upon each recertification of the Certified Entity, a new Scope Certificate number shall be issued.

NOTE – A Scope Certificate number assigned by the respective Certification Body may additionally be indicated on the Scope Certificate. In such cases, both numbers may be displayed. Displaying only the Scope Certificate number assigned by the Certification Body is not permitted.

3.1.3.1 Scope Certificate Version Number

Whenever a Scope Certificate is updated, the Scope Certificate shall be assigned a unique Scope Certificate version number, which uniquely identifies the specific version of the Scope Certificate. The Scope Certificate version number shall include the Scope Certificate number and the applicable version number as stated on the Scope Certificate. The Scope Certificate version number shall not be blank and shall start with '0' for the initial SC version. "1" shall be used to indicate the first update, and the number shall increase by one for each subsequent update.

Examples	SC No	SC Version No	SC Date of Issue*	SC Last Update*
1. SC (…00456) first issued on 2026-01-01	0000456	0000456-0	2026-01-01	2026-01-01
2. SC amended on 2026-01-10	0000456	0000456-1	2026-01-01	2026-01-10

Examples only. These do not represent all possible formats. Specifying a revision number only (e.g. "V1") as Version Number is not allowed.

3.1.4 Certified Entity

The name and address of the Certified Entity (CE) shall be specified. If there is more than one facility included in the Scope Certificate, the information of the main facility shall be provided. Additionally, if the Certified Entity's official name is written with non-English characters and/or symbols, the Certified Entity's name in their native language may be specified.

The Certification Body shall verify the exact name and address against the information on the business registration document that shall be provided by the Certified Entity. The Certification Body shall maintain a copy of the business registration document to be provided to Global Standards upon request.

To introduce a unique identifier for each Certified Entity, the business registration number shall be listed. The number shall be recorded under "Business Registration ID" in GTB and shall be displayed together with the entity name and address on the Scope Certificate.

3.1.5 Identification Numbers:

3.1.5.1 GOTS Certification Number

The Certification Number, provided by GTB and assigned to the respective Certified Entity shall be specified. This Certification Number shall remain a permanent identification number and shall not be changed upon recertification.

3.1.5.2 Certification Body's Client Number

The Certification Body's client number (previously referred to as the license number), which uniquely identifies the Certified Entities within the Certification Body's systems, may be specified and shall not be changed upon recertification. This number may be omitted from the PDF Scope Certificate but shall be included in data submissions. The words "Client Number" on the PDF template may be replaced with "Client Code" or "Project Number" to better align with Certification Body systems.

3.1.6 Standard

The standard according to which the Scope Certificate is issued shall be named as follows: Global Organic Textile Standard (GOTS).

The version of the standard that the Scope Certificate is being issued against shall be included after the name of the standard.

3.1.7 Product Categories

The certified product categories that the Certified Entity is certified to offer under the Standard shall be named following the rules in the *Classification Document*. The applicable codes shall be specified in parentheses. The list of product categories shall match the list of product categories specified per product on the products page, with each applicable product category only appearing once on the list (i.e. deduplicated).

NOTE: More detailed product information appears on page two of the Scope Certificate.

3.1.8 Process Categories

The process categories that are included within the scope of certification shall be named following the rules of the *Classification Document*. The applicable codes shall be specified in parentheses. The list of process categories shall match the list of process categories specified per facility on the facilities page, with each applicable process category only appearing once on the list (i.e. deduplicated).

If any processing categories may be conducted by a subcontractor under the scope of the certificate, these processing categories shall be marked with an asterisk (*).

NOTE: A full list of any subcontractors appears on the facilities page of the Scope Certificate.

3.1.9 Validity and Issuance Dates

3.1.9.1 Date of Issue

The “Date of Issue” is the date on which the Certification Body issues the Scope Certificate and shall be stated on the Scope Certificate. The Date of Issue shall remain unchanged throughout the validity period of the Scope Certificate.

3.1.9.2 Validity

The validity period of the Scope Certificate shall start with the “valid from” date and end on the “valid until” date. The Scope Certificate’s validity period shall not exceed one full year (365 days) and shall be stated on the Scope Certificate.

3.1.9.3 Updates of Scope Certificates

The Scope Certificate may be updated, for example, to add or remove facilities or products. Any such changes shall be reflected by updating the “Last Updated” date on the Scope Certificate. However, the “Date of Issue” and the validity period of the Scope Certificate shall remain unchanged.

3.1.9.4 Anniversary Date

The “Valid From” date shall be designated as the “anniversary date” and shall remain unchanged throughout the validity period of the Scope Certificate.

