
GOTS Audit Checklist

1. GOTS production manual
2. GOTS system plan
3. GOTS product specification
4. Business license, tax registration certificate, organization institutional code certificate
5. Production flow chart
6. Floor plan of the workshop and storage area (including Machine arrangement, equipment list): Production line, storage area, etc. identify GOTS Organic cotton and consistent with the plan
7. Supplier evaluation records: organic cotton raw materials, GOTS approved dyes, etc.
8. Evaluation of dyeing and auxiliaries: The dyeing aids used in GOTS orders must be evaluated by GOTS.
9. Raw material purchase invoices and shipping documents
10. Raw material acceptance inspection record
11. Production risk point (easy to pollute, easy to mix batch Etc.) Control measures
12. GOTS production records: records of inputs, production, finished products, etc.
13. GOTS Cleaning Record
14. GOTS sales records: orders, delivery notes, invoices, etc.
15. GOTS Production Training Record: GOTS Definition, GOTS Production Requirements
16. GOTS Special Label (Taro)
17. GOTS Total Balance Statistics: Finished Product Statistics: Finished Products - Raw Materials - Stock - Sales - Loss, Raw Material Statistics: Purchasing - Use - Stock
18. GOTS Product Sales Certificate (TC): A total of 12 copies, check the traceability records of all production and sales; total > 12, random check 12 traceability records
19. Social Compliance manual Society Responsibility Handbook: SA8000/BSCI/WRAP, etc.
20. Appointment of the person in charge of social responsibility

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21. Employee Handbook
 22. Employee roster: Within 2 weeks before the audit date
 23. Child Labor / Juvenile Management: Juvenile Worker List / Registration Certificate / Medical Examination / Juvenile Worker Protection Regulations
 24. Personnel Recruitment File: Entry Record / Employee Registration Form / Labor Contract / Training Record / Resignation Record
 25. Attendance Record: Random 6 months
 26. Salary record: Salary corresponding to 6 months attendance
 27. Social security records: work injury records, social security contributions, etc.
 28. Occupational Health and Safety Assessment: Evaluation of the factory floor environment (noise, air, dust, etc.)
 29. Record of labor insurance supplies: issued according to occupational health assessment report
 30. Qualification certificate for dangerous and special positions:
 31. Escape indicator
 32. Fire drill record: Fire emergency plan, escape, fire drill
 33. Health, safety, health, etc. (EHS) training record
 34. First aid kit, first aid training: Every 50 people must have 1 person to hold a certificate
 35. Trade union records
 36. Canteen Health Permit, Worker Health Certificate
 37. Environmental Policy
 38. Appointment of the person in charge of environmental responsibility
 39. Energy saving and emission reduction plan and record
 40. Pollution permit
 41. Sewage commissioned contract, invoice
 42. Sewage monitoring report: COD, BOD, pH, ammonia nitrogen, total copper, color, etc.
 43. Sewage treatment operation log: Daily operation record of sewage treatment station / Internal wastewater monitoring report

44. Sewage Discharge Statistics Report, COD Row

Statistics on discharge: monthly discharge of sewage, nearly 12 months; COD content per kilogram of textile emissions

$(\text{mg/kg}) = 1000 \times \text{annual average COD emission concentration (mg/l)} \times \text{annual sewage discharge (m}^3) / \text{annual textile production (kg)}$

45. (Hazardous) Waste Disposal Record: Dangerous Waste (Sludge) Treatment Agreement/Receiving Unit Hazardous Waste Treatment Qualification/Dangerous Waste (Sludge) Treatment Statistics

/Dangerous waste (sludge) receiving documents

46. Annual consumption records of water, electricity, coal, steam and chemicals: monthly statistics, nearly 12 months, and conversion of kilograms of textile consumption

Remarks:

1. This audit checklist is for reference, and the specific audit requirements are based on the latest version of the GOTS standard.
2. The OCS/OE audit document only needs to be prepared for the production part and does not involve social responsibility and environmental responsibility requirements.