

Kaixin Certification (Beijing) Co., Ltd.

凯新认证（北京）有限公司

**Certification Procedures for Better Cotton
CoC**

良好棉花监管链标准认证程序

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Foreword/前言

Kaixin Certification (Beijing) Co., Ltd. (KCB for short), formerly Hartford Global Standard Certification (Beijing) Company, was established in 1998 and was one of the first CNCA registered certification body in 1998. KCB is registered with CNCA under registration CNCA-R-2020-069 and was accredited by CNAS in 2002 with the following registration number: CNAS-069. / 凯新认证(北京)有限公司(KCB), 前身为哈特福德全球标准认证(北京)有限公司, 成立于1998年, 是中国国家认监委(CNCA)首批注册认证机构之一。KCB在CNCA注册, 注册号为CNCA-R-2020-069, 并于2002年获得CNAS认可, 注册号为CNAS-069。

KCB strictly implements the regulations of the People's Republic of China on Certification and ISO/IEC17065 accreditation requirements as well as other relevant accreditation norms. KCB does not engage in any activities that impair impartiality, provides services to all certification applicants on an equal basis, and is fully committed to the CCAA requirements industry self-discipline. / KCB严格执行《中华人民共和国认证条例》和ISO/IEC17065认证要求及其他相关认证规范。KCB不从事任何有损公正性的活动, 平等为所有认证申请人提供服务, 接受CCAA行业自律的管理要求。

This KCB procedure was developed to cover all relevant certification requirements for the following sustainable textiles certification scheme: Better Cotton Chain of Custody Standard. This procedure describe the certification process and requirements for companies that wish to become certified against Better Cotton Chain of Custody Standard and are part of KCB contractual agreement. / KCB此程序是为了满足以下可持续纺织品认证方案的所有相关认证要求而制定的: 良好棉花监管链标准。本程序描述了希望根据良好棉花监管链标准获得认证的公司的认证过程和要求, 该认证是KCB认证计划合同协议的一部分。

Note: 注:

CNCA-Certification and Accreditation Administration of the People's Republic of China

CNCA-中国国家认证认可监督管理委员会的英文缩写

CCAA-China Certification and Accreditation Association

CCAA-中国认证认可协会的英文缩写

KCB - Kaixin Certification (Beijing) Co., Ltd.

KCB—凯新认证(北京)有限公司的英文缩写

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This procedure is version A/1, issued on March 13, 2025, and implemented on March 13, 2025./此程序文件是 A/1 版本，于 2025 年 3 月 13 号发布，2025 年 3 月 13 号实施。

KCB requires all departments and all employees (including full-time/part-time auditors and technical experts) to conscientiously implement the company's quality policy and strictly implement the provisions and requirements of this procedure. / KCB 要求各部门和全体员工(包括全职/兼职审核员和技术专家)认真贯彻公司的质量方针，严格执行本程序的规定和要求。


All KCB staff are required to carefully study and implement the instructions for implementing this procedure. /要求 KCB 全体人员认真学习并贯彻对此文件发布实施的指令。

General Manager: Zhao Shufang

总 经 理：赵舒芳

March 13, 2025

2025 年 3 月 13 号

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1. Scope/范围

This procedure sets forth the basic principles and impartiality commitment followed by KCB in the implementation of audit and Sustainable Textile certification services, and makes clear provisions for KCB organizations to ensure compliance with all relevant certification requirements. /本程序阐述了 KCB 在实施纺织品认证审核和可持续认证服务时所遵循的基本原则和公正承诺，并为 KCB 组织确保符合所有相关认证要求作出了明确规定。

This procedure is an integral part of KCB contractual agreement for both Better Cotton Chain of Custody Standard certification scheme. /本程序是 KCB 的良好棉花监管链标准认证计划合同协议的组成部分。


- Better Cotton, a global not-for-profit organization, is the largest cotton sustainability programme in the world. its mission is to help cotton communities survive and thrive while protecting and restoring the environment, delivering progressive, measurable change for the better at field level, in line with the 2030 Sustainable Development Goals (SDGs). Better Cotton is a joint effort, working together with organizations from farms to suppliers, manufacturers, and brands, to transform cotton production worldwide, building on Better Cotton's status as a sustainable mainstream commodity in order to deepen impact./Better Cotton 是一个全球性的非营利组织，也是世界上最大的棉花可持续发展计划。其使命是帮助棉花种植社区在保护和恢复环境的同时生存和发展，并根据2030年可持续发展目标（SDGs），在田间层面实现渐进的、可衡量的积极变化。良好棉花是一项共同努力，与从农场到供应商、制造商和品牌的各类组织合作，以转变全球棉花生产。他们基于良好棉花作为可持续主流商品的地位，将进一步深化其影响。

2. Reference Standards/引用标准

Document Name/文件名	Type/类型
Better Cotton Chain of Custody Standard/良好棉花监管链标准	Normative, Certification standard/规范、认证标准
Chain of Custody Monitoring and Certification Requirements/监管链监督和认证要求	Normative/规范
Better Cotton Claims Framework/良好棉花声明框架	Normative/规范
Key terms and definitions/关键的术语和定义	Normative/规范
ISO 17065	Normative/规范
General Certification Requirements for Certification Bodies/认证机构基本认证要求	Normative/规范

3. Term and definition/术语和定义

Audit/审核: An evaluation undertaken by a certification body to verify conformity with a Standard.

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It may be conducted on-site or remotely and may involve visual inspection, interviews and/or document reviews./ 认证机构为验证是否符合某一标准而进行的评价。审核可以在现场进行，也可以远程进行，还可能包括目视检查、面谈和/或文件审查。

Auditor/审核员: A certification body representative who conducts audits./进行审核的认证机构代表

Certification Body/认证机构: An accredited third-party carrying out auditing and certification in accordance with the provisions set out in the applicable Standard and the ACP. An accredited certification body may issue scope certificates and transaction certificates./ 获认可的第三方根据适用的标准及核心计划所载的条文进行审核及认证。经认可的认证机构可以颁发范围证书和交易证书。

Certification/认证: A status awarded by a third-party certification body to a producer, supply chain company or retail brand to confirm their compliance with the relevant Better Cotton Standard and requirements has been confirmed. This certification status, together with other Better Cotton registration/ approval steps as relevant, gives the producer, supply chain company or retail brand the right to trade Better Cotton and/or make Better Cotton claims./由第三方认证机构授予生产者、供应链公司或零售品牌的一种状态，以确认其符合相关的 Better Cotton 标准和要求。这种认证状态，连同其他相关的 Better Cotton 注册/批准步骤，赋予了生产者、供应链公司或零售品牌交易 Better Cotton 和/或提出 Better Cotton 声明的权利。

Non-conformity/不符合项: A gap identified in compliance with a clause/ indicator of a Better Cotton Standard./在遵守 Better Cotton 标准的某一条款或指标时所识别出的差距。


Certified Organization/认证组织: An organization which holds a scope certificate./持有范围证书的组织。

Organization/组织: A legal entity which is certified to or in the process of becoming certified to a Standard. 已达到或正在达到某一标准的法定实体。

Surveillance audit/监督审核: All auditing activities carried out by the Certification Body that take place between the full audits of initial certification and certification renewal./由认证机构在初次认证和认证更新的全面审核之间执行的所有审核活动。

Cancellation of certification/取消认证: When a producer or a supply chain actor voluntarily stops their certification or has become ineligible./当生产者或供应链中的一个参与者自愿停止认证，或者不再符合资格时。

Suspension of certification/暂停认证: A valid certificate is in place but for a period of this certificate the certification status is suspended by the Certification Body pending certain conditions being met which will lift the suspension. During the suspension the ability to trade Better Cotton or

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make Better Cotton claims is withheld. The certificate expiry date remains unchanged. Surveillance and corrective action activities are still required during the suspension period./有效的证书已经到位，但在该证书的某个期间内，由于某些条件未满足，认证状态被认证机构暂停。在暂停期间，交易良好棉花或提出良好棉花声明的能力将被暂时取消。证书的有效期保持不变。即使在暂停期间，仍需要进行监督和纠正措施活动。

Withdrawal of certification/ 撤销认证: When a producer or CoC organization has their certification withdrawn by a certification body as a penalty due to the conditions of a suspension not having been met or other situations defined in the P&C or CoC monitoring and certification requirements. Right to trade Better Cotton or make Better Cotton claims is withdrawn and a full new application for certification is required. This may only be possible after a certain period of time has passed as defined in the P&C or CoC monitoring and certification requirements./当生产者或 CoC 组织因未能满足暂停条件，或未能遵守 P&C 或 CoC 监控和认证要求中定义的其他情况，而被认证机构处罚撤销认证时，其交易 Better Cotton 或提出 Better Cotton 声明的权利将被取消，同时需要重新申请完整的新认证。根据 P&C 或 CoC 监控和认证要求的规定，这种重新申请可能仅在经过特定时间后才可进行。