3.1.9.5 Recertification

The recertification process is expected to be initiated and completed before the “valid until” date. The “Date of Issue” of the renewed Scope Certificate shall be no earlier than 31 days before the previous “valid until” date. Under these conditions, the new “valid from” date and “valid until” date shall retain the same day and month as the previous validity period, with the year updated accordingly.

3.1.9.5.1 Recertification within 90 days after validity period end of a Scope Certificate

If recertification cannot be completed within the validity period, but is completed within 90 days after the “valid until” date, the Entity shall remain in “recertification” status during this period and shall be considered non-certified. Transaction Certificates shall not be issued during this recertification period.

If recertification is completed and a new Scope Certificate is issued within these 90 days, all relevant production and shipment of goods during this period may be considered certified. The renewed Scope Certificate shall be issued with a new “Date of Issue”, while the “valid from” and “valid until” dates shall remain aligned to the same day and month of the previous validity cycle for the following year. The “anniversary date” shall remain unchanged.

3.1.9.5.2 Recertification after 90 days and within180 days after validity period end of a Scope Certificate.

If recertification is completed after 90 days, but within 180 days after the “valid Until” date of the previous Scope Certificate, the new Scope Certificate shall be issued with a new “Date of Issue”. The validity period shall begin from the “Date of Issue” and continue until the “valid Until” date. The anniversary date from the previous Scope Certificate shall remain unchanged.

All goods produced after the expiry of the previous Scope Certificate and before the issuance of the new Scope Certificate shall be considered non-certified, and no Transaction Certificates shall be issued for such goods. In exceptional circumstances, Global Standard may consider an exemption to this requirement.

3.1.9.5.3 (Re) Certification after 180 days from the date of expiry:

If the recertification cannot be completed within 180 days after the “valid until” date, such recertification shall be considered an initial (new) certification. Accordingly, the “Date of Issue”, validity period, and “anniversary date” shall be newly established.

This 180-day certification gap requirement shall also apply in cases of Certification Body transfer. Where, following the expiry of a Scope Certificate, a Certified Entity transfers to a new Certification Body and the Scope Certificate is issued more than 180 days after the previous “valid until” date, the certification shall be treated as initial certification, and a new anniversary date shall be established. Where the Scope Certificate is issued within 180 days of the previous “valid until” date, the anniversary date from the previous certification cycle shall be maintained.

3.1.10 Authorisation

An authorisation statement shall appear at the bottom of each page of the Scope Certificate.

3.1.10.1 The authorisation statement shall include:

a. Place and Date of Issue

NOTE: “Place of Issue” refers to the location of the office of the Certification Body making the certification decision and issuing the Scope Certificate.

b. Signature of Authorised Person - a digital image of a signature or an electronic/digital signature.
c. Name of Authorised Signatory[12]
d. Certification Body Stamp / Logo
e. GOTS Standard Logo
f. The date the Scope Certificate was last updated, if the Scope Certificate has been updated after it was first issued.

3.1.11 Accreditation Body

The applicable Accreditation Body and the Certification Body’s Accreditation Number shall be indicated on the Scope Certificate, together with the accreditation statement as ‘This certificate is issued within the scope of the accreditation for product certification issued by *(name of Accreditation Body)*”. The logo of the Accreditation Body shall not appear on the Scope Certificate.

3.1.12 Declarations

3.1.12.1 A declaration as follows shall be included at the bottom of the first page, as specified on the template.

“This Scope Certificate provides no proof that any goods delivered by its holder are GOTS certified. Proof of GOTS certification of goods delivered is provided by a valid Transaction Certificate (TC) covering them.

The issuing body may withdraw this certificate before it expires if the declared conformity is no longer guaranteed.

For directions on how to authenticate this certificate, please visit GOTS’ web page ‘Approved Certification Bodies’[13]”

3.1.12.2 In addition to the prescribed wording, the Certification Body may decide to add a declaration that references any stipulations of the contract with the Certified Entity and/or clauses of the Certification Body’s scope-specific procedures.

3.1.13 Footer

The footer of each page of the Scope Certificate shall include:

3.1.13.1 One of the following version statements:

- “This electronically issued document is the valid original version”;
- “This electronically generated document is not the official version”[14]; or

[12] In case there is a different person involved for an approval of the certificate, the name of the approving person may be printed on the Scope Certificate in addition to the “name of the authorised signatory”.

[13] https://global-standard.org/certification-and-labelling/approved-certification-bodies, view details of individual Certification Bodies.

