

Section 3 Implementation

Proposed Process

The Standard will be implemented by rug producers participating in the GoodWeave certification programme, in partnership with local GoodWeave offices in rug producing countries. These offices implement their own license application procedures, in line with local manufacturing conditions, as well as monitoring, inspections, labelling and support programmes to assist producers in implementing the Standard. The following sections describe the implementation process in broad terms. More detailed policies for implementation of the Standard are developed by GoodWeave and documented in its Operating Procedures (OP).

The following types of facilities may need to be inspected:

- A) Factory – a facility which includes some or all aspects of rug production from goods in, through dyeing, weaving and finishing, and where all employees work at the facility.
- B) Sub-contract factory – a facility where part of the production takes place (e.g. dyeing, weaving and/or washing), but where part of the production is sub-contracted out (e.g. weaving). This type of facility also includes cottage industry village-based loom sheds as well as sites that have only a few looms. The producer has direct contact with the sub-contractors.
- C) Village based home weavers – the looms are sited in people’s homes. These weavers may have one or two looms. These are home workers employed by an agent.
- D) Cooperative – This may be one facility or a group of home workers who work as a cooperative, sharing work and profits.

Types of Inspection

It is envisaged that three different types of inspection will be carried out as follows:

1. Initial Inspection

On receipt of an application to become licensed under the Standard, a preliminary inspection will be carried out to ensure that the applicant complies with all the entry requirements of the Standard. The initial inspection will normally take place within 3 weeks of a new application being received.

2. Progress Inspection

Progress Inspections will normally be carried out annually, to check that the licensee is making progress against the requirements of the Standard in line with their individual

roadmap, which is to be agreed upon between the licensee and GoodWeave at the Initial Inspection and subsequent Progress Inspections, as described below.

The goals will be absolute but the process will be carefully managed, and sympathetic but informed inspectors must be used to assess situations and agree on realistic timescales.

- a) **Factories** (see definitions) will be inspected annually. These inspections will be planned and announced in advance. The inspection visit will cover all the requirements of the Standard. The licensee or its sub-contractors shall furnish necessary information and co-operate with inspection staff as regards their responsibilities. The licensee will be informed of the content of the inspection at the time the visit is agreed. A synopsis of the findings and their performance will be given to corresponding licensees for improvement of the factories/facilities. A roadmap for improvement and timetable will be agreed with the licensee or its supplier.
- b) **Sub-contract weavers and/or village based home weavers.** These weaving locations will also be inspected as part of the Progress Inspection, and taken into account as part of the roadmap for the licensee or its supplier.

3. Random Inspections

To ensure there is no use of child labour, random, unannounced inspections will also be carried out. The licensee or its sub-contractors shall permit immediate and unhindered entry for inspections of all activities within the loom or factory premises. The licensee or its sub-contractors shall furnish necessary information and co-operate with inspectors.

Where children are found working by inspectors, locally agreed guidelines must be followed for their removal and rehabilitation in accordance with local legislation.

Compliance Criteria

Compliance Criteria (CC) are verifiable control points, equivalent to the GoodWeave Standard. Based on the nature of the CC, the CC are classified in one of the following categories:

- Major Compliance Criteria
- Regular Compliance Criteria

Major Compliance Criteria

Fulfillment of these criteria implies compliance with the key GoodWeave principles, which are mainly linked to Core Requirements of the Standard.

Non-conformity with a major CC is considered to be a major threat to the objectives and the reputation of the GoodWeave system, and may lead to a suspension of the certificate at any time of the certification process.

Regular Compliance Criteria

The majority of CC is classified as regular. Regular CC are linked to Progress Requirements of the Standard.

A non-conformity with a regular CC needs to be corrected by the licensee in a given timeframe in order to maintain certification, or in the case of a renewal certification, to qualify for re-certification.

Identification of non-conformities at the audit

- (1) If non-conformities with **regular compliance criteria** are identified during the audit, the licensee can suggest corrective measures during the closing meeting, which takes place at the end of each inspection. The auditor shall inform the licensee that these suggestions are considered to be final, and the licensee is requested to sign an agreement to this effect. This outcome will speed up the certification process. The auditor is also required to inform the licensee that the corrective measures proposed will be confirmed by the certification body, which will define the objective evidence the licensee needs to provide.
- (2) If non-conformities with **major compliance criteria** are identified during the audit, this may lead to the denial of the application or suspension of a current certification. If non-conformity is sufficiently grave to lead to non-certification, the licensee will not be asked to suggest corrective measures. The decision will be taken by the certification body.

Identification of corrective measures

- (3) For reporting the auditor is required to complete the audit report, which includes the audit result list, the descriptive audit report format (only producer level) and the report checklist. These documents together with the signed closing report and evidence of non-conformity must be sent to the evaluator within 14 calendar days after completion of the audit.
- (4) If the licensee does not propose corrective measures within one month, GoodWeave will determine required corrective measures. If the licensee proactively requests more time to suggest corrective measures, an extension of 30 calendar days can be granted once and on a case by case basis.
- (5) The maximum time period to complete a corrective measure is to be agreed by the Standards Committee
- (6) The evaluator is required to evaluate the proposed corrective measures (if provided) within 14 calendar days after receipt of proposed actions. Potential changes must be documented in the audit result list.

Verification of the implementation of corrective measures

- (7) The evaluator is requested to define the objective evidence and time line for each corrective measure, which is documented in the audit result list. The evaluator is requested to inform the licensee about the confirmed corrective measures and the related objective evidence/timeline. If evaluators do not receive any reaction

- within 10 working days, the non-conformities are considered to be acknowledged by the licensee.
- (8) If the requested objective evidence is not received within the given deadline, the evaluator is required to recommend the denial of the application or suspension of a current certificate. This decision can only be taken by the certifier.
 - (9) The evaluator is required to evaluate the received information and provide the certifier with a certification recommendation within 14 calendar days. In order to be initially certified, the licensee must have corrected all non-conformities. The evaluation is documented in the audit result list.
 - (10) Some corrective measures require a **follow-up audit** to guarantee implementation by the licensee. Non-fulfillment of the corrective measures after the specified timeframe will lead to a suspension of the certificate.
 - (11) If non-conformity with a Major CC is identified during an audit at any point in time, whether during or outside of the audit itself, this may lead to a suspension of the current certificate. A new certificate will only be issued or a suspension lifted after full compliance with all the valid CC.
 - (12) A suspension may lead to a decertification if a licensee can not demonstrate full compliance within the given deadline.

Time Limits for Corrective Action

Licensees/sub-contractors will be encouraged to set a time table for their actions, within certain boundaries defined by the Standards Committee. Where Licensees/sub-contractors set their own time scale there is more incentive to work within it.

If deemed necessary by the evaluator, expert advice may be brought in to make this decision or to identify where the licensees/sub-contractors need further help.

Communications

GoodWeave will act as the centre for communications. Importers/retailers must be informed of any areas of non-compliance so that they are aware of potential problems in their supply chain, and can work with the supplier to improve and achieve compliance.

Response to the Discovery of Child Labour

Where children are discovered to be working illegally and/or outside the conditions permissible under the GoodWeave Standard, the inspector/auditor will follow the GoodWeave Protocol for Dealing With Child Labour.

This is a focal point of the Standard and complex responses have been developed to deal with the remediation of child labour. GoodWeave has processes in place that have been developed over the years which will support the Standard.

Certification Committee

A GoodWeave Certification Committee will ensure the implementation of a credible and transparent system of certification decisions.. The Certification Committee will control and advise on the quality of certification decision and recommend policies and procedures for certification.

The Certification Committee will represent all GoodWeave stakeholders and consist of members who have a high level of certification-related knowledge.

The Certification Committee will consist of at least six members who will be appointed by GoodWeave to serve for a period of two years.

The Certification Committee should meet at least twice a year and consider a selection of certification cases (high risk cases, cases representing complex organizational structures, suspension or decertification cases), and advise the GoodWeave certification body.