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Section A: Assessment Process

ZDHC		IDFL						
ZDHC Gateway Account	Documents	Application	Review	Agreement & Payment	Pre-Verification Documentation	On-site Verification	Verification Results	ZDHC Gateway
Make sure you have registered for the ZDHC Gateway Account	Upload all your Chemical list in Performance InCheck	1-2 Weeks			2-4 Weeks* (Preparation)	1 Day per site	Same Day Results Successful >80% Unsuccessful <80%	Checkmark awarded on Supplier Profile
*This is the average time period for client preparation and is dependent on the time it takes the client to prepare the necessary documents and actions to become certified. This time can be shorter or longer depending on client preparation. IDFL will only schedule the on-site visit / verification after payment has been received and all the pre-verification documentation has been submitted and approved.								

A.1 ZDHC Gateway Account

Make sure you have registered on the ZDHC Gateway as a Supplier. If you do not have one, see ZDHC website [here](#).

A.2 ZDHC Performance InCheck

Make sure you update your chemical list monthly to the Gateway. ZDHC Performance InCheck is an easy-to-read chemical inventory report. It provides an overall score of ZDHC MRSL conformance for all products in the inventory and shows where improvements can be made.

A.3 IDFL Application

Information regarding the standards and applications can be found on our website – www.idfl.com/services/audits-certifications/ or by email request. For any questions or assistance with the application, please contact us.

For contact information see our website: <https://idfl.com/directory>

A.4 Application Review

Upon receipt of the completed application, IDFL will review and contact you if further information is necessary. A conference call or in-person meeting may be necessary to confirm all application requirements.

A.5 Agreement / Quotation

Once all questions and concerns have been addressed and the scope of the certification confirmed, IDFL will issue an agreement and quotation for the certification services. The client is expected to review and formally sign the agreement before the evaluation may commence.



A.6 Pre-Verification Documentation

After the agreement has been signed and payment has been received, the next step is to begin the pre-verification documentation preparation. A document checklist and system plan will be provided to you. For some standards, IDFL may set up an IDFL Online Client Portal Account where you can upload, fill in, and submit online.

The documentation checklist is provided to you below for your reference – see Section B. Please note that the online checklist may have some minor differences.

A.7 Onsite Verification

After the pre-assessment documents have been submitted and reviewed, IDFL can begin to schedule a date and time for an onsite assessment. To prepare for the onsite assessment, see Section C.

A.8 Corrective Actions

During the closing meeting of the onsite verification or monitoring activities, the verifier will provide feedback and discuss any non-compliances (if any). If the Verified InCheck Report scoring is below 80%, necessary corrective action plans will need to be in place before the client can reapply (in 3 months) for Verified InCheck – Level 1.

A.9 Verification Decision

The results are carefully reviewed and calculated, and a final verification decision is made on-site. IDFL will provide to ZDHC Customer Service (gateway@zdhc.org) the Verified InCheck – Level 1 Findings Document/InCheck Verification Report.

- **Successful (PASS)**
 - A "Verified InCheck – Level 1 Checkmark will be placed on the Supplier Profile square on the ZDHC Gateway.
 - Brands who are connected to the suppliers will be able to see that the Verified InCheck Level 1 is completed & successful
 - This enhances the supplier's credibility

- **Unsuccessful (FAIL)**
 - The Gateway Team will record internally that the verification is not successful. However, they will not display this status on the ZDHC Gateway
 - ZDHC recommends the factory to work on the corrective actions and close any potential gaps as soon as possible.
 - When the factory is ready, ZDHC strongly encourages the factory to redo the Verified InCheck as soon as it is feasible.

A.10 Verification Validity

ZDHC Verified InCheck – Level 1, is valid for one year.



Section B: ZDHC Verified InCheck – Level 1 Pre-Verification Documentation Checklist

The following pre-verification documentation must be completed and submitted to IDFL before the onsite evaluation can be scheduled.

No.	Documentation	Guidance (if any)
1	Performance InCheck Reports of <u>at least 3 consecutive months or maximum 3 consecutive quarters</u> prior to requesting an on-site verification.	
2	Site Map of the factory	<ol style="list-style-type: none"> 1. Location of all chemical stores clearly indicated/highlighted. 2. The map should outline all production processes in the facility.
3	Safety Data Sheet (SDS)	
4	Purchase orders	
5	Inventory Registers	
6	Contracts with chemical vendors	
7	Chemical Inventory List (CIL) Record	
8	Production Recipe Sheets, etc.	purchase/sales, purchase/sales record, Bill of Entry

Section C: ZDHC Verified InCheck – Level 1 Onsite Verification Preparation Checklist

In addition to the pre-verification documentation, the following documents, records, and preparation should be prepared during the onsite verification to demonstrate compliance to ZDHC Verified InCheck – Level 1 requirements.

For certifications or entities without ZDHC orders, a simulation of the verified production should be demonstrated during the onsite evaluation. Simulated records should also be provided to ensure understanding of the management system starting with purchased materials to outgoing shipment.

C.1 Verified InCheck – Level 1 Production Management Requirements Preparation	
Requirement	Guidance (if any)
Verify the total number of chemicals listed for each month on the PDF inventory.	Type 1 = All Type 2 = 30 randomly selected by Verifier throughout the on-site verification.
Verify all the chemicals from the list is present in the Chemical Main or Sub-Store on-site.	
If a chemical is not present on site, provide documentation of the chemical was used or purchased in the past 3 months of the Purchase Order, Bill of Entry, or Production Receipt Sheets within the past 3 months.	



IDFL ZDHC Verified InCheck – Level 1 Guidelines
ZDHC Verified InCheck – Level 1

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Take a walkthrough of the facility's production and chemical store area.	<ol style="list-style-type: none">1. Location of all chemical stores clearly indicated/highlighted.2. The map should outline all production processes in the facility.
Examine the chemical purchase orders in the purchase department's records (must be within 3 months).	Chemical Purchase Orders, Bill of Delivery or Chemical Vendor Contracts.
How does the facility maintain their chemical inventory details.	e.g. ERP system, ledger, stock book, register