# Regenevate
# Certification Guidelines for Certification Bodies
## TEXTILE

RGV–G–003–V2.0

Version 2.0

May 2025

CONTENT

# 1 PURPOSE

The purpose of this document is to define the procedures and principles of the audit and certification processes carried out by the Certification Body for companies operating in the textile sector in accordance with Regenevate Standards.

# 2 SCOPE

This document covers all activities to be carried out by Certification Bodies throughout the entire process, from receiving certification applications from textile companies to conducting audits and issuing certification decisions.

# 3 CERTIFICATION BODY CERTIFICATION PROCESS REQUIREMENTS

## 3.1 Application and Application Review

3.1.1 Certification Body shall receive an application from applicants in accordance with clause 7.2 Application of the TS EN ISO/IEC 17065 'Conformity assessment – Requirements for bodies certifying products, processes and services' Standard.

3.1.2 The application must be recorded by the certification body using the application form.

3.1.3 After the applications are approved, a contract must be signed with the manufacturer/company in accordance with the selected scope. This contract must include all rules and legal issues that must be complied with by the manufacturer/company and the certification body. The contract period must be 3 years.

3.1.4 After signing the contract, the manufacturer/company must fulfil the following responsibilities throughout the inspection and certification process:

- Provide the necessary documents and evidence for certification,
- Participate in audits and cooperate with auditors,
- Grant access to all areas to be audited during the audit,
- Ensure compliance with requirements and follow up on non-conformities,
- Manage post-certification processes and ensure the continuity of certification.

## 3.2 Audit Planning

3.2.1 Certification Body shall use the databases, templates and tools provided by Regenevate to record audit information and activities.

3.2.2 Audits should be planned annually and conducted every year during the three-year certification cycle.

3.2.3 Certification Body shall determine the next steps as follows, taking into account the findings identified during the surveillance visits:

- Additional audits to be performed,
- Changes to be made to certification status (e.g., suspension or revocation of certificate)

3.2.4 If access to any part of the site or processes is denied during the audit or requests are not met, this situation is evaluated and accepted as a factor affecting the audit process.

3.2.5 Certification Body shall establish a comprehensive audit plan for the management of audit activities.

3.2.6 This audit plan shall ensure that audits are conducted in accordance with the relevant procedures.

3.2.7 The audit plan shall be prepared separately for each site and shall be planned for a minimum of 4 hours for sites involving physical handling and a minimum of 3 hours for sites not involving physical handling.

3.2.8 Certification Body shall assign authorised personnel to carry out the audit activities.

3.2.9 Where the auditor does not speak the local language, an interpreter shall be appointed. Certification Body shall take the necessary measures to ensure that interpreters are impartial and independent and shall ensure that they are independent of the applicant.

## 3.3 Audit

3.3.1 If the Certification Body has processes that involve physical handling, it shall conduct initial and renewal audits as on-site audits.

3.3.2 If the Certification Body has processes that do not involve physical handling, initial audits shall be conducted as on-site audits. Renewal audits shall be conducted as remote audits every two years.

3.3.3 If an on-site audit cannot be conducted for any reason, the Certification Body must request permission for a remote audit by sending an email to **info@regenevate.org**

3.3.4 Certification Body shall ensure that all necessary information and/or documentation is provided to enable it to carry out the audit. The audit shall be conducted via the Regenevate portal, and all documents related to the audit (procedures, training records, field photographs and other objective evidence) shall be uploaded to the portal.

3.3.5 Certification Body shall hold an official opening meeting.

3.3.6 During the audit, the certification body shall assess compliance with the Regenevate standard.

3.3.7 During the audit and certification process, certification bodies shall;

- Explain the relevant standard and clarify any misunderstandings regarding the indicators.
- Provide explanations about the Regenevate programme and the relevant certification process.
- Share documents related to the Regenevate programme.
- Focus on highlighting good practices in areas for improvement identified during the audit of the producer/company.

During the audit and certification processes, the certification body will not;

- Require a specific approach to the implementation of the relevant standard,
- Provide any paid/free consultancy services or training,
- Make an official statement regarding the certification decision during the audit visit,
- Make recommendations regarding the documents and procedures of the audited manufacturer/company.