4. General Requirements/一般要求

4.1 Legal and contractual matters/法律及合约事宜


4.1.1 Certification agreement/认证协议

KCB signs a legally binding certification agreement with all its customers, which is formulated in accordance with the relevant requirements of ISO17065 and General Certification Requirements for Certification Bodies. This procedure is an integral part of the contractual agreement between KCB and each customer for Better Cotton Chain of Custody Standard./ KCB 根据 ISO17065 的相关要求和认证机构通用认证要求，与所有组织签订了具有法律约束力的认证协议。此程序是 KCB 与组织之间关于良好棉花监管链标准的合同协议的组成部分。

The customer shall sign the agreement to contract demonstrate its commitment to comply with the requirements of the relevant certification scheme. KCB will not be in a position to offer any certification services prior to the agreement being signed by both parties./ 组织须签署合约协议，以显示其遵守有关认证计划要求的承诺。在双方签署本协议之前，KCB 无法提供任何认证服务。

The agreement can be terminated as follow: /本协议终止方式如下:

- KCB's customer has the right to withdraw from the certification agreement through formal written notification with at least 30 days notification./ KCB 组织有权在 30 天内以正式书面形式通知撤销认证协议。

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- KCB reserves the right to terminate the certification agreement for failure to pay the agreed certification fees or if the organization fails to comply with the certification requirements as outlined in this document./ KCB 保留终止认证协议的权利，如果该组织未能支付约定的认证费用或未能遵守本文件中概述的认证要求。

KCB specifically requires its customers to keep records of all complaints related to certification requirements and provide these records to KCB./ KCB 特别要求组织保存所有与认证要求有关的投诉记录，并将这些记录提供给 KCB。

During the audit, the customer complaint records are regularly checked./ 在审核过程中，定期检查组织投诉记录。


Related document:/相关的文件

KCB-BR02-Terms and Conditions of Service for Better Cotton Chain of Custody

4.1.2 Management of Impartiality/公正性管理

In compliance with ISO 17065 requirements, KCB is committed to provide impartial certification services while managing any potential conflict of interest. KCB has implemented procedures that do not discriminate or limit access to certification. KCB's services are open to all applicants whose activities are within the scope of KCB's operations. KCB does not restrict the implementation of certification to the size of the customer, the membership of an association or body, or the number of certificates already issued. Top management makes the following commitment to impartiality in certification service: / 遵照 ISO 17065 的要求，KCB 致力于提供公正的认证服务，同时管理任何潜在的利益冲突。KCB 实施了不歧视或限制获得认证的程序。凡在 KCB 经营范围内活动的申请人，均可享受 KCB 的服务。KCB 不以组织规模、协会或机构的会员资格或已颁发证书的数量来限制认证的实施。最高管理层对认证服务过程中的公正性声明如下：

- KCB top management has a deep understanding of the importance of impartiality in the implementation of certification activities, providing impartial and competent certification services to all parties concerned, and providing trust to all parties concerned KCB;/最高管理层深刻理解公正性在实施认证活动中的重要性，为所有认证相关方提供公正、有能力的认证服务，向所有认证相关方提供信任；
- KCB always insists on independence and impartiality, making decisions on granting or not granting certification only based on inspection evidence;/ KCB 始终坚持独立与公正，仅根据检查证据做出授予或不授予认证的决定；
- KCB fully recognizes, analyzes and documents conflicts of interest arising from certification activities, and effectively manages and controls activities and relationships that affect impartiality. To ensure that impartiality is not affected in any way by other interests or other parties (units or individuals); /KCB 对由认证活动引起的利益冲突进行充分认识和分析并形成文件，对影响公正的活动和关系进行有效管理和控制。确保公正性不受其他利益或其他各方（单位或个人）的任何影响；

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- KCB does not provide consulting services in any way, does not cooperate with any consulting institutions, independently signs certification contracts, and does not imply that if the applicant chooses a consulting or training institution, it can make certification simpler, easier, faster or cheaper, nor does it allow any link or statement of consulting institutions to declare or imply;/KCB 不提供任何方式的咨询服务，不与任何认证咨询机构有合作关系，独立签署认证合同，更不暗示申请方若选择某家咨询或培训机构，可使认证更为简单、容易、迅速或廉价，也不允许任何咨询机构的链接或声明宣称或暗示；
- KCB certification personnel (including management and inspection personnel) who have provided certification consultation to the organization shall not be used for inspection or other certification activities against the organization for two years after the completion of the consultation;/KCB 的认证人员（包括管理人员、检查人员）如曾经对组织提供过认证咨询，在咨询结束后两年内，不被用于针对该组织的审核/检查或其他认证活动；
- KCB does not provide any other product and service that may impair the confidentiality, objectivity or impartiality of its certification process and decisions, and actively manages the identification, elimination and reduction of these risks./ KCB 不提供任何其他可能损害其认证过程和决策的保密性、客观性或公正性的产品和服务，并积极管理这些风险的识别、消除和减少。
- All KCB employees, whether internal or external, or members of committees and board are committed to acting impartially, disclosing any potential or existing conflicts of interest, or any situation (commercial, financial, personal or any other relationship) that may pose a risk to impartiality./ 所有 KCB 员工，无论是内部还是外部，或委员会的成员、董事会成员都致力于公正行事，披露任何潜在的或现有的利益冲突，或任何可能对公正构成风险的情况(商业、财务、个人或任何其他关系)。
- All KCB employees in any occasion will not accept gifts from certification organizations, including gifts, gifts, securities, jewelry, etc;/ KCB 所有工作人员在任何场合均不收取认证组织的馈赠，包括礼金、礼品、有价证券、珠宝首饰等；
- KCB auditors shall not participate in the banquets and entertainment arranged by the organization when performing their inspection tasks./KCB 检查人员在执行检查任务时，不参加受检查方安排的宴请和娱乐活动。
- KCB and any affiliate under the same legal entity shall not produce, trade, manufacture, or otherwise handle cotton from Better Cotton certified producers or suppliers. Additionally, KCB and its affiliates shall not offer or provide consultancy services related to Better Cotton certification to organizations, including but not limited to the evaluation or internal auditing of management systems./KCB 及其同一法律实体下的任何关联公司不得生产、交易、制造或以其他方式处理来自良好棉花认证生产者或供应商的棉花。此外，KCB 及其关联公司不得向组织提供与良好棉花认证相关的咨询服务，包括但不限于管理系统的评估或内部审计。

Note: KCB may decline application for certification in case of justified reasons, such as customer involvement in illegal activities, or past repeated non-compliance with certification requirements and/or product requirements./ 注:如有正当理由，如组织参与非法活动，或过去多次违反认证要求和/或产品要求，KCB 可拒绝认证申请。



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Related document:/相关的文件:

KCB-BP07-Impartiality management procedure

4.1.3 Management of Confidential Information/保密信息的管理

Through the legally binding contractual agreement, KCB is responsible for the confidential management of all information obtained or generated during the certification process. All information will be treated as confidential with the following exceptions:/ 通过具有法律约束力的合同协议，KCB 负责对认证过程中获得或产生的所有信息进行保密管理。所有信息将被视为机密，但以下情况除外：

- Information disclosed by the customer itself or as agreed between KCB and the customer, if in response to a complaint./ 组织自身或 KCB 与组织达成协议，因投诉而披露的信息。
- When KCB is required to make publicly available information that maybe considered as confidential information, KCB will notify the organization in advance./ 当 KCB 被要求公开可能被视为机密信息的信息时，KCB 将提前通知组织。
- When KCB is required to disclose some information based on legal requirements. KCB will notify Better Cotton and the customer/individual concerned of the information provided, unless restricted by law./ 当 KCB 根据法律要求需要披露某些信息时。除非法律另有规定，否则 KCB 会将所提供的资料通知有关组织或个人以及良好棉花。

Information about customers obtained from sources other than customers (such as complainants, regulatory authorities) shall be treated as confidential information./ 从组织以外的来源(如投诉者、监管机构)获得的组织信息应被视为机密信息。

Files presented to any relevant KCB committees are prepared in such a way that no details are included that may identify the organization or the products in question and all sensitive information is removed./ 提交给 KCB 任何相关委员会的文件均不包括可能识别组织或相关产品的细节，并删除所有敏感信息。


The confidentiality obligations in regard to the customer confidential information that set forth in this Section shall survive the termination or expiration of the Agreement for KCB for a period of five years./关于本节中规定的组织保密信息的保密义务，在 KCB 协议终止或到期后，将继续有效五年。

Related document: /相关的文件:

KCB-BR02-Terms and Conditions of Service for Better Cotton Chain of Custody

4.1.4 Disclosure of public information/公开信息的披露

KCB (through a public file, website, or other means) provides the following information upon

