TC ISSUING TECHNOLOGY

Summary

ETKO certified operators prepares the application form designed for TC issuance including the basic information required by ETKO such as name and address of producer & preparer, exporter, importer, and first consignee which guarantees the move of the certified goods.

Second important part is the product; name, status, weight, packing and labelling of the product is described. We require additionally final product picture and/or sample of product. The product loss during the process is evaluated.

Third important part is forwarding; Commercial invoice, B/L, if valid product analyses results

Applicant has to provide these information and related documents for us to prepare the TC.
We require: Application form, Balance sheet of the product concerned, Invoice, Transport document (b/l or CMR or airway bill), Analyses, Picture and/or sample of product

Some important aspects we consider as follows:

1-Which documents are required for issuing TC?

Application form, balance statements, Textile product specification form, labels, Transport document (b/l or CMR or airway bill), Analyses, Picture and/or sample of product

2-Related to traceability before issuing TC, which documents and records are checked? How the calculations of balance sheets done?

Balance sheet is evaluated in order to check product flow, raw material quantities and losses throughout the processes spinning, knitting, weaving, sizing, and dying, printing and confectioning. Raw material certificates are required for each process.

3-Numbering system for traceability?

Certificate Number: 4133-T01-006-14
Each certified operator has a licensee number such as 4133 and
T01 number of the unit involved with this product.
006 indicates 6th certificate of this supplier,
14 is the year.

4-Is there any web-based TC issuing system used?
Not present, all process is done manually

5-During onsite audit to certified operator which records and documents are checked to track certificates?

Following documents are checked during the inspection of Licensee and Subcontracted facilities

- Certificate of raw / finished product

- Balance sheet of raw / finished product
- Incoming and outgoing transport document of raw/finished product,
- Invoice of raw/finished product
- Product loss quantities

6-What is the role of branch offices outside Turkey in terms of applying for TCs?

Licensee first prepares the application pack for TC and send it to branch Office in respected country. First evaluation is done in the branch Office before sending the pack to ETKO head Office. ETKO head Office verifies the pack finally before issuing certificates.

7- Is it possible to issue one TC for several invoices issued to same importer? Is it possible to issue several TCs for one invoice issued to same importer? What precautions are taken to avoid mistakes?

When balance sheet and traceability is guaranteed and supported by pictures or product samples;
It is possible to issue one TC for several invoices issued to the same importer.
It is not possible to issue several certificates for multiple applications with one invoice.
It is possible to issue one TC including all different products destined to the same importer.

8-In the case of using several subcontracted processing facilities how do we track certificates?

In the case of using several subcontracted facilities by a client there is no TC issued for the products moving through the processing facilities. But transport documents and invoices issued for that specific process are available for inspection. TC is issued only to finished final product for ETKO client.

In the case of a subcontracted facility using by ETKO client is certified by other CB, ETKO requires TC issued by the other CB for the processed product. ETKO gets in contact with the CB issuing TC for raw material such as cotton related to analyses, traceability in order to guarantee the organic integrity of the product.

As a general rule ETKO does not accept old TCs issued more than 90 days before. TC s must cover maximum 3 months period.