3.3.8 All audit reports should clearly explain compliance and non-compliance with each relevant requirement of the standard, supported by evidence.
3.3.9 The auditor shall classify nonconformities (NC) in the questionnaire as follows:

- **Minor Nonconformity:** Minor deficiencies in full compliance with standard requirements. Does not seriously affect system effectiveness or product/service quality.
- **Major Nonconformity:** Nonconformities that do not comply with standard requirements and may have a serious impact on the overall functioning of the system or the quality of the product/service.
- **Critical Nonconformity:** Very serious deficiencies or errors in the system or process. Such nonconformities can lead to customer dissatisfaction, legal non-compliance or safety risks.

3.3.10 At the end of the audit, a report showing that Regenevate Standard rules have been followed should be given to the manufacturer/company.
3.3.11 Non-conformity closure documents related to identified non-conformities must be submitted to the auditor within 30 calendar days from the last day of the audit.

## 3.4 Audit Report

3.4.1 The auditor must prepare an audit report confirming compliance with all certification requirements. The report must contain at least the following information:

- Audit date and duration,
- Names of persons participating in and interviewed during the audit,
- Auditor's notes,
- List of non-conformities and closure dates,
- Product information.

3.4.2 The audit report must be submitted by the auditor to the certification assessment within 15 calendar days following the receipt of the non-conformity closure documents.
3.4.3 If a problem is identified that could lead to suspension from the Regenevate programme by the manufacturer/company, the certification body must notify the Regenevate team by emailing **info@regenevate.org** within 72 hours of completion of the audit.

## 3.5 Technical Review

3.5.1 Certification body shall appoint an authorised person(s) to review the Audit Report and findings. This person(s) shall meet the following conditions:

- Must be independent of the audit team.
- Must have sufficient knowledge and competence regarding the relevant standard and audit processes (Competence must be determined in accordance with the Regenevate Qualification Guide).

3.5.2 The following documents prepared by the auditor in relation to the audit shall be submitted for technical review within 15 days.

- Checklists,
- Non-conformity closure documents,
- Audit reports and attchments.

3.5.3 The findings are evaluated during the technical review. If the findings are insufficient, further evidence is requested from the auditor and the manufacturer/company. The review must be submitted for certification within 7 days of completion.

## 3.6 Certification Decision

3.6.1 Certification Body is responsible for all certification decisions and must ensure that all processes related to these decisions are followed correctly.

3.6.2 Certification Body shall appoint a specific person or committee to make the certification decision, and the following requirements shall be met with regard to these persons:

- The person or committee making the certification decision must be independent of the audit team.
- The person or committee making the certification decision must not have been involved in the assessment process.
- Must have sufficient knowledge and skills to carry out the certification decision process.

3.6.3 Certification decision shall be made based on the audit evidence and findings, review information and other relevant information.

3.6.4 Certifier reviews all reports and attachments and decides within 7 days whether the company complies with the Regenevate Standard certification requirements.

3.6.5 Certification decision is either positive or negative. The decision is communicated to the company in writing.

3.6.6 Certification Body shall have documented procedures for issuing warnings, suspensions and cancellations to its certified clients. These procedures shall include the following information:

a. The company shall report the results of the current assessment in writing and request corrective action to be taken within 30 calendar days. Otherwise, certification will be suspended or cancelled.

b. If no response is received within the time periods specified above, the Certification Body shall send a written notification stating that the company's certificate will not be issued or that the certificate of a company that already has a certificate will be cancelled within 15 calendar days.

c. If more time is needed to complete corrective actions, the company will request an extension and obtain approval from the Certification Body at least 15 calendar days in advance. The certification process will be suspended until the end of this period.

d. If the manufacturer/company violates any of the terms of the contract, a written warning is issued first. If corrective action is not taken and the violations continue, the Certification Body sends a written notification stating that the certificate has been revoked.

e. If the manufacturer/company misuses the Regenevate logo/brand or makes false or misleading claims about certification, a warning letter will be sent first; if this continues, the certificate will be revoked.

f. If significant changes occur in the scope or ownership, the certification body may request a new application and audit. In addition, the certificate will be suspended or withdrawn if the site requirements are not met.

g. If any fraudulent activities related to Regenevate (misleading/fake certificates, unauthorised use, etc.) are detected, the certificate will be revoked.

