[Independent Assessor company name]

[Independent Assessor address line 1]

[Independent Assessor address line 2]

[Independent Assessor address line 3]

[Independent Assessor city]

[Independent Assessor country and post code]

[RB Member company name]

[RB Member address line 1]

[RB Member address line 2]

[RB Member address line 3]

[RB Member assessor city]

[RB Member country and post code]

[Date]

Dear [RB Member responsible manager]

**Outcome Declaration:** **[Successful / Unsuccessful]**

The [Independent Assessor Organisation] (the Assessor) **[if successful: did not discover any evidence] [if unsuccessful: discovered evidence]** to indicate that **[RB Member]**’s cotton fibre consumption measurement is not compliant with Better Cotton’s Measuring Cotton Consumption: Requirements & Guidance.

Accompanying this letter, you will be provided with a copy of our findings and their status at the time of writing. Prior to reapplying for Independent Assessment, please review this document and address the relevant findings.

**Measurement Period:** This Independent Assessment covers the 12-month period **[DD/MM/YYYY to DD/MM/YYYY]**.

For and on behalf of,

|  |
| --- |
| [Independent Assessment organisation] [Stamp] |
| [Assessor name] [Assessor signature] |
|  |

# Conformity assessment

## Independent Assessment details

|  |  |
| --- | --- |
| RB Member name: |  |
| RB Member responsible person: |  |
| Independent Assessor organisation: |  |
| Independent Assessor name: |  |
| Date(s) of Independent Assessment: |  |
| 12-Month data period covered: |  |
| Total Cotton Consumption Measurement checked (MT) |  |
| Details of changes to the cotton consumption measurement (if required) |  |

## Independent Assessment report: Findings[[1]](#footnote-2)

|  |  |  |  |
| --- | --- | --- | --- |
| BCI Measurement Requirement[[2]](#footnote-3) | Finding Category(Non-conformity / observation) | Description of finding | Status(Open/Closed) |
| 3.B: Product components |  |  |  |
| 3.C: Third party brands |  |  |  |
| 3.D: Data collection |  |  |  |
| 3.F: Timeframe |  |  |  |
| 3.G: Exclusions |  |  |  |
| 3.H: Voluntary exclusions |  |  |  |
| 3.I: Record keeping |  |  |  |
| Better Cotton Annual Cotton Consumption Submission Form |  |  |  |

## Notes:

1. The Findings categorised as non-conformities will form the basis for the Corrective Action Plan that RB Members should address in order to achieve a ‘Successful Outcome declaration’. [↑](#footnote-ref-2)
2. Requirements are listed in Better Cotton’s publication: [Measuring Cotton Consumption: Requirements and Guidance](https://bettercotton.org/wp-content/uploads/2020/10/BCI-Cotton-Consumption-Requirements-Guidance_Oct-2020.pdf), and highlighted in table 6.1 of the Measuring Cotton Consumption: Independent Assessments – Guidance for Independent Assessors [↑](#footnote-ref-3)