[14] This sentence is applicable only for certificates generated by Global Trace-Base in those cases where the valid original versions have been issued by the Certification Body itself.

- "This translation is provided for information purposes only" in the language of the document if the document is in any language other than English.

3.1.13.2 The Certification Number of the Certified Entity; and

3.1.13.3 A page number in the format "Page X of Y" where 'X' is the current page and 'Y' is the total number of pages.

3.2 Products Page

3.2.1 Header

Starting on page 2 of the Scope Certificate, the header of each page shall include:

a. The Certification Body's letterhead, including name and address;

b. The GTB Scope Certificate number and Scope Certificate version number (see 3.1.3); Scope Certificate number assigned by the respective Certification Body may additionally be indicated.

c. The name of the Certified Entity (see 3.1.4); and

d. The acronym and version number of GOTS (see 3.1.6).

3.2.2 Products Appendix

Products which the Certified Entity may process and/or sell as certified to GOTS shall be listed in the Products Appendix table.

3.2.2.1 Each combination of product category, product details and material composition shall be listed separately.

Example: A Certified Entity producing men's shirts and jackets either made with "100% Organic cotton" or "95% Organic cotton 5% Elastane" shall be listed as four separate products in the Product Appendix.

3.2.2.2 The product category and product details for each product that are included within the scope of certification shall be named and coded (in parentheses) following the rules of the GOTS Materials, Processes & Products Classification. One product category and one product detail shall be specified per product.

Example Products Appendix

Product Category	Product Details	Material Composition*
Men's Apparel (PC0001)	Shirts (PD0005)	100% Organic Cotton (RM0104)
Men's Apparel (PC0001)	Shirts (PD0005)	95% Organic Cotton (RM0104) + 5% Elastane (RM0160)
Men's Apparel (PC0001)	Jackets (PD0001)	100% Organic Cotton (RM0104)
Men's Apparel (PC0001)	Jackets (PD0001)	95% Organic Cotton (RM0104) + 5% Elastane (RM0160)

3.2.2.3 The material composition shall include a list of raw materials in the product, including both certified and non-certified materials, using the raw material terms and codes (in parentheses) in the Classification Document.

a. Raw materials which cannot be listed under other attributes in the Classification Document shall be specified using the “No attribute” raw material codes.

b. Generic material names shall be used as in the Classification Document (e.g., “wool” rather than “merino”). Proprietary fibre names shall not be used.

3.2.2.4 The material composition shall address blend or mix percentages using one of the following options:

a. Specification of the exact blend/mix percentage for each raw material;

b. Specification of a range of blend/mix percentages for each raw material; or

c. Omitting the blend/mix percentages.

For example, any of the following may be used for the same GOTS product:

- 70% Organic cotton (RM0104) + 30% Lyocell (RM0226)
- 70-95% Organic cotton (RM104) + 5%-30% Lyocell (RM0226) ; or
- Organic cotton (RM0104) + Lyocell (RM0226).

NOTE: When the entity has many products with slight variations in blend percentage, using a range of blend/mix percentages or omitting the percentages on the Scope Certificate is recommended.

3.2.2.5 Applicable GOTS label grades shall be specified for products. “Organic” or “Made with organic materials” or in case of in-conversion certified raw materials, the respective label grades “Organic in-conversion” or “Made with organic in-conversion materials” shall be used, following the rules laid down in the document Conditions for the Use of Signs.

3.2.2.6 Each Scope Certificate shall specify at least one product. All products which the Certified Entity may sell as Certified Entity or may process as a subcontractor on behalf of another Certified Entity shall be listed.

3.2.2.7 If a Certified Entity acts as a subcontractor only, the Scope Certificate shall include a list of the products which the subcontractor processes. Material composition shall be included, though content percentages may be omitted.

3.2.2.8 Where a user-specific term is specified for product category or product detail, it shall match the corresponding Product_category or Product_detail field on the Scope Certificate.

3.3 Facilities Page

3.3.1 Facilities

3.3.1.1 Three appendices are included on the facilities page to identify all facilities of a Certified Entity (i.e. facilities and subcontractors) included within the scope of certification.

3.3.1.2 The Certification Body may divide the contents of the facilities page across multiple pages even when available space does not require this to allow for more control of information sharing (e.g. placing subcontractor appendices on separate pages from the site appendix since subcontractor identities are not public information).

3.3.1.3 Where a table appears on multiple pages, the table name and header shall be repeated on each page.

3.3.2 Facility Appendix

3.3.2.1 Each facility shall be listed in the Facility Appendix along with its address and process categories. The main certified facility, which is named as the Certified Entity (see section 3.1.4), shall be named first, and its name shall be followed by "(main)".