3.6.7 If a certificate is suspended or withdrawn, the Certification Body shall inform its clients and other interested parties.

3.6.8 In cases where the certificate is revoked, the Certification Body removes the manufacturer/company from the list of certified customers.

## 3.7 Issuance of Scope Certificate

3.7.1 The Regenevate Scope Certificate is issued in the format specified by the programme.

3.7.2 The first page of the certificate should contain company information and scope.

3.7.3 Regenevate logo and the Certification Body logo shall be used together.

3.7.4 The scope certificate is issued for a period of three years. Each year, the update date is specified and the audit dates for that year are recorded.

## 3.8 Product/Transaction Certificate

3.8.1 Product/transaction certificate indicates that the manufacturer/company complies with the standard requirements.

3.8.2 A product/transaction certificate is issued for products manufactured in accordance with standard rules. This certificate ensures the traceability of Regenevate certified products.

3.8.3 Certification Body shall establish a system for product/process certification applications.

3.8.4 The following requirements must be met for the issuance of a product/process certificate:

- The producer/company must have a valid scope certificate.
- Producer must be produced in certified facilities.
- The producer must have transport and sales documents.

3.8.5 Product/Transaction certificates are issued in accordance with the format specified by the programme.

## 3.9 Surveillance

3.9.1 See TS EN ISO/IEC 17065 'Conformity assessment – Requirements for bodies providing certification of products, processes and services,' Standard, Section 7.9 Surveillance.

## 3.10 Changes affecting certification

3.10.1 See TS EN ISO/IEC 17065 'Conformity Assessment – Requirements for Bodies Operating Certification of Products, Processes and Services' Standard, Clause 7.10 Changes affecting certification.

## 3.11 Suspension, cancellation, withdrawal, scope reduction or extension of certification

3.11.1 See TS EN ISO/IEC 17065 'Conformity assessment – Requirements for bodies operating certification of products, processes and services,' Standard, Clause 7.11 Termination, restriction, suspension or withdrawal of certification.

## 3.12 Complaint and Appeal Management

3.12.1 Certification body shall document its policies and procedures summarising how complaints about certification bodies and manufacturers/companies are handled by the certification body.

3.12.2 Any significant complaints regarding Regenevate programme services must be reported to the Regenevate Committee by the Certification Body within 15 working days.

3.12.3 All relevant complaints must be followed up in a timely manner and in accordance with their own procedures.

## 3.13 Use of Certificates and Regenevate Certification Claims

3.13.1 Certification Body shall control the ownership, use and display of licences, certificates, marks and other mechanisms indicating that a product has been certified.

3.13.2 Within the scope of Regenevate Standard, if the Certification Body finds any incorrect references, non-compliant, illegal or misleading use of licences, certificates or marks in the documents or other promotional materials of the manufacturer/company operating in accordance with the requirements of this standard, or if it finds that a wrong product has been certified, it shall report this situation.

3.13.3 Certification Body shall take the necessary measures to correct the use of non-compliant, illegal, incorrect or misleading licences, certificates, conformity marks and other certification mechanisms identified.

## DEFINITIONS AND ABBREVIATIONS

**Audit:** Any inspection carried out by a certification body auditor to determine whether the activities performed by the operator within the scope of their application comply with Regenevate Standards rules.

**Corrective Action:** Activities carried out to ensure that the processes audited comply with standard rules.

**Product/Process Certificate:** A document issued by a certification body confirming that products sold or shipped from one manufacturer/company to another comply with Regenevate Standards.

**Scope Certificate (SC):** A document issued by a certification body confirming that a manufacturer/company is capable of producing and selling specified products in compliance with Regenevate Standards.

**Manufacturer/Company:** Refers to the person who holds the certificate or is under its control within the scope of Regenevate Standards and includes primary manufacturers, processors, carriers, importers, and exporters.

**Producer Group:** A group of manufacturers that have come together under a legal entity to produce in accordance with Regenevate Standards and have signed a contract with the legal entity.

**Producer Group Manager:** A legal entity responsible for the marketing of products produced by manufacturers who have come together under a contract and for the applications made in accordance with this standard.

**Non-conformity:** The failure of processes subject to inspection to comply with standard rules.