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1. Overall Process

Better Cotton Registration		IDFL Processes						
Better Cotton Membership	Better Cotton Platform (BCP) Access	Application	Eligibility Review	Agreement	Pre-Audit Documentation	Site Evaluation	Corrective Actions	Certification Decision
1-2 Weeks* Supply chain organizations apply for Better Cotton Membership or BCP access.		1-2 Weeks*			2-4 Weeks* (Preparation)	1 Day per site	30 – 60 Days* (Preparation)	14 Calendar Days
*This is the estimation according to Better Cotton. For more information, please contact BC.		*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.						

2. Better Cotton Registration

If you are new to Better Cotton, depending on your organization category, you need to become a Better Cotton Member or just apply for a Better Cotton Platform (BCP) account, find out more on [BC Membership page](#).

- Brands must have paid Traceability Activation Fee before seeking Brand Certification.

3. IDFL Processes

3.1. Application

Once BC has approved your organization into the CoC Standard program you can commission IDFL for your certification. Visit [our website](#) for an application form or email us. For any questions or assistance with the application, please contact us. For contact information please visit [our directory](#)

3.2. Application Review

Upon receipt of a completed application, IDFL will review and contact you if further information is necessary. IDFL will also conduct an initial screening based on the [Better Cotton Eligibility Criteria](#).

3.3. Agreement / Quotation

Once the scope of certification has been confirmed and all eligibility criteria have been met, IDFL will issue an agreement and quote. The organization is expected to review and formally sign the agreement before the evaluation may commence.

3.4. Pre-Audit Documentation

After the agreement has been signed and payment has been received, a document checklist will be provided to the organization. Pre-audit documentation must be completed and submitted to IDFL via Email at least one week prior to the site evaluation.





3.5. Site Evaluation

After the audit has been scheduled, IDFL will send out a detailed audit plan at least two weeks in advance. The audit should take place while the organization is in production. On average, each site audit will have a duration of a full day (approximately 6-8 hours).

3.6. Corrective Actions

During the closing meeting, the auditor will review any non-conformities with the senior management of the organization and leave a copy of the non-conformities (if any). A Corrective Action Plan (CAP) must be submitted by the organization, along with the evidence of actions taken, within the timeline specified below.

Minor NCs

Shall be corrected within 60 calendar days or, for ginners, before the start of the next ginning season (whichever is shorter) and provide evidence demonstrating how the issue has been addressed. If not addressed within the required timeframe, a Minor NC shall escalate to a Major NC and the timelines for a Major NC shall be followed.

Major NCs

Shall be corrected within 30 calendar days of receipt of the final audit report and provide evidence demonstrating how the issue has been addressed. If not addressed within the required timeframe, a Major NC shall lead to the suspension of BCP account. The duration of a suspension period will be defined by Better Cotton.

Critical NCs

Shall result in a failed audit. Critical NCs shall be corrected prior to having a new audit to become certified. Correction of Critical NCs will not lead to certification without a new audit being conducted.

3.7. Certification Decision

When all corrective actions are submitted by the organization and reviewed by an IDFL certifier, a final certification decision will be made.

3.8. Certification Validity

A Scope Certificate against Better Cotton CoC Standard will be valid for 3 years. The organization shall arrange a re-audit to be conducted at least 60 days prior to the certificate expiry date.

4. Pre-Audit Documentation Checklist

The following pre-audit documentation must be completed and submitted to IDFL via Email at least one week prior to the site evaluation.





No.	Documentation	Guidance (if any)
1	Business License	Evidence of a registered legal entity
2	Documented management system	To ensure continuous conformity to all applicable CoC requirements
3	List of all sites involved in processing / storing / trading / distributing Better Cotton materials / products (if multiple sites)	Including names, addresses, contact info and processes covered
4	List of all subcontractors involved in processing / storing / trading / distributing Better Cotton materials / products (if any)	Including names, addresses, contact info, outsourced activities and frequency of activities performed
5	Better Cotton CoC or peer sustainability Scope Certificates of subcontractors (if applicable)	Independently certified to Better Cotton CoC Standard or peer standards such as GOTS and/or TE
6	Any previous scope certificate, audit report and non-conformities (if re-certification)	

5. Site Evaluation Documentation Checklist

The following documents / records should be made available during the site evaluation. Please note that some of them may not apply to certain types of organizations, such as traders / brands.

