

## Responsible fibre approval process steps for use under the Fairtrade Textile Standard

1. **Application:** Application form submitted by interested internal Fairtrade or external party for a fibre or scheme: GPM, NFO, FI, Brand, NGO, fibre scheme, etc. The completed application form provides background information on fibre/scheme and details on how Fairtrade International responsible fibre criteria are met. As much detail as possible should be included on the application to expedite the decision process. The application form can be found on the Fairtrade website under supplementary documents, here: <http://www.fairtrade.net/standards/our-standards/textile-standard.html>
2. **Request registration:** S&P registers request, contacts applicant that the application is in process, determines timeline for project, depending on unit capacity. The fibre is added to project list for consideration. The Head of Standards designates a Project Manager (PM) for the task.
3. **Research:** PM researches fibre/scheme, confirming information provided in application is correct. Any necessary information is added to complete the responsible fibre assessment score card to enable a determination whether a fibre meets the Fairtrade responsible fibre criteria.
4. **Assessment and Recommendation:**  
The PM assesses the scheme according to the criteria in the management, environmental and socioeconomic categories. The name of the scheme, standards and version numbers should be provided.

A scheme must meet the necessary criteria for approval: 6 of 11 management criteria. A full ISEAL member automatically meets sufficient criteria for approval in this category and receives a score of 6. The scheme must have 4 of the 8 environmental criteria or 4 of the 8 socio economic criteria and meet all Major criteria. A scheme may have a combined score 6 in the environmental and socioeconomic categories for approval, as long as all Major criteria are met.

The PM will provide the relevant references and details from the schemes standards or related documents as well as links to where the documents can be found. If the material is not publically available, the relevant documents will be included in the assessment reporting.

- If the necessary criteria are met, the PM will submit the completed form to the Director of S&P to make an informed decision for approval, including final scores and rationale for decision.
  - If the assessment determines that the fibre does not meet the criteria, the PM submits a report to the Director of S&P with rationale for recommendation to deny application. If the Director agrees that the fibre does not meet the sustainability criteria, the PM informs applicant that the fibre will not be included and provides a rationale for decision. The applicant may appeal this decision. See appeal process.
5. **Decision:** The Director of S&P decides whether a fibre meets the criteria. If Director approves, if the fibre is added to the responsible fibre list and the Standards Committee is informed of

this decision. If the Director of S&P does not approve, the PM informs the applicant with rationale for denial. The applicant may appeal.

6. **Communication:** PM informs applicant. The applicant may inform the scheme owner if different from applicant (eg if the applicant is the Textile manager, the Textile manager will inform the scheme directly). The PM updates the [on-line list of approved fibers](#) if the fibre is approved and publishes new list on website on Textile Standard page under supplementary documents. PM provides information to the Fairtrade Insider for internal dissemination and to FLOCERT. Textile Manager informs the cotton working group with NFO responsible managers related to textile work.

## Appeal Process

1. If a fibre is denied approval as a recognized responsible fibre by Fairtrade International, the applicant may resubmit the application and provide further evidence how the fibre meets the Fairtrade criteria.
2. S&P will determine if additional evidence is sufficient for reconsideration. A new evaluation of against the criteria will be presented to the Standards Committee for decision.
3. An application can be appealed up to 2 times in one calendar year.

**For questions on this process please contact [standards-pricing@fairtrade.net](mailto:standards-pricing@fairtrade.net)**