3.3.2.2 The process categories that are included within the scope of certification shall be named following the rules of the *Classification Document.* The applicable codes shall be specified in parentheses.

3.3.2.3 Each facility which has physical possession of claimed materials shall be associated with at least one product in the Products Appendix.

3.3.3 Non-Certified Subcontractor Appendix

3.3.3.1 Each non-certified subcontractor facility shall be listed[15] in the Non-Certified Subcontractor Appendix along with its address and relevant process categories.

3.3.3.2 The process categories that are included within the scope of certification shall be named following the rules of the Classification Document. The applicable codes shall be specified in parentheses.

3.3.3.3 The Non-Certified Subcontractor Appendix shall state "None" instead of the table if there are no such subcontractors.

3.3.3.4 Each non-certified subcontractor shall be associated with at least one product in the Products Appendix.

3.3.4 Independently Certified Subcontractor Appendix

3.3.4.1 Each Independently Certified Subcontractor facility shall be listed[16] in the Independently Certified Subcontractor Appendix along with its address and relevant process categories.

3.3.4.2 The Certification number of the Independently Certified Subcontractor's Scope Certificate shall be specified.

a. The Certification Body is not required to immediately update the Scope Certificate upon an Independently Certified Subcontractor's recertification but shall update this information each time the Scope Certificate is updated for other reasons, and shall update the Scope Certificate if an Independently Certified Subcontractor ceases to be certified.

b. The Certification Body shall update the expiry date of the Independently Certified Subcontractor to match the Independently Certified Subcontractor's current Scope Certificate whenever the Scope Certificate is issued or updated.

3.3.4.3 The process categories that are included within the scope of certification shall be named for each Independently Certified Subcontractor following the rules of the *Classification Document*. The applicable codes shall be specified in parentheses.

[15] Identities of Non-certified Subcontractors listed on a Scope Certificate are treated as confidential.

[16] Identities of Independently Certified Subcontractors listed on a Scope Certificate are treated as confidential by GOTS. Information about the subcontractor's own Scope Certificate is publicly available as is true for all Scope Certificates.

a. Only processes which may be done for the Certified Entity and which are listed on the independently certified subcontractor's Scope Certificate shall be listed.

3.3.4.4 The Independently Certified Subcontractor Appendix shall state "None" instead of the table if there are no independently certified subcontractors.

3.3.4.5 Each Independently Certified Subcontractor shall be associated with at least one product in the Products Appendix.

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[CB's letterhead containing name and address]

Scope Certificate

Scope Certificate Number xxxxxx-xx

Certification Body's Scope Certificate Number xxxxx *[optional]*

Certification_body_name

certifies that

Name_of_Certified_Entity

Name_of_Certified_Entity_Native *[optional]*

Certification Number

Certification Body's Client Number *[optional] (CB identification/reference no)*

Certified Company_address_line1
Certified Company_address_line2 *[if applicable]*
Certified Company_address_line3 *[if applicable]*
Certified Company_Town, Certified Company_Postcode
Certified Company_State/province *[if applicable]*, Certified Company_Country/area
Business_Registration_ID - XXXXXXXX

has been audited and found to be in conformity with the

GLOBAL ORGANIC TEXTILE STANDARD (GOTS) Version X.X

Product categories mentioned below (and further specified in the product appendix) conform with this Standard:

Product_Category1 (PC0000); Product_Category2 (PC0000); Product_Category3 (PC0000); Product_Category4 (PC0000); Product_Category5 (PC0000) *[complete deduplicated list]*

Process categories carried out under the responsibility of the above mentioned company for the certified products cover:

Process_Category1* (PR0000); Process_Category2* (PR0000); Process_Category3 (PR0000) Process_Category4 (PR0000); Process_Category5* (PR0000) *[complete deduplicated list]*

*The processes marked with an asterisk may be carried out by subcontractors.

This Certificate is valid from YYYY-MM-DD until YYYY-MM-DD

[Repeat on every page]

Place and Date of Issue
Place, YYYY-MM-DD
Last Updated: YYYY-MM-DD
Name of Authorised Signatory

Signature of Authorised Person

Certification Body

Stamp / Logo of CB

Standard Logo

Certification Body Accredited by: Name_of_Accreditation_Body, Accreditation Number: xxxxxxx
This Certificate is issued within the scope of the accreditation for product certification issued by Name_of_Accreditation_Body

This Scope Certificate provides no proof that any goods delivered by its holder are GOTS-certified. Proof of GOTS certification of goods delivered is provided by a valid Transaction Certificate (TC) covering them.