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request by relevant stakeholder: /KCB(通过公开文件、网站或其他方式)应相关利益相关者的要求提供以下信息:

- a) KCB is committed to making information publicly available regarding its management structure, certification procedures, appeals and complaints procedures. /KCB 致力于将其管理结构、认证程序、申诉和投诉程序等信息公开。
- b) Information about (or relating to) certification programmes, including evaluation procedures, rules and procedures for approving, maintaining, extending or reducing the scope of certification, suspending, withdrawing or refusing certification; /有关(或与)认证计划有关的资料, 包括批准、维持、扩大或缩小认证范围、暂停、撤销或拒绝认证的评估程序、规则和程序;
- c) Description of KCB general information on fees charged to applicants and organizations;/ KCB 对申请人和组织收取的费用的一般资料说明;
- d) Description of the rights and obligations of the applicant and the organization, including requirements, constraints or restrictions on the use of the KCB name and certification mark and the manner in which the certification conclusion is referred;/ 申请人和组织的权利和义务的描述, 包括对使用 KCB 名称和认证标志的要求、约束或限制, 以及提交认证结论的方式;
- e) Information on complaints and appeal procedures./ 有关投诉及申诉程序的资料。
- f) KCB will inform organizations about any change or update to the relevant certification standard or procedure./ 有关认证标准或程序的任何变更或更新, KCB 都会通知相关组织。
- g) No information related to a specific product or supplier shall be provided to any organization without the written consent from the relevant supplier./未经相关供应商的书面同意, 不得向任何组织提供与特定产品或供应商相关的信息。


Related document: /相关的文件:

- KCB-BR02-Terms and Conditions of Service for Better Cotton Chain of Custody Certification scheme procedures (including standards)/认证程序文件 (包括认证标准)
- KCB-ZYB13- Publicly Available Information

4.1.5 Use of certificates and marks of conformity/证书和合格标志的使用

Compliance certificates and mark usage requirements are defined in certification contract and Better Cotton’s specific labeling guidelines. By accepting the certification contract form KCB, the organization undertakes to meet all relevant requirements. Organization shall only use marks upon signing a license agreement with Better Cotton./证书和标志使用要求在认证合同和良好棉花的具体标签指南中定义。通过接受 KCB 的认证合同, 组织承诺满足所有相关要求。组织仅能在与良好棉花签订许可协议后使用这些标志。

Any inappropriate or deceptive reference or use will be investigated by KCB. If the mark is used improperly, it will be punished including withdrawal or suspension of certification documents or legal procedures./ 任何不适当或欺骗性的引用或使用将由 KCB 调查。如果使用不当, 将受到吊销或中止认证文件或法律程序等处罚。

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Related document 相关文件:

Better Cotton Claims Framework

4.1.6 Derogation to certification requirements/认证要求的减损

KCB will not grant any derogation against any certification requirements. In case when a specific situation may warrant an exception or derogation, KCB will refer the case back to Better Cotton./KCB 不会对任何认证要求给予任何减损。如有特殊情况需要例外或减损，KCB 会将个案转介给良好棉花。

4.1.7 Variations/变化

When individual organizations seek to deviate from any of the requirements outlined in the Better Cotton normative documents, they must first consult with and obtain written approval from KCB before submitting a variation request to the Better Cotton team. This approval should be evidenced along with the variation request, which needs to be submitted via email to compliance@bettercotton.org. The request should detail the specific requirement from which they wish to deviate and provide justification for this deviation./当组织希望偏离良好棉花规范文件中的任何要求时，必须首先与 KCB 进行咨询并获得书面批准，然后才能向“良好棉花”团队提交变更请求。此批准应与变更请求一同作为证据提交，变更请求需通过电子邮件发送至 compliance@bettercotton.org。请求中应详细说明他们希望偏离的具体要求，并为此偏离提供正当理由。

5. Certification process/认证流程


5.1 General/总则

The audit cycle for organization in the Better Cotton supply chain is defined on a 3-year cycle as in the example below./良好棉花供应链中组织的审核周期定义为 3 年周期，如下例所示。

Year 0	Year 1	Year 2	Year 3
01-May-25	01-May-26	01-May-27	01-May-28
Initial on-site certification assessment/初始现场认证评估	Self-Assessment/自我评估	Self-Assessment/自我评估	On-site re-certification assessment/现场再认证评估

It should be noted that the type of audit can vary if a negative decision is reached or if heightened risk factors have been identified in the organization/应该注意的是，如果做出了否定的决定，或者在组织发现了更高的风险因素，审核的类型可能会有所不同。

The organization shall ensure that they arrange a re-audit to be conducted at least 60 days prior to the certificate expiry date. KCB shall follow all the same processes and steps at a re-certification audit as is done for an initial certification audit./组织应确保在证书有效日前至少 60 天安排重新

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审核。KCB 在再认证审核中应遵循与初始认证审核相同的所有流程和步骤。

The certification process includes the following steps that are detailed in this document:/ 认证过程包括以下步骤，详见本文件:

- Application by KCB organization/KCB 组织提交申请
- Application review and approval or rejection by KCB/申请评审，由 KCB 批准或拒绝
- Formalisation of contractual agreement between KCB and the organization/KCB 和组织之间签署正式化合同协议
- Initial certification audit with document review and onsite audit/首次认证审核，包括文件评审和现场审核。
- Certification recommendation by KCB audit team following completion of document review and onsite audit/完成文件审核和现场审核后，由 KCB 审核组提出认证建议
- KCB internal technical review to ensure conformity with relevant certification requirements/ KCB 内部技术评审，确保符合相关认证要求
- KCB certification decision/ KCB 认证决定
- Self -assessment and surveillance audit to ensure that conformity is maintained/自我评估和监督审核以确保符合性保持
- organization maybe required to address any nonconformity that may have been identified during any of KCB document review and/or onsite audit/组织可能需要解决 KCB 文件评审和/或现场审核中发现的任何不符合项
- Certificates shall be valid for a maximum of three years from the date of issue. /证书的有效期限从签发之日起最长为三年。

Please note that during the certification cycle, a company may decide to change certification body. In such situation specific requirements have to be followed as indicated in this certification procedure./ 请注意，在认证周期中，公司可能会决定更换认证机构。在这种情况下，必须遵循本认证程序中所述的具体要求。


5.2 Certification application/认证申请

KCB will require receiving the application form filled in with all the relevant information and signed by the legal representative or authorized representative of the applicant organization. The following document will need to be submitted:/ KCB 将要求收到填妥所有相关资料并由申请人机构法人代表或授权代表人签署的申请表。申请人须提交以下文件:

- The relevant KCB Certification application form/有关的 KCB 认证申请表格

When receiving an application from a potential organization, KCB will check that the information provided is complete and if it is the case will send to all applicants the following information:/ 当收到潜在组织的申请时，KCB 将检查所提供的信息是否完整，如果是这样，KCB 将向所有申请人发送以下信息:

- The commercial proposal and contractual agreement to signed by the legal representative of the applicant organization. By signing the contractual agreement, the applicant organization

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agrees to KCB terms and conditions and to ensure conformity with all relevant certification requirements, 由申请组织的法定代表签署的商业计划书及合约协议。申请组织签署合约协议，即表示同意 KCB 的条款和条件，并确保符合所有相关的认证要求，

- The latest valid version of the Better Cotton Chain of Custody standard,/ 有关标准的最新有效版本
- The KCB certification procedure/KCB 认证程序文件
- Better Cotton Claims Framework/良好棉花声明框架
- The audit plan will be sent at least two weeks prior to the first day of the onsite audit. KCB audit plan includes the list of all KCB qualified auditors and technical experts to be involved in the initial document review and certification audit. The applicant organization can object to any KCB listed auditor or technical expert in case of verified and confirmed conflict of interest /审核计划将在现场审核的第一天前至少两周发送。KCB 审核计划包括所有参与初始文件审核和认证审核的 KCB 合格审核员和技术专家名单。如果证实有利益冲突，申请组织可以反对任何 KCB 列出的审核员或技术专家。

Please note that any application may be rejected by KCB in the following cases:/ 请注意，在下列情况下，KCB 可能会拒绝任何申请:


- On the GOTS and Textile Exchange Certification ban list,/在 GOTS 和纺织交易协议认证黑名单上，
- On any internationally recognised default list, or be affiliated with a company on a default list, such as the International Cotton Association List of Unfulfilled Awards,/在任何国际公认的违约名单上，或与被列入违约名单的公司有关联，例如国际棉花协会未履行奖项名单；
- A conflict of interest that could have a potential or perceived impact on KCB certification decision,/ 可能对 KCB 认证决定产生潜在或感知影响的利益冲突，
- A lack of KCB qualified personnel,/KCB 缺乏有资质的人员
- Any other reason or force majeure that makes appropriate certification assessment in compliance with KCB procedures impossible./ 其他原因或不可抗力导致无法按照 KCB 程序进行适当的认证评估。