No.	Documentation	Guidance (if any)
1	Business License	Evidence of a registered legal entity
2	Documented management system	To ensure continuous conformity to all applicable CoC requirements
3	List of all sites involved in processing / storing / trading / distributing Better Cotton materials / products (if multiple sites)	Including names, addresses, contact info and processes covered
4	List of all subcontractors involved in processing / storing / trading / distributing Better Cotton materials / products (if any)	Including names, addresses, contact info, outsourced activities and frequency of activities performed
5	Signed agreements with each subcontractor, defining the scope of the outsourced activities (if applicable)	Up-to-date, relevant, and well-managed subcontracting agreements
6	Records of training provided to subcontractors by the organization (if applicable)	To ensure no uncontrolled mixing of Better Cotton and conventional cotton
7	Better Cotton CoC or peer sustainability Scope Certificates of subcontractors (if applicable)	Independently certified to Better Cotton CoC Standard or peer standards such as GOTS and/or TE
8	Any previous scope certificate, audit report and non-conformities (if re-certification)	
9	List of all Better Cotton suppliers	Including names, contact info, products supplied and applicable CoC Models
10	Organizational chart	Including appointment and change of a management representative; identification of key personnel responsible for each critical control point
11	Muster Roll (including job titles / roles / positions)	Including management and all workers, such as permanent / contractual / temporary / seasonal workers
12	Transactions recorded on BCP	The organization must log in to their BCP account to allow the auditor to verify information and transactions.
13	Annual management review	
14	Annual self-assessment (not applicable for initial audit)	Using a template provided by Better Cotton
15	Process Flow Chart of Better Cotton Products	Including expected conversion factors
16	List of and raw material inputs and Better Cotton Products	





CERTIFICATION GUIDE & CHECKLIST

Better Cotton Chain of Custody (CoC) Standard

IDFL-FF-BCCOC 01 EN
V1.0
DCR 095

17	Procedures of complaint handling and resolution	
18	Register of complaints received	
19	Procedures of handling non-conforming products	
20	Training plan and training records of staff and workers.	Up-to-date and evidenced records. BCP users should complete BCP training provided by Better Cotton.
21	Traceability document	Purchase orders, supplier delivery notes, certificates of origin, invoices, raw material stock records, production records, finished goods stock records, sales and distribution records, stock reconciliation records
22	Purchase / Sales records	Supplier's name, buyer's name and address, product description / specification, product quantity, date of delivery / sale, sales contract, sales invoice, transport / shipping document, applicable CoC Model
23	Mass Balance account (Mass Balance Model only)	Supply date, quantity of Better Cotton input product, quantity of Better Cotton output product, date of sale / delivery, etc.
24	Production Records (Physical CoC Models)	Production date, identification of production batch, physical Better Cotton input product, Country(ies) of Origin, conventional cotton input product (if applicable), non-cotton fiber input product (if applicable), output product, quantities and characteristics of inputs and outputs, applicable conversion factors, content / percentage and origin statements
25	Volume reconciliation records	Records that quantify volumes of input and output materials at all times.
26	Annual volume summary reports of all Better Cotton inputs and outputs	Considering inventory levels, conversion factors, waste usage and the conversion of physical Better Cotton to Mass Balance orders (where applicable)
27	Floor Layout / Map Diagram of production / storage areas	Demonstration of designated areas specific for Better Cotton materials / products
28	Segregation and identification systems: procedures to control the identification of materials / products at all stages such as purchasing, material receipt, raw material storage, production / processing, shipment and sales	Demonstration of internal identification, such as signs, color coded systems, barcodes, chalkboards, tags and labelling methods with product description, batch numbers and production lots to ensure no accidental commingling with non-certified materials / products.
29	For ginners only: Traceability document	Supplier list, purchase slips / farmer pay slips, gate entry pass, weighbridge slip, procurement / arrival register, heap register, bale / pressing register, processing records / confirmation of ginner outturn ratio, outsourcing arrangement and subcontractor declarations (if applicable), country of origin
30	For ginners only: gin agreement	
31	For ginners only: list of all markets / middlemen	Including names, contact info, traceability documents and purchase records from Better Cotton farmers
32	For ginners directly purchase from Better Cotton farmers only: receipts to farmers	Seller & buyer names, AAV code or farmer's code, village, date and quantity
33	For brands only: a list of all warehousing and distribution sites	Sites which take possession of Physical Better Cotton.
34	For brands only: a signed trademark licensing agreement	Not applicable for initial audit.
35	For brands only: Better Cotton's approval of all new product-level claim artworks	Not applicable for initial audit.
36	For brands only: agreements with retailers	To prevent the misuse of product claims.