The issuing body may withdraw this certificate before it expires if the declared conformity is no longer guaranteed.

For directions on how to authenticate this certificate, please visit GOTS' web page 'Approved Certification Bodies'.

A_sentence_that_references_the_certificate_to_stipulations_of_the_contract_with_the_licensee_and/or_clauses_of certifier's_scope-specific_stipulations. [Optional]

This electronically issued document is the valid original version. *[if applicable]*

[CB's letterhead containing name and address]

Scope Certificate Number xxxxxx-xx
Certification Body's Scope Certificate Number xxxxx *[optional]*
Name_of_Certified_Entity
GOTS Version X.X

Under the scope of this certificate, the following products are covered.

Products Appendix

Product Category	Product Details	Material Composition*	Label Grade
Product_category (PC0000)	Product_detail (PD0000)	0% Raw_material1 (RM0000) + 0% Raw_material2 (RM0000)…	Label_grade_name
Product_category (PC0000)	Product_detail (PD0000)	0% Raw_material1 (RM0000) + 0% Raw_material2 (RM0000)…	Label_grade_name
Product_category (PC0000)	Product_detail (PD0000)	0% Raw_material1 (RM0000) + 0% Raw_material2 (RM0000)…	Label_grade_name
Product_category (PC0000)	Product_detail (PD0000)	0% Raw_material1 (RM0000) + 0% Raw_material2 (RM0000)…	Label_grade_name
Product_category (PC0000)	Product_detail (PD0000)	0% Raw_material1 (RM0000) + 0% Raw_material2 (RM0000)…	Label_grade_name

*Quantification (percentages) of material composition is optional.

[Repeat on every page]

Place and Date of Issue
Place, YYYY-MM-DD
Last Updated: YYYY-MM-DD
Name of Authorised Signatory

Signature of Authorised Person

Certification Body

Stamp / Logo of CB

Standard Logo

[CB's letterhead containing name and address]

Scope Certificate Number xxxxx.xx
Certification Body's Scope Certificate Number xxxxx *[if applicable]*
Name_of_Certified_Entity
GOTS Version X.X

Under the scope of this certificate, the following facilities have been audited and found to be in conformity.

Facility Appendix

Facility Name	Address	Process Categories
Facility_name1 (main)	Facility_address_line1 Facility_address_line2 *[if applicable]* Facility_address_line3 *[if applicable]* Town, Postcode State/province *[if applicable]*, Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000); Process_category4 (PR0000)...
Facility_name2	Facility_address_line1 Facility_address_line2 *[if applicable]* Facility_address_line3 *[if applicable]* Town, Postcode State/province *[if applicable]*, Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000); Process_category4 (PR0000)...
Facility_name3	Facility_address_line1 Facility_address_line2 *[if applicable]* Facility_address_line3 *[if applicable]* Town, Postcode State/province *[if applicable]*, Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000); Process_category4 (PR0000)...

Non-Certified Subcontractor Appendix

Subcontractor Name	Address	Process Categories
Subcontractor _name (Facility_name,)	Facility_address_line1 Facility_address_line2 *[if applicable]* Facility_address_line3 *[if applicable]* Town, Postcode State/province *[if applicable]*, Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000); Process_category4 (PR0000)...
Subcontractor _name (Facility_name,)	Facility_address_line1 Facility_address_line2 *[if applicable]* Facility_address_line3 *[if applicable]* Town, Postcode State/province *[if applicable]*, Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000); Process_category4 (PR0000)...

Independently Certified Subcontractor Appendix

Subcontractor Name (Facility Name)	Certification Number	Expiry Date	Address	Process Categories
Subcontractor_name	Certification Number	YYYY-MM-DD	Facility_address_line1 Facility_address_line2 *[if applicable]* Facility_address_line3 *[if applicable]* Town, Postcode State/province *[if applicable]*, Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000); Process_category4 (PR0000)...
Subcontractor_name	Certification Number	YYYY-MM-DD	Facility_address_line1 Facility_address_line2 *[if applicable]* Facility_address_line3 *[if applicable]* Town, Postcode State/province *[if applicable]*, Country/area	Process_category1 (PR0000); Process_category2 (PR0000); Process_category3 (PR0000); Process_category4 (PR0000)...

[Repeat on every page]

Place and Date of Issue
Place, YYYY-MM-DD
Last Updated: YYYY-MM-DD

Signature of Authorised Person

Name of Authorised Signatory

Certification Body

Stamp / Logo of CB

Standard Logo