5.3 Initial Document review/初始文件评审

KCB will perform a document review which will be carried out through a review of the documented system and records specific to the activities of the applicant organization with regards to Better Cotton Chain of Custody standard. / KCB 将通过申请组织在良好棉花监管链标准方面的活动的文件体系和记录的审查进行文件审核。

Documented procedures and records requested will be related to the relevant certification standard./ 要求形成文件的程序和记录应与相关的认证标准相关。

Following the initial document review, KCB will prepare and will send the applicant organization an audit plan as indicated in section 5.2./ 在初步文件评审之后，KCB 将按照 5.2 节中的规定准

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备一份审核计划并将其发送给申请组织。

KCB lead auditor in charge of coordinating and performing audit activities will contact the applicant organization to request access to all relevant information to perform the initial document review and prepare for the onsite audit. /负责协调和执行审核工作的 KCB 审核组长将与申请组织联系，要求获得所有相关信息，以便为现场审核做准备。


The initial document review is part of the initial certification audit and any results from this initial review process is included in KCB final audit report that is produced at the end of the certification audit process, covering both the document review and onsite audit. /初始文件审核是初始认证审核的一部分，初始审核的任何结果都包含在最终审核报告中，并在认证审核结束时生成，包括文件审核和现场审核。

5.4 Onsite audit/现场审核

KCB conducts onsite audits to ensure conformity of the applicant organization procedures, processes and products with the requirements of the relevant certification standard. /KCB 进行现场审核，以确保申请人组织的程序、过程和产品符合相关认证标准的要求。

KCB onsite audits include the following steps:/ KCB 现场审核包括以下步骤:

- An opening meeting to be performed by KCB lead auditor in compliance with KCB auditing best practices, /由 KCB 审核组长按照 KCB 审核最佳实践进行首次会议，
- A review of previous nonconformities whenever relevant, /对以前的不符合项进行评审，
- A review of the organization documented procedures and records as required to complement the initial document review, /必要时对组织形成文件的程序和记录进行审查，以补充最初的文件审查；
- An onsite audit of all the relevant production facilities as well as storage areas, /对所有有关的生产设施和储存区域进行现场审核；
- During the onsite audit, KCB audit team may require to take product sampling for testing whenever required by the certification standard. If product sampling is required, KCB audit team will perform the sampling in the presence of a company's management representative, /现场审核过程中，KCB 审核组可根据认证标准的要求进行产品抽样测试。如果需要产品抽样，KCB 审核组将在公司管理层代表在场的情况下进行抽样，
- Interviews of a representative sample of relevant personnel, both on the production site or in the office. Please note that KCB audit team will require to perform all interviews in confidence without the presence of any representative of the organization's management, /在生产现场或在办公室与具有代表性的有关人员面谈。请注意，KCB 审核组将要求在没有任何组织管理代表在场的情况下进行所有面谈，
- A closing meeting during which KCB lead auditors presents a summary of the audit process and the audit results with any nonconformity identified during the audit. KCB lead auditor will also explain to the applicant organization the next steps in the certification process based on the results of the audit. / KCB 审核组长在末次会议上对审核过程和审核结果进

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行总结，并对审核过程中发现的任何不符合项进行总结。KCB 审核组长还将根据审核结果向申请组织解释认证过程中的下一步骤。

For onsite audits, the applicant organization shall provide KCB audit team with safe access to its facilities and in particular shall ensure that KCB audit team is fully informed about any potential H&S hazard within the production area and shall be provided with the relevant required PPE./ 对于现场审核，申请组织应为 KCB 审核组提供进入其设施的安全通道，尤其应确保 KCB 审核组充分了解生产区域内的任何潜在的健康安全危害，并提供相关所需的个人防护装备。

5.5 Management of audit findings/审核发现的管理


KCB audit teams may issue non-conformities during KCB certification audits. Each non-conformity identify requires appropriate corrective action(s) to resolve the non-conformity identified within a specific timeframe./KCB 审核组在认证审核时期间会提出不符合项，每一项不符合项都需要在特定的时间范围内采取适当的纠正措施来解决所辨别出的不符合项。

KCB classifies nonconformities as follow, to reflect the level of nonconformity identified during the audit: /KCB 将不符合分为以下几类，以反映审核过程中发现的不符合程度:

- Minor non-conformity/ 轻微不符合项: an isolated event that is limited in temporal and spatial scale, and where an effective internal management system was in place that should have prevented or detected the issue. A NC can also be graded as Minor if it does not result in a fundamental failure to achieve the objective of the relevant requirement./ 一个局限于特定时间和地点范围内的孤立事件，并且在事件发生时已经存在一个有效的内部管理系统，该系统本应能够防止或发现此问题。如果某项不符合（NC）并未导致无法达成相关要求的根本目标，那么这项不符合也可以被分级为轻微级别。
- Major non-conformity/ 重大不符合项: if it results in, or is likely to result in, a fundamental failure to achieve the objective of the relevant requirement (either alone or in combination with other NCs). Major NCs typically continue over a period of time or are repeated or systematic in nature./ 如果这个问题导致或者有可能导致未能实现相关要求的基本目标（无论是单独发生还是与其他不符合项共同作用的结果），那么它将被归类为重大不符合。重大不符合项通常会在一段时间内持续存在，或者具有重复性、系统性的特点。
- Critical non-conformity/ 关键不符合项: Where there is a demonstrable breakdown in the Chain of Custody or issues identified that correlate to Section 3.5.1 of the document Better Cotton CoC Monitoring and Certification Requirements./ 在证据表明监管链出现中断，或者发现与《良好棉花监管链监控和认证要求》第 3.5.1 节相关的问题时。

The auditor shall issue any non-conformities relating to deliberate fraud (including but not limited to altering any records related to claimed material by the organization's personnel) as a Critical NC./ 审核员应当将涉及故意欺诈的所有不符合项（包括但不限于由组织方人员篡改与声明材料有关的任何记录）列为关键不符合项提出。

The auditor shall report to Better Cotton within 24 hours if they detect any kind of unethical

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conduct from the staff representing the organization, including the offering of bribes in any kind or cash. This will lead to negative audit decision./若审核员发现组织方工作人员存在任何不道德行为，包括但不限于任何形式的贿赂或现金交易，应在 24 小时内向良好棉花组织报告。此情况将导致负面的认证决定。

If, during audits or monitoring activities, NCs are identified against CoC Standard requirements, the organization shall submit their corrective action plan (including a correction) within the specified timeframes./如果在审核或监控活动中发现针对监管链标准要求的不符合项，组织应在规定的时间范围内提交其纠正措施计划（包括纠正行动）。

- Minor non-conformities shall be corrected within 60 calendar days of the audit and the organization shall provide evidence to KCB auditor demonstrating how the issue has been addressed./对于轻微不符合项，应在审核完成后的 60 个日历日内进行纠正，同时组织应向 KCB 审核员提供证据，证明该问题已被妥善处理。
- Major non-conformities shall be corrected within 30 calendar days of the audit and the organization shall provide evidence to KCB auditor demonstrating how the issue has been addressed./对于重大不符合项，则需在审核完成后的 30 个日历日内进行纠正，组织应向 KCB 审核员提供证据，表明该问题是如何被解决的。


The CAP shall include a description of the root cause of the non-conformity and the corrective actions intended to correct the non-conformity./纠正行动计划（CAP）应当包含对不符合项根本原因的描述，以及为纠正此不符合项所计划采取的具体纠正措施。

If the organization fails to submit their CAP within the timeline, the organization's BCP account shall be temporarily suspended until it provides a valid reason for delay, or submits the CAP./如果该组织未能在规定时间内提交其 CAP，则组织的 BCP 账户将暂时被暂停使用，直至其给出延迟的原因说明或提交 CAP。

If non-conformities are not corrected within the designated timeframe a certificate shall not be awarded, and an additional audit may be required. For existing certified organizations their certificate shall be suspended along with their BCP account./如果不符合未能在规定的时间内纠正，则不应颁发证书，并可能要求进行额外的审核。对于现有的认证组织，其证书将连同其 BCP 账户一并被暂停。

Critical non-conformities shall result in a failed audit./关键不符合项应导致审核失败。

- Critical non-conformities shall be corrected prior to having a new audit to become certified./关键不符合项应在重新审核以获得认证之前得以纠正；
- KCB shall determine if evidence of correction needs to be done onsite or off-site./KCB 应确定纠正证据是需要在现场还是非现场进行验证；
- Correction of the non-conformities shall not result in certification for the organization without a new audit being conducted./不符合项的纠正并不能使组织在没有进行新的审核的情况下获得认证。

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5.6 Audit Result and Certification decision making process/审核结果及认证决定的过程

After each audit, the auditor shall complete a report using the Better Cotton CoC Audit Report./每次审核后，审核员应使用良好棉花监管链审核报告完成一份报告。

KCB shall submit a copy of the finalised audit report and certificate to the organization along with compliance@bettercotton.org within 14 calendar days of receipt of the correction action plan (including correction). Where no non-conformities were identified KCB shall submit a copy of the finalised audit report and certificate to the organization along with compliance@bettercotton.org within 14 calendar days of the final day of the audit./KCB 应在收到纠正行动计划（包括纠正措施）后的 14 个日历日内，向组织及 compliance@bettercotton.org 提交最终审核报告和证书的副本。如果审核中未发现不符合项，KCB 应在审核最后一天起的 14 个日历日内，向组织及 compliance@bettercotton.org 提交最终审核报告和证书的副本。

KCB certification decision is taken by a qualified KCB personnel who is qualified and has not taken part in any of the certification activities. To make an appropriate certification decision, KCB certifier will review the following documentation: /KCB 认证决定由合格的 KCB 人员做出，但该人员没有参加任何认证活动。为了做出适当的认证决定，KCB 认证机构将审查以下文件：


- KCB audit report./KCB 审核报告
- The nonconformities that have been identified and reported during KCB audit. /KCB 审核期间发现并报告的不符合项。
- The corrective action plan and corrective actions implemented to close all relevant nonconformities./纠正措施计划和为关闭所有相关不符合项而实施的纠正措施。

The applicant organization will only be informed of a positive certification decision, when: /只有在下列情况下，申请机构才会被告知认证结果是积极的：

- All relevant certification fees have been paid by the applicant organization, and 所有相关的认证费用已由申请组织支付;及
- All relevant certification requirements have been fulfilled, and/所有相关认证要求均已满足，并且
- The number of NCs is less than the allowable number outlined in document Better Cotton CoC Monitoring and Certification Requirements./NCs 的数量少于文件《良好棉花监管链监测和认证要求》中概述的允许数量。
- A positive certification decision has been taken by the relevant KCB qualified personnel. /相关的 KCB 资质人员作出了积极的认证决定。

Once a positive certification decision has been taken, KCB will issue to the applicant organization a scope certificate that includes the following information: /一旦做出积极的认证决定，KCB 将向申请机构颁发证书，其中包括以下信息：

- he scope of the certification includes processes, products, outsourced processes, multi-site

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considerations where applicable, and named brands within the scope of certification (for brand certifications only);/认证范围包括过程、产品、外包过程、在适用情况下的多场所，以及认证范围内指定的品牌（仅针对品牌认证适用）；


- The CoC model(s);
- The name and address of KCB/ KCB 的名称和地址
- The name and address of applicant organization/申请组织的名称和地址
- The scope of the certificate, including list of sites in case of multisite certification, and list of certified products within the scope of the certificate/证书范围，包括多批次认证的场所清单，以及证书范围内的认证产品清单
- The standard used for the certification audit/认证审核所用的标准
- The date of the audit;/审核日期
- The date the certification was granted/颁发证书日期
- The end date the certificate/证书到期日
- Signature of authorized person of KCB /KCB 授权人的签名
- Certification Approval Number (equivalent to BCP Number);/认证批准号(相当于 BCP 号)
- Unique certificate number as determined by the KCB。/由 KCB 规定的唯一的证书编号。

After the scope certificate is issued with the list of certified products, the organization is required to ensure that certified products remain in full compliance with all the requirements of the relevant standard, shall allow for surveillance audits to be performed as required, and shall ensure timely payment of all relevant certification and surveillance audit fees./带有认证产品列表的证书签发后，认证组织应确保认证产品仍然完全符合所有相关标准的要求，允许监督审核应按要求执行，并确保及时支付所有相关认证和监督审核费用。

Certificates shall be valid for a maximum of three years from the date of issue. The expiry date of the certificate shall be based on the issue date./证书自签发之日起，有效期最长不超过三年。证书的到期日期基于签发日期。

A negative decision shall be issued to the organization that exhibits fundamental failure to achieve the objective of the CoC requirements, which includes the following cases:/如果根本未能实现监管链标准要求的目标，应向组织发出否定决定，包括以下情况：

- Any NC(s) has not been corrected;/存在任何不符合项没有纠正；
- The number of NCs exceeds the threshold identified in Table 1 outlined in document Better Cotton CoC Monitoring and Certification Requirements;/不符合项的数量超过了文件《良好棉花监管链监督和认证要求》中表 1 中确定的阈值；
- Better Cotton or a designated KCB auditor has evidence of a NC that was induced purposefully, grossly negligent, systematic, and/or which imposes a severe reputational risk to Better Cotton stakeholders;/良好棉花或指定的 KCB 审核员有证据证明有目的、严重疏忽、系统性和/或对良好棉花利益相关者造成严重声誉风险的不合格行为；
- No response to submit a CAP within specified time period of receiving the final audit report and CAP template./在收到最终审核报告和 CAP 模板后的规定时间内未提交 CAP。

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Where the organization is certified KCB shall suspend the certificate and inform the organization and Better Cotton of this decision within 2 days of making the decision. In addition, Better Cotton retains the right to suspend use of the BCP at any time if Better Cotton or a designated KCB auditor has detected any kind of unethical conduct which may include bribery or fraud. These details are also

covered in the BCP Terms and Conditions./如果组织获得认证，KCB 将暂停认证，并在做出决定后 2 天内通知组织和良好棉花。此外，如果良好棉花或指定的 KCB 审核员发现任何类型的道德行为，包括贿赂或欺诈，良好棉花保留随时暂停使用 BCP 的权利。这些细节也包含在 BCP 条款和条件中。

5.7 Annual Self-Assessment/年度自我评估

As per Section 2.8 of the CoC Standard all organizations are required to complete an annual self-assessment. The self-assessment shall be completed using a template provided by Better Cotton and shall be submitted to KCB. KCB and/or Better Cotton may evaluate the self-assessment and request further information on the outputs of the internal review./根据《良好棉花监管链标准》第 2.8 节的规定，所有组织都需要每年完成一次自我评估。自我评估应使用良好棉花提供的模板完成，并提交给 KCB。KCB 和/或良好棉花可能会对自我评估进行评估，并要求提供关于内部审查结果的进一步信息。


Failure to cooperate with requests from the KCB and/or Better Cotton shall result in the KCB suspending the organization’s certificate and Better Cotton shall block the respective BCP account until the information is provided. If the information provided is of poor quality or raises concerns, KCB and/or Better Cotton may request further information and conduct additional monitoring./未能配合 KCB 和/或良好棉花的要求将导致 KCB 暂停组织的证书，且良好棉花将封锁相应的 BCP 账户，直到提供所需信息为止。如果提供的信息质量差或引起关注，KCB 和/或良好棉花可能会要求提供进一步的信息并进行额外的监控。

5.8 Surveillance/监督检查

Where a organization reaches the non-conformity threshold of ‘Positive Result and Surveillance Audit’ listed in Table 1 outlined in document Better Cotton CoC Monitoring and Certification Requirements they shall undergo a surveillance audit within 12 months of the certification (or re-certification) audit./如果组织达到文件《良好棉花监管链监控和认证要求》中表 1 所列的“阳性结果和监督审核”的不合格阈值，组织应在认证（或再认证）审核后 12 个月内接受监督审核。

The surveillance audit shall be conducted by the same CB that conducted their certification (or re-certification) audit./监督审核应由进行其认证（或再认证）审核的认证机构进行。

KCB shall perform annual surveillance to ensure continuous conformity with the relevant certification requirements. Surveillance can be announced or unannounced onsite audit, product

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sampling for compliance tests and Checks on the implementation of remedial action. /KCB 应进行年度监督审核，以确保持续符合相关认证要求。监督审核可以是通知或不通知的现场审核、产品抽样符合性测试和检查纠正措施的实施。

The surveillance activities are planned and carried out in the manner stated in the relevant Standard Documents./监督活动是按照有关标准文件所述的方式计划和执行的。

Any non-conformities raised at a surveillance audit shall be handled as per Section 5.5 of this document and will have the same consequences as those raised in a certification (or re-certification audit). KCB shall determine if a further surveillance or suspension is required depending on the number of non-conformities raised and/or the quality of corrective actions./监督审核中提出的任何不符合项应按本文件第 5.5 条处理，其后果与认证（或再认证审核）中提出的不符合项相同。KCB 应根据提出的不符合项的数量和/或纠正措施的质量，决定是否需要进一步的监督或暂停。


In addition to the audit methods outlined; Better Cotton and/or KCB shall conduct regular monitoring of the organizations that are part of the CoC programme. The methods of monitoring include, but are not limited to:/除了概述的审核方法外；良好棉花和/或 KCB 应定期对良好棉花监管链标准中的组织进行监督。监督方法包括但不限于：

- Document reviews;/文件评审
- On-site audits;/现场审核
- Unannounced audits;/不通知审核
- Tracebacks/追踪；
- Transaction monitoring;/交易监控
- Spot check visits;/抽查访问
- Physical tracers;/实体追踪物
- Response to complaints./投诉的回应。

Prior to performing an announced periodic surveillance audit, KCB shall send to the certified organization an audit plan two weeks prior to the opening meeting of the audit. For unannounced audits, KCB is not required to send an audit agenda in advance of the audit./ 在执行监督审核前，KCB 应于首次会议召开两周前，向被认证组织发送审核计划。对于不通知的审核，KCB 不需要在审核前发送审核计划。

Announced surveillance audits will be performed with the following activities: /通知的的监督审核将进行下列活动:

- Opening meeting/首次会议
- Review of any outstanding nonconformity with the relevant corrective action plan and corrective actions implemented/评审任何突出的不符合项，以及相关的纠正措施计划和已实施的纠正措施
- Documents and records review/文件和记录评审
- Onsite audit of production area(s) including storage area(s)/ 生产区域(包括仓库)的现场审

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- Interview of a sample of relevant employees (in confidence and without the presence of management representative(s)/ 与有关雇员进行面谈(在保密的情况下，并无管理层代表在场)
- Sampling of relevant certified products (in the presence of a management representative(s)/ 在管理人员代表在场的情况下对相关认证产品进行抽样
- Closing meeting with presentation of audit findings/召开审核结果的末次会议

Unannounced surveillance audits may be required in the following situations: /在下列情况下，可能需要进行不通知的监督审核：

- Evidence of misleading claims by the certified organization, including misuse of the certificate./ 认证组织有误导性声明的证据，包括误用证书。
- Justified and documented complaint(s)/合理的和文件化的投诉。
- In case of fraud, such as after a suspension decision there is evidence that the organization is still trading certified products./ 如有欺诈行为，例如在被暂停交易后，有证据表明该组织仍在交易认证产品。
- In case of court case that may indicate that the organization has not fully complied with all relevant certification requirements. /如在诉讼案件中发现该机构没有完全遵守所有有关的认证规定。
- At the request of Better Cotton. /应标良好棉花的要求


KCB surveillance audits are normally performed through document review and an onsite audit. However, in case of special circumstances and if allowed by the Better Cotton, KCB may perform remote surveillance audits./ KCB 监督审核通常通过文件审查和现场审核进行。但是，在特殊情况下，如果良好棉花允许，KCB 可以进行远程监督审核。

5.9 Renewal audit/复审

Audits shall be conducted annually for each certified organization. Renewal audits should be completed no later than 60 days prior to the expiry of a scope certificate. Renewal audits are announced audits that follow the same process flow as an initial certification audit./ 对每个认证组织应每年进行一次审核。复审核应不迟于范围证书到期前 60 天完成。更新审核是按照与初始认证审核相同的流程进行的通知审核。

Renewal audits shall be performed through document review and an onsite audit, unless any particular exception granted by the scheme owner./复审应通过文件审查和现场审核进行，除非标准制定方批准任何特殊的例外情况。

KCB will need to make a new certification decision after each renewal audit. If major or critical nonconformities are detected during a renewal audit, KCB may take a negative certification decision and the organization's certificate may not be renewed until full conformity with the relevant requirements have been demonstrated./ KCB 需要在每次复审后做出新的认证决定。如

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果在复审中发现重大或关键的不符合，KCB 可以采取否定认证决定，直到证明完全符合相关要求，组织的证书才可以更新。

5.10 Scope extension/扩大范围

A certified organization may require for its certificate scope to be extended and/or add new CoC models at any stage during the three years of the certification cycle. A formal written request for scope extension shall be sent to KCB before any related claim can be made./ 认证组织可在三年的认证周期内的任何阶段要求扩大其认证范围和/或增加新的监管链模式。组织在提出任何相关声明之前，应向 KCB 发出正式的扩大范围的书面请求。

Scope extension requires a document review and/or on-site audit to take place and a formal decision making process shall be followed as per KCB procedures./ 扩大范围需要进行文件审查和/或现场审核，并按照 KCB 程序进行正式的认证决定流程。


Scope extension can be granted or rejected based on the outcome of the KCB audit./可根据 KCB 审核结果批准或拒绝扩大范围。

KCB shall issue an updated certificate to organization upon either approval of the extension or successful completion of the on-site audit. The expiry date of the existing certificate shall remain as it was before the extension was added./KCB 应在完成对延期申请的批准或在现场审核成功结束后，向相关组织发放新版证书。原有证书的到期日期将维持原状，即不因延期的批准而发生改变，其有效期截止日与最初颁发时设定的日期保持一致。

5.11 Certification suspension/认证暂停

KCB may suspend a certificate in the following (but not limited to) circumstances:/ 有下列情形之一，KCB 可以暂停证书：

- CAP is not submitted by the required deadline, or is incomplete and/ or insufficient quality;/CAP 未在规定的截止日期前提交，或不完整和/或质量不足；
- Failure to close out non-conformities from monitoring activities;/未能关闭监督活动中的不符合项。
- Scheduled audits are not carried out or access is restricted (e.g. KCB is not permitted access to certain documents or sites required for the full audit);/未进行计划审核或准入受到限制（例如，不允许 KCB 进入全面审核所需的某些文件或场所）；
- Failure to cooperate with KCB auditors in monitoring activities;/在监督活动中不配合 KCB 审核员；
- This includes refusing to allow entry to a organization for the purpose of an audit;/包括拒绝以审核为目的的访问；
- Demonstrable breakdown in the Chain of Custody;/监管链出现明显故障；
- Evidence a organization has sold products as Physical Better Cotton when they are shown to

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- not be Better Cotton either by origin or another claim;/若证据显示某组织销售的产品声称是实物良好棉花，但实际上根据其来源或其他声明并非良好棉花；
- Breaches in other Better Cotton processes including, but not limited to: membership requirements, Better Cotton Claims Framework requirements, and BCP terms and conditions as well as misuse of the BCP;/其他良好棉花流程中的违规行为，包括但不限于：会员要求的违反、良好棉花声明框架要求的违反、以及 BCP 条款和条件的违反和 BCP 的滥用；
 - Significant changes to the organization’s processes that may have an impact on the product’s compliance with relevant standard requirements and that have not been communicated to KCB;/ 组织的工序有重大变化，可能会影响产品符合相关标准要求的，且未告知 KCB。
 - Fraud, wrong claims or misuse of the certificate;/虚假错误的声明或者滥用证书；
 - Failure to pay relevant certification fees./未支付相关认证费用
 - Issues that may bring Better Cotton into disrepute;/那些可能会使良好棉花蒙羞的问题；
 - Unethical behaviour (bribery, corruption, etc.)./不道德行为(贿赂、腐败等)。

KCB will notify in writing the organization of the decision to suspend a certificate, specifying the reasons for the suspension and the condition(s) for the suspension to be lifted. KCB shall also inform Better Cotton within 48 hours of the suspension./ KCB 将会以书面通知组织暂停证书的决定，说明暂停证书的原因和取消暂停证书的条件。KCB 也会在 48 小时内将暂停通知良好棉花。

The period of suspension shall be determined according to Table 2 on document Better Cotton CoC Monitoring and Certification Requirements along with actions required to lift suspension. Failure to take acceptable actions to correct the cause of the suspension may result in the organization being removed from the Better Cotton programme and they shall be required to go through a new certification audit with KCB./暂停期限将根据《良好棉监控和认证要求》文件中的表 2 来确定，同时包含解除暂停所需采取的措施。如果未能采取可接受的纠正措施来解决导致暂停的问题，可能会导致组织被移出良好棉花计划，并且需要与 KCB 进行新的认证审核。

During the suspension period the following rules shall apply to the suspended organization:/在暂停期间，对被暂停组织的适用规则如下：

- The organization cannot buy or sell Better Cotton products or BCCUs in the period of suspension./组织在此期间内不能买卖良好棉花产品或 BCCUs（良好棉花计算单位）
- If the organization has already made a sale or purchase prior to the suspension but has not entered onto the BCP, the organization shall have 10 working days to enter these transactions and provide supporting evidence to KCB and Better Cotton team to verify these transactions./如果组织在暂停前已进行了销售或购买但尚未录入 BCP 系统，则该组织应在 10 个工作日内录入这些交易，并向 KCB 和良好棉花团队提供支持性证据以核实这些交易。
- Failure to adhere to these requirements shall lead to the transactions being rejected./未能遵守上述要求将导致交易被拒绝。
- The organization shall not process any Better Cotton in stock during the period of

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suspension./在暂停期间，组织不得处理任何库存中的良好棉花。

- The organization shall inform their customers within 5 working days of their suspension./组织应在暂停之日起 5 个工作日内通知其组织。

5.12 Certification Withdrawal and Cancellation/认证撤销和取消

KCB may withdrawal a certificate in the following circumstances:/ 有下列情形之一者，KCB 得终止证书：

- Issues that may bring Better Cotton into disrepute;/导致良好棉花蒙羞的问题；
- Failure to lift suspension within the specified timeframe;/未能在指定的时间内解除暂停；
- Unethical behaviour, serious and repeated or systematic fraud, wrong claim or misuse of the certificate; /多次或有系统地进行严重欺诈、错误申领或误用证书；
- Failure to pay KCB for audit services provided associated with the Better Cotton Chain of Custody programme;/未能向 KCB 支付与良好棉花监管链计划有关的审核服务费用；

KCB may cancel a certificate in the following circumstances:/ 有下列情形之一者，KCB 得终止证书：

- In case of bankruptcy or if the organization closes its business./ 如果组织破产或关闭业务
- If the legal representative of the certified organization makes a formal request for the certificate to be terminated at any stage./认证机构的法定代表人在任何阶段正式要求终止该证书。


KCB will notify in writing the organization of the decision to terminate a certificate, specifying the reasons for the suspension./ KCB 将书面通知组织机构终止证书的决定，并说明中止证书的原因。

KCB shall inform Better Cotton within 48 hours of the withdrawal who shall suspend the organization's BCP account./CB 应在 48 小时内将撤销通知良好棉花，后者将暂停该组织的 BCP 账户。

5.13 Changes to certification requirements/认证要求的变更

KCB shall inform all its organizations for Better Cotton Chain of Custody Standard of any change to the standards requirements within 10 working days, along with the timeline for implementing any changes./KCB 将在 10 个工作日内告知其组织关于良好棉花监管链标准的标准变更及实施变更的截止日期。

As per Section 2.2 of the Better Cotton Chain of Custody Standard (live version), organization shall communicate any changes in the management representative, or any other significant changes to KCB by email within 15 calendar days of the change occurring./根据良好棉花监管链标准（实时版本）第 2.2 条，组织应在变更发生后 15 个日历日内通过电子邮件将管理层代表的任何变更或任何其他重大变更通知 KCB。

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5.14 Transfer of Certificates/证书转移

The organization shall inform their existing Certification Body (CB) at least 3 months prior to their certificate expiry should they choose to change CB for their next audit./组织如果选择在证书到期前更换认证机构（CB）进行下一次审核，应至少提前 3 个月通知现有的认证机构。

If a organization contacts KCB with a request to transfer their certificate, KCB shall request and review the latest audit report(s) and any other relevant supporting documents (e.g. Corrective Action Plan, etc)./如果组织联系 KCB 请求转移其证书，KCB 将要求并审查最近的审核报告和任何其他相关的支持文件（例如，纠正行动计划等）。

If an audit is not yet due KCB may issue a certificate for the length of time remaining on the previous certificate, based on the review evidence from the previous audit./如果审核尚未到期，KCB 可以根据之前审核的审查证据为组织颁发有效期至原证书剩余时间相同的证书。

The organization shall be responsible for ensuring that the previous CB is informed, and the contract is cancelled as soon as the contract with KCB is signed./如果审计尚未到期，KCB 可以根据之前审计的审查证据为组织颁发有效期至原证书剩余时间相同的证书。

6. Complaints and Appeals/投诉和申诉

6.1 General/总则

KCB operates and delivers certification services to the highest professional standards. However, in specific circumstances, you may wish to raise a formal complaint against some of the services delivered by KCB or appeal a specific certification decision./ KCB 以最高的专业标准运作和提供认证服务。然而，在特殊情况下，您可能希望对 KCB 提供的某些服务提出正式投诉，或对特定的认证决定提出申诉。

In order to offer fair and impartial certification decision services, KCB is implementing formal complaint and appeal procedures that are described in the sections below./为了提供公平和公正的认证决定服务，KCB 正在实施正式的投诉和申诉程序，这些程序在下面章节中描述。

6.2 Management of Complaint received/管理收到的投诉

KCB Sustainable textile certified organizations shall develop and implement a documented procedure for the management of complaints received from third parties. The procedure must include the following requirements: /KCB 可持续纺织品认证机构应制定并实施一套文件化程序，用于管理来自第三方的投诉。该程序必须包括以下要求：

- Record any complaint raised from any interested stakeholders./记录任何有关利益相关者提出的投诉；



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- Document and record the results of any investigation performed with respect to the complaint received, /就接获的投诉所进行的任何调查结果，记录在案，
- Document and record any action taken to address and resolve the complaint received./记录为处理和解决收到的投诉而采取的任何行动。

6.2 Complaint against KCB/投诉

Any KCB organization or any interested party may send a complaint to KCB. A complaint raised to KCB shall comply with the following minimum requirements to be considered by KCB as a formal complaint: /KCB 组织或任何相关方可向 KCB 投诉。向 KCB 提出的投诉须符合以下最低要求，KCB 方可视为正式投诉：

- Be in writing. KCB will not consider informal complaints that are not provided in written format, /用书面形式。KCB 不会考虑没有以书面形式提供的非正式投诉；
- Shall not be anonymous,/不能匿名；
- Be fully justified with appropriate description of the issue raised and how this is related to the KCB audit, certification process or any other relevant KCB activity./对所提出的问题进行充分合理的描述，并说明其与 KCB 审核、认证过程或其他相关 KCB 活动的关系。


KCB will record all formal and justified complaints received, will review the complaint within 15 working days after reception, and is committed to responding to the complainant(s) within 30 calendar days. If additional time is required to review, address and/or respond to the complaint, KCB will formally inform the complainant and will propose a new timeline to respond. /KCB 将记录所有收到的正式且合理的投诉，并将在收到投诉后 15 个工作日内对投诉进行审核，并承诺在 30 个自然日内对投诉人做出回应。如果需要额外的时间来审查、处理和/或回应投诉，KCB 将正式通知投诉人，并提出新的回复时间。

KCB will ensure that complaints are not reviewed and addressed by any KCB personnel whom may have a conflict of interest./ KCB 将确保投诉不被任何可能有利益冲突的 KCB 人员审查和处理。

KCB will record each complaint that has been accepted together with the action taken to resolve the issue and the response that was sent to the complainant./ KCB 将记录已受理的每一个投诉，以及为解决该问题所采取的行动和发送给投诉人的答复。

Any changes in certification status resulting from an appeal shall be communicated to Better Cotton and the appellant in writing within 5 working days of the decision being made./任何因上诉而产生的认证状态变更，应在做出决定后的 5 个工作日内以书面形式通知良好棉花和申诉人。

If the complainant is not satisfied with KCB response, KCB will provide the contact details of Better Cotton so that appropriate follow-up can take place at the level of Better Cotton. /如投诉人对 KCB 的回应不满意，KCB 会提供良好棉花的联络资料，以便在良好棉花层面进行适当的跟进。

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6.3 Appeal/申诉

KCB will only receive formal appeals from KCB applicant or certified organizations. Appeals have to be specifically related to: /KCB 只接受来自 KCB 申请人或认证组织的正式申诉。申诉必须具体涉及:


- A KCB certification decision,/ KCB 认证决定;
- A decision by KCB to suspend or terminate a certificate,/ KCB 暂停或终止证书的决定;
- A nonconformity raised by KCB audit team during an audit process./ KCB 审核组在审核过程中提出的不符合项。

The auditee or the certified organization will appeal to KCB within 30 days after receiving the decision or notice of action. Appeal must: /被审核方或被认证组织将在收到 KCB 的决定或诉讼通知后 30 天内向 KCB 提出申诉。申诉必须:

- Be in writing,/通过书面;
- Be signed or sealed by the complainant/由投诉人签名或盖章;
- Be fully justified, presenting all relevant evidence related to the case,/ 有充分理由, 提出与本案有关的所有证据;
- Be with clear reference to relevant normative reference./明确参考相关的规范。

All appeals will be dealt with as per KCB appeal procedure, as follow: 所有申诉将按照 KCB 申诉程序处理, 如下:

- Appeal will be reviewed by a qualified KCB personnel who has not been involved in any certification activity related to the organization,/ 申诉将由一名合格的 KCB 人员进行审查, 该人员未参与任何与组织有关的认证活动,
- KCB can reject an appeal if the evidence provided is not sufficient to justify for KCB decision to be reviewed./如果所提供的证据不足以证明对 KCB 的决定进行复审, KCB 可以驳回申诉。
- If the appeal is accepted, the Textile Certification Department fills in the “Appeal/Complaint and Dispute Acceptance Record” and reports to KCB's top management and management representatives within 2 working days. The investigation team shall be composed of personnel who have not audited and certified the party involved in the appeal, and the management representative appoints the head of the investigation team to conduct an investigation./如申诉获接纳, 纺织认证部在收到申诉材料后, 在 2 个工作日内填写《申诉/投诉及争议受理记录》, 并向公司最高管理者和管理者代表报告。调查组由未对申诉当事人进行审核和证明的人员组成, 由管理者代表任命调查组组长进行调查。
- The investigation team organizes investigation, confirmation, analysis and evidence collection of the appeal: /调查组组织申诉的调查、确认、分析和证据收集:
 - o Both the complainant and the respondent should be required to provide sufficient factual evidence and written materials. /要求申诉方与被申诉方均应提供充分的事实证据和书面材料
 - o The working group shall arrange for the representatives of the party to appeal and the party to response to present their reasons fully./工作组应安排申诉方与被申诉方代

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表充分陈述理由。

- Investigate, confirm, analyze and collect evidence of the reasons and facts of the appeal to determine the validity of the application./对申诉理由和事实进行调查、确认、分析和取证，以确定申请的有效性。
- Propose the relevant measures to respond to the appeal, that is, to process opinions or conclusions./ 提出回应申诉的相关措施，即处理意见或结论。
- The investigation team forms a written report after investigation, confirmation, analysis and evidence collection results, as well as processing opinions or conclusions./调查组经过调查、确认、分析和取证结果以及处理意见或结论，形成书面报告。
- The leader of the investigation team convened a meeting to review the results of the treatment and, if necessary, refer to the results of previous similar complaints./调查组组长召集会议，审定处理结果，必要时可以参考以前类似申诉的结果。
- The reasons for the appeal are established and are the responsibility of the company. The representative of the company manager is responsible for organizing the relevant departments to analyze the reasons for non-conformity according to the relevant provisions of the Procedures for Corrective/Preventive Measures, taking corrective measures, forming documents and verifying their validity. When the auditee or the certified customer is required to review, the Textile Certification Department shall conduct the review in accordance with the requirements in the certification procedure. /申诉理由成立，属公司责任，公司管理者代表负责按照《纠正/预防措施程序》中有关规定，组织相关部门分析不符合产生的原因，采取纠正措施，形成文件并验证其有效性；如果认为对受审核方或获证组织应予复审时，由纺织认证部按照认证程序中的要求实施复审。
- The problem in the appeal is not the responsibility of the company, but it is related to the company's certification audit work, and should be taken in the same way, and appropriate improvement measures should be taken. /申诉中的问题不属于公司的责任，但与公司认证审核工作有关，应举一反三，采取适当的改进措施。
- The reasons for the appeal are established, and the costs of the appeal investigation and the cost of the review are borne by the company. The reason for the appeal is not established and the claimant shall bear the expenses. /申诉理由成立，申诉调查处理费用及复审费用由公司承担。申诉理由不成立，由申诉方负担费用。
- The confirmation of the appeal and the progress of the investigation and the final processing result shall be sent to the appealing party in writing by the Textile Certification Department. The final processing result will be accepted from the formal acceptance, no later than 30 calender days./申诉的确认和调查处理进展情况和最终处理结果，由纺织认证部以书面形式送交申诉方。最终处理结果自正式受理申诉，最迟不超过 30 个自然日。

Please note that an appeal, even if accepted by KCB, is not suspensive of the decision subject to the appeal./请注意，申诉即使被 KCB 接受，也不意味着申诉后的决定被中止。

In the event of an unsuccessful appeal the organization may appeal to Better Cotton. The appeal to Better Cotton shall only be made if the organization has reason to believe that KCB has not followed the processes outlined in this document and/or a conflict of interest has been



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identified./在申诉不成功的情况下，组织可以向良好棉花提出申诉。只有在组织有理由相信 KCB 未遵循本文件中概述的流程和/或已确定存在利益冲突时，才可以向良好棉花提出申诉。

This appeal shall be made within 10 calendar days of the appeal decision received by the KCB. Failure to submit in this timeline shall result in Better Cotton not reviewing the appeal. Better Cotton shall acknowledge the appeal within 10 working days of receipt and keep the appellant informed of the progress in evaluating the appeal until it is closed./此申诉应在收到 KCB 的申诉决定后的 10 个日历日内提出。若未能在此时间内提交，将导致良好棉花不审查该申诉。良好棉花应在收到申诉后的 10 个工作日内确认，并在评估申诉直至结案的过程中持续向提出上诉者通报进展情况。

7. Multi-Site Certification/多场所认证

7.1 Scope/范围

The Multi-Site requirements may apply to any organization wishing to enter 2 or more sites to the Better Cotton Chain of Custody Standard. There are two options for organizations in this position:/多场所要求适用于任何希望进入 2 个或更多场所的组织，以达到良好棉花监管链标准。这类组织有两种选择：


- Single Chain of Custody Audit and Certificate for organizations with Multiple Sites/Units;/多个场所/单位的组织的单一监管链审核和证书；
- Multi-site Certification for Independent Sites Managed by a Central Function./中心功能管理的独立场所的多场所认证。

7.2 Single Chain of Custody Audit and Certificate for organizations with

Multiple Sites/Units/多个场所/单位的组织的单一监管链审核和证书

In some circumstances an organization may own additional sites at more than one location. These sites can be covered by a single audit report and certificate if all the following criteria are met:/在某些情况下，组织可能拥有位于不同地点的多场所。如果满足以下所有标准，这些场所可以通过一份审核报告和证书进行覆盖：

- All site(s) shall operate under the same ownership;/所有场所都必须同一所有权下运营；
- Only the site that will be listed as the certificate holder shall be responsible for purchasing and sales of Better Cotton;/只有作为证书持有者列出的场所才负责购买和销售良好棉花；
- All site(s) shall have the same management system as the organization that will be listed as the certificate holder;/所有场所必须拥有与将被列为证书持有者的组织相同管理体系；
- The additional site(s) shall not process and/or handle Better Cotton independently of the organization that will be listed as the certificate holder;/附加场所不得独立于将被列为证书持有者的组织加工和/或处理良好棉花；

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- The additional site(s) shall only supply each other and not have separate customers or suppliers;/附加场所只能相互供应，不能拥有独立的组织或供应商；
- The additional site(s) shall be located within 50km of the organization that will be listed as the certificate holder;/附加场所必须位于将被列为证书持有者的组织 50 公里范围内；
- Any sites that do not meet the criteria listed shall be audited and certified separately./任何不符合上述标准的场所应单独进行审核和认证。

The organization that will be listed as the certificate holder shall inform KCB of the total sites/units to be covered as part of the audit. If any of the information provided proves to be incorrect KCB may require individual audits to be arranged./将被列为证书持有者的组织应向 KCB 通报作为审核一部分所涵盖的总场所/单位数。如果提供的任何信息被证明是不正确的，KCB 可能会要求对这些场所单独安排审核。

KCB shall inspect all sites as part of the audit and shall plan and conduct the audit as per Section 5 of this document./作为审核的一部分，KCB 应检查所有现场，并应按照本文件第 5 节的规定计划和实施审核。


By ownership we are referring to sites or organizations as being owned directly or indirectly by the same person or entity. This includes cases where one site owns the other, or where both sites are owned by the same parent entity. Partial ownership may also apply providing there is a majority or controlling stake in the additional site./所有权，我们指的是由同一个人或实体直接或间接拥有的场所或组织。这包括一个场所拥有另一个场所，或者两个场所由同一母公司拥有的情况。部分所有权也可以适用，前提是在附加场所多数或控制股权。

7.3 Multi-Site Certification/多场所认证

An organization qualifying for these requirements shall be covered by a single management system, comprising of an identified central function, and a number of sites (permanent, temporary or virtual) at which such processes/activities are fully or partially carried out. The organization and associated sites shall be linked either through:/符合这些要求的组织应当由一个单一的管理体系覆盖，该体系包括一个确定的中心职能以及多个场所（永久的、临时的或虚拟的），在这些场所中完全或部分地执行这些过程/活动。组织及其相关场所应当通过以下方式之一进行链接：

- Ownership or;/共同所有权
- A legal and/or contractual relationship with the central function./与中心职能具有法律和/或合同关系。

The Multi-Site certification shall only apply to sites within the same country as the central function, unless the organization operates as a brand or trader. Brands or traders associated sites shall only be excluded from the country limitation where they operate the same scope as the central function. Meaning that the associated sites shall only operate as brands or traders respectively./多场所认证仅适用于与中心职能位于同一国家内的场所，除非该组织作为品牌或贸易商运营。与品牌或贸易商相关的场所只有在它们与中心职能运营相同的范围时，才不受国家限制的影响。这意味

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着相关联的场所只能分别作为品牌或贸易商运营。

Sub-contractors shall not be considered as part of the additional sites and shall either be certified independently or need to be managed as per Section 2.7 of the Better Cotton Chain of Custody Standard. KCB may request a visit to the subcontractor as part of the assessment process./分包商不应被视为附加场所的一部分，必须独立认证或按照《良好棉花监管链标准》第 2.7 节的要求进行管理。KCB 可能会要求在评估过程中访问分包商。