



**Sustainable Fibre Alliance**  
**Chain of Custody Registration Guidelines**  
May 2021



# Intro

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This guide presumes that you have already contacted the SFA in regard to participation in the SFA Chain of Custody (CoC), and have read and understood the provided CoC guidance and requirements as they pertain to your organisation and site(s). If you have additional questions regarding CoC requirements and the claims you can make, please contact [coc@sustainablefibre.org](mailto:coc@sustainablefibre.org).

The SFA is a small organisation, so while we strive to process all queries, registrations and other communications as quickly as we can, during busy periods, or as a result of unexpected staff illness/absence, it may take up to 10 working days to action your request.

We strongly recommend reading this document in full before starting the registration process. If you still have any questions specifically regarding the CoC registration process, please contact [membership@sustainablefibre.org](mailto:membership@sustainablefibre.org).

# Scope Certificates

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If you are an organisation with multiple processing/manufacturing sites, please note that every site that works with SFA Certified Fibre must have its own scope certificate, evidenced either through assessment of CoP compliance, through assessment of Textile Exchange's Content Claims Standard (CCS) compliance, or, if located in Mongolia, through the SFA's own CoC audit process. If your organisation is a Vertically Integrated Mill (VIM), operating on a single site, you will only need a single scope certificate for that site, and will only need to register that single site. If your VIM operates on multiple sites, then each of those sites will need its own scope certificate.

Every site must be registered on the SFA CoC system, even if those sites will not be directly involved in the purchase/sale of SFA Certified Fibre. This enables us to ensure that all sites handling SFA Certified Fibre meet the requirements of the SFA CoC.

It is not currently required that an organisation have a valid scope certificate for each site prior to registering on the SFA CoC, however, scope certificate status **will** be indicated on the Cashmere Connect platform in order to enable buyers to make informed decisions about their fibre purchases.

**Please note that fibre purchases made from sites without a current scope certificate are made at the buyer's sole discretion, with the full understanding that, should a site in that fibre's history fail its scope audit, a Transaction Certificate (TC) will not be issued, and they will be unable to make claims regarding its sustainability. A buyer does not need to have a valid scope certificate themselves to request a TC.**

# Registration as an SFA Chain of Custody Participant

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1. Register on the SFA CoC, in English, through the online form. If you are a:
  - a. Single site organisation:
    - i. Submit one form, making sure the contact is the individual who should receive all contacts regarding CoC, TCs, etc.
  - b. Processor buying from multiple farms in China via Procurement Stations:
    - i. Email [membership@sustainablefibre.org](mailto:membership@sustainablefibre.org) and let us know how many Procurement Stations you need to set up. We will ask you to provide the information we need to do this and will set these up on the system manually.
    - ii. You should then proceed as if you are a single site organisation, or a multiple site organisation, as appropriate (i.e. discounting the procurement stations as sites).
  - c. Multiple site organisation:
    - i. Email [membership@sustainablefibre.org](mailto:membership@sustainablefibre.org) with a list of all sites that will be submitted, and **indicating which site should be the main point of contact** (this may be, e.g. the organisation's headquarters). Please note that the contact for this site should be the one to whom any non-site-specific CoC communications go to, such as CoC fee invoices (if applicable).
    - ii. Submit one form **for each site**, with a **unique site contact** for each site. Please note that site contacts (other than the indicated main site) will only receive communications regarding CoC, TCs etc. if they involve that site specifically.

The online registration form can be found [HERE](#).

2. A notification will automatically be generated and issued to each site contact, confirming the registration submission. A separate notification will be received by the SFA.
3. The SFA will check the submitted information, and will contact the main point of contact (if provided), or individual site contacts (if we have not previously been informed of a main contact) regarding any issues. **We will also ask you to confirm, for each site, whether a valid scope certificate is currently held.**
4. If you have not previously contacted the SFA regarding CoC registration, we will send you our CoC Registration Pack.



5. Once we have received all required information for the site(s) to be registered, including an indication of which site should be the main point of contact (if appropriate), if you are **not** currently a full member of the SFA:
  - a. We will raise and issue an invoice for the CoC Registration Fee.

**Your invoice will include a unique payee reference that must be included on your payment so that we can correctly identify it. Failure to include this reference may result in a situation where we are unable to complete your registration in a timely manner.**

6. Once our finance team confirms receipt of your payment, or our membership team confirms you already have a current, fully paid membership, we will activate your site(s) (including Procurement Stations, if applicable) and provide you with their unique SFA IDs, which will be required when submitting Transaction Receipts to claim Transaction Certificates. Templates and guidance on registering sales and requesting Transaction Certificates will be provided (either as copies or as a website link).

We will also add each site (unless a Procurement Station) and its Scope Certificate status to our Cashmere Connect platform, along with the primary contact information (either for the site, or for the main site in the case of a multiple-site organisation). Access to the Cashmere Connect platform will be set up for all primary site contacts.

Only current SFA members or registered CoC participants can access the Cashmere Connect platform.