This affirmation is intended for use by facilities that provide small-scale sub-contractor services for certified organic products (EX: sewing of buttons). You must complete this worksheet or attach an organic certificate for the small-scale sub-contractor. §4.1.

Auditing of processing, manufacturing and trading stages Oregon Tilth may decide on exceptions from the annual onsite inspection cycle for small-scale subcontractors when there is a low risk potential regarding environmental and social criteria. Small-Scale Subcontractor units must be clearly identified in your OSP, must have a contract with the contracting Oregon Tilth Client (who is responsible for their compliance with these standards), and are subject to inspection at OTCO’s discretion.

**Worksheet 6 is to be completed by the sub contracted entity**

**Oregon Tilth client name:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Information (Sub-contractor):** | | | | |
| Company: |  | | | |
| Physical Address: |  | | | |
| Contact Person (first and last name): |  | | | |
| Title: |  | | | |
| Contact Information(s): | Phone: |  | Fax: |  |
| Email: |  | | |

|  |  |  |
| --- | --- | --- |
| **Processing:** | | |
| 1. | Organic product(s) processed at this facility: |  |
| 2. | Processing steps / activities carried out at this facility (attach a flow chart if necessary): |  |
| 3. | Procedures to ensure equipment is cleaned prior to the processing steps at this facility: |  |
| 4. | Cleaning Materials used on equipment: |  |
| 5. | Segregation steps for receiving, storing and shipping segregation steps to ensure commingling / contamination avoidance: |  |
| 6. | Internal pest materials used and contamination avoidance steps (if necessary: |  |
| 7. | Description of how lot coding system is carried out throughout process: |  |

The undersigned hereby affirms that facility personnel will manage the products listed above in a manner consistent with Global Organic Textile Standards. Oregon Tilth reserves the right to inspect any sub-contract processing facility where organic product is owned by the Oregon Tilth client.

Printed Name: Title:

Signature: Date: