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Chain of Custody Standard

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Title

Better Cotton Initiative Chain of Custody Standard v1.2

Standard Effective Date

Effective as of 6 January 2026.

Translation Accuracy

The official language of this document is English. In case of any inconsistency between versions due to translation, please refer to the English version. While translations to other languages will be provided, Better Cotton Initiative assumes no liability for errors or misunderstandings due to translation.

Next Review

The Better Cotton Initiative Chain of Custody is reviewed in full at least every five years. The next comprehensive review is expected in 2028.

Any Questions or Inputs?

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Previous Versions

Responsibility for the Better Cotton Initiative Chain of Custody (CoC) Standard is held by Better Cotton Initiative. Readers shall use the latest version of this (and other related documents). Any discrepancies between copies, versions or translations shall be resolved by reference to the definitive version of the requirements maintained on the Better Cotton Initiative website at www.bettercotton.org.

Version No	Issue Date	Amendments
CoC Guidelines Version 1.2	1 March 2015	Major review of guidelines.
Chain of Custody Guidelines Version 1.3	1 May 2018	Revised version to update and clarify content. Key changes include: Clarified requirements for Implementing Partners; revised requirements for gins around purchase records, documented procurement processes, and control over middlemen; clarified maximum timelines for entering data into the BCI Platform (BCP, formerly the BCI Tracer); added mandatory transaction reference numbers associated with entries in the BCP; expanded mandatory use of the BCP for all supply chain organisations buying and selling BCI products by 2020; clarified requirements around supply chain monitoring, including remote document requests, non-conformities, and penalties for non-compliance.
Chain of Custody Guidelines Version 1.4	22 July 2020	Revised version to provide clarity and completeness of CoC requirements. Key changes include: removed ODFs that are no longer in use; split the criteria into two for clearer understanding; moved requirements that were contained in the supporting guidance to criteria; further elaboration of some criteria to avoid confusion; added a list of definitions; strengthened the use of language for consistency and clarity (e.g. replaced 'BCI products' with 'BCI orders'); changed structure of the document; moved requirements from within the CoC to separate annexes.
Chain of Custody Standard Version 1.0	10 May 2023	Renamed and restructured document. In doing so, the following changes were made: • Introduction of 3 new Physical CoC models. • Harmonised and expanded management system requirements. • Consistent requirements relating to documentation, purchasing, material receipt and sales. • Focus on normative requirements for suppliers in the CoC Standard. Implementation and monitoring guidance, BCI Platform requirements, RB claims requirements and responsibilities of BCI Programme Partners have been relocated to separate documents.

Version No	Issue Date	Amendments
Chain of Custody Standard Version 1.1	3 February 2025	Revised version of v1.0 to enhance the standard's clarity, robustness and applicability: - Expanded scope: Brands wishing to make product-level claims are now included within scope of the standard (see Section 7 – Requirements for brands). - Enhanced requirements: Strengthened management system requirements, bale identification requirements for ginners, improved purchasing and control measures for ginners and intermediaries. - Clarifications and updates: Adjusted terminology and refined requirements based on implementation feedback.
	6 January 2026	Urgent non-substantive revision: - Removal of Requirement 1.6 regarding Membership from the Chain of Custody Standard. - Updated BCI branding. - Minor grammatical and editorