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| **GOTS 1.2 Scope and Structure (Section 1.2.3):** GOTS entails mandatory requirements and indicates recommendations and permissions. While certain Sections (e.g., *4.3-Environmental Criteria, 4.4-Human Rights and Social Criteria, 2.2-Certification and Auditing, 4.5-Governance Criteria*) cover compliance requirements for the entire Certified Facility, some Sections (e.g., *3-Material Input Requirements, 5-Product Technical Quality Criteria*) contain product specific criteria which is subject to certification. All GOTS criteria which are applicable to Certified Facilities must be equally implemented at Subcontractors of the Certified Entities unless otherwise stated. |

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| **Certified Entity:**  |       | **Date:** |       |

 **► Complete one form for each facility/location requested for certification.**

**► Complete the questions 2.1 and 2.2 (#2) if you only trade or market products.**

**Please confirm the nature of the requested facility:**

[ ]  **Main Site** – Certified Entity owns and operates out of this site

[ ]  **Wholly Owned Facility** – Certified Entity owns this facility, and it is separate from the Main Site

[ ]  **Subcontracted Facility** – Certified Entity has entered into a contract for production with the owners of this facility
and assumes responsibility for certified activities and compliance at the subcontracted facility.

**► If this facility is already an Independently Certified Subcontractor, STOP – do not complete this form.**

Instead, obtain that facility’s Scope Certificate, ensure the facility is listed on YOUR Master Ingredient Listing (MIL),
ensure it is also listed on your **FT6**, and that it is added to your Scope Certificate as required.

## GENERAL FACILITY INFORMATION

|  |
| --- |
| Facility Name:       |
| Site Address:       | Country:       |
| City:       | State:       | Zip:       |
| Contact Name:       | Title:       |
| Phone:       | Fax:       |
| Email(s):       |
| Number of Employees based on type of employment (administrative, production, etc.):       |
| Are labor contractors used? [ ]  No [ ]  Yes; Please list names of Labor Contracting Agencies used:       |

* 1. Confirm the *Process Category* of activities requested for certification as listed in [**Table 3.2** of the **GOTS Materials, Processes & Products Classification Guide**](https://global-standard.org/downloads#policiesandtemplates) (example: *Ginning (PR0013), Non-woven manufacturing (PR0019),
	Trading (PR0030*), etc.):
	2. Do you (*check one or both*): [ ]  Own the products processed here [ ]  Provide processing or storage services
	3. Products handled at this facility are: [ ]  Organic only [ ]  Mixed Organic and Non-organic
	4. Do you process or handle non-organic products that are identical to organic products? [ ]  No [ ]  Yes
		1. If yes, please list which products:

## 2.2 SITE MAP AND PRODUCT FLOW

* 1. Attach legible **SITE MAP(S)** showing all organic processing and storage areas (may be hand drawn). The Site Plan must include and identify all equipment in use, pest management devices, locations of fire extinguishers, and identify all emergency exits.

[ ]  **Site Map(s) attached**

* 1. Provide a **PRODUCTION FLOW CHART** for each production type include in this application. This should be a simple block diagram of all the processing steps, unit operations, and sub-contractors used, to which each product is subjected. The information must also include where and how the product is received, stored, processed, packaged, and warehoused. The flow chart(s) must identify all equipment, machinery, and storage areas. If different products are processed in the same or very similar fashion, they may be combined into one flow chart.

[ ]  **Production Flow Chart(s) attached**

**[ ]  Check this box if you are a Broker, a Trader, or a Marketer and move on as this form is now complete.**

**If GOTS Goods are physically handled at this facility, please complete this section of the form:**

* 1. Will all organic production equipment requested for organic certification be physically in place prior to inspection?

[ ]  Yes [ ]  N/A [ ]  No
**If NO, please describe what will not be ready and estimated timeframe for completion:**

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|  |

* 1. Describe how any “Work In Process” (WIP) is identified as organic and protected from prohibited substances:

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|  |

* 1. For materials used in or on non-organic products in this facility, describe how you prevent accidental use of prohibited ingredients during organic processing and how this is able to be verified at inspection:

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|  |

* 1. Identify any other material/input used during any organic processing step that is not otherwise disclosed in another section of the OSP:

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