

## SUPPLIER ECO-AUDIT CHECKLIST

Strict Verification Protocol for Eco-Friendly Supply Chains

### ⚠ EXPERIENCE WARNINGS

- Do not accept generic "eco-friendly" transaction certificates. Demand raw batch numbers to prevent suppliers from passing off standard materials as GRS-certified.
- Always check the quoted bank account name against the factory certificate. Mismatches often indicate middleman trading companies pretending to be certified eco-factories.

### 1. Document & Authenticity Verification

- Business License & ISO 14001:** Obtain the supplier's Business License and ISO 14001 Certificate. Check the certificate numbers against the official CNCA verification database.
- Certificate Scope Match:** Verify that the certificate scope text explicitly matches the actual production process being quoted.

### 2. Chain-of-Custody Proof

- Scope Certificate:** Request the overarching Scope Certificate for the raw materials from the supplier.
- Transaction Certificate:** Obtain the shipment-level Transaction Certificate following standard Textile Exchange guidelines.
- Raw Batch Numbers:** Demand and verify raw batch numbers to catch discrepancies and avoid greenwashing fines.

### 3. Entity Cross-Check

- Legal Entity Name:** Cross-check the exact Legal Entity Name across the certificates, Bank Account details, Social Audit Report, and sample paperwork.
- Physical Address:** Compare the physical address on the factory certificate with the quoted facility to ensure accurate representation.

## 4. Physical Site & Material Separation

- Live Video Walkthrough:** Schedule a live video walkthrough if an in-person, unredacted audit is not possible.
- Warehouse Floor Inspection:** Instruct the supplier to show the warehouse floor and staging areas live on camera.
- Certified Material Separation:** Physically verify that labeled certified materials (e.g., 500D RPET pallets) are separated from conventional stock using clear indicators like red tape to prevent accidental mixing by workers.

## 5. Final Authorization

- Perfect Alignment:** Confirm that company names, dates, scope lines, and warehouse labels align perfectly without hesitation from the supplier.
- Purchase Order Release:** Ensure absolutely no sign-off on samples or PO releases occur until every document passes this rigorous audit.