

QUOTATION PREPARATION INSTRUCTIONS

BUSINESS ASSURANCE

PROCEDURE

S-BA-NB-PR-004

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REASON FOR REVISION

Document S-CRS-NB-PR-7-003 has been canceled and a new document has been prepared.

OKUMA KOPYASIDIR...

1. PURPOSE

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The aim of this procedure is to determine the requirements and details of how to create quotations for certification services offered by SGS Turkey under GOTS and TE.

2. SCOPE

This procedure covers the quotation preparation parameters for GOTS and Textile Exchange Standards – GRS, RCS, OCS, CCS.

3. DEFINITIONS AND ABBREVIATIONS

Risk: The effect of uncertainty on targets.

Risk Analysis: It is the process of understanding the nature of risk and determining the level of risk.

Risk Assessment: Identification and analysis of the risks for achieving the goals.

TE: Textile Exchange

GOTS: Global Organic Textile Standard

GRS: Global Recycled Standard

RCS: Recycled Content Standard

OCS: Organic Content Standard

4. AUTHORITY AND RESPONSIBILITIES

Persons in the "S-QM-AN-01 Document Preparation Control, Approval Authorizations Matrix" document are responsible for the preparation, updating when necessary and approval of this procedure.

4.1 Management

Responsible for providing the necessary resources for the procedure and implementation of the procedure.

4.2 Quality / OI Representative

It is responsible for checking and approving this procedure and updating it when necessary.

The OI representative is responsible for ensuring that the necessary OI procedures and instructions of the relevant processes and the warnings in this procedure are complied with.

4.3 Staff

All personnel within SGS Turkey are responsible for the implementation of this procedure participating in quotation preparation processes.

5. METHOD

While planning the required number of inspection days, the results of the previous inspection, the complaints received, the parallel production, the risk assessment of the firm and the situation of the firm in the certification process during the year should also be taken into consideration in accordance with **Textile Exchange Content Claim Standard Certification Procedures CCS-102-V3.0-CCS-Certification-Procedures, Appendix B and C.**

Processing Unit Inspection Day (depending on number of processes, number of employees, number of standards to be served and production capacity)	Min 0.5 day
Certification Fee (Audit evaluation, Audit report review, certification decision, certificate)	Min <u>0.25</u> day
Travel Cost:	Calculated depending on the distance of the audited site(s)
Total Day	[Audit day+preparation day+certification day+Travel Cost]

In the relevant context, 1 day is calculated over 8 hours, and 0.5 days is determined as 4 hours and 0.25 days as 2 hours.

- Total Certification Cost: ((Total day x 800 €)+ Travel Cost) x %18 KDV
- Textile Exchange and GOTS Licence Fees will be added to the quotations separately.
- During the planning of the number of audit days, the duration of the personnel and group meetings within the scope of social compliance of GOTS and TE are directly added to the number of days of the relevant audit process.
- Audit preparation costs might be added to the quote regarding to the time spent for preparation.

For GRS

Number of Audit days	Number of workers exluding management	Number of individual interviews	Effective time spent on interviews
1	1-100	3	2 hours
1	101-500	5	4 hours
1	501-1000	9	5 hours
2	1001-2000	15	6 hours
2	2000+	18	7 hours

For GOTS

Number of employees	Individual Interview	Group Interview	Total
1-50	5	0	5
51-100	3	1 Group x 3 Workers	6
101-200	4	1 Group x 4 Workers	8
201-400	6	1 Group x 4 Workers	10
401-750	6	2 Group x 4 Workers	14
751-1000	8	2 Group x 4 Workers	16
1000+	10	3 Group x 4 Workers	22

Table-1: Worker interview sample

The minimum inspection hours determined for Textile Exchange are as follows;

Collector or Separator	2 hours (for GRS)
Recycler (Mechanical or Biological)	4 hours (for GRS)
Recycler (Chemical)	5 hours (for GRS)
Processors in the supply chain that perform the relevant processes (dyeing, extrusion, finishing, non-woven, pre-treatment, preparation, printing, pulping, tanning, washing)	4 hours (for GRS)
Other supply chain processors	3 hours (for GRS)
Subunits	Depending on the above mentioned processes hours (for GRS)
Traders (Non-Storage)	1 hour
Traders (With storage but not any process)	2 hours
Processing units (General)	3 hours

The services listed below are defined as “additional services” and are not included in the certification service fee;

- TC fees
- Trainings
- Additional audits if deemed necessary (address change, process addition, etc.)
- In case of customer request, special services
- Sampling

6. REFERENCE DOCUMENTS

GRS_102_Certification_Procedures-GRS-102-V4.0-2020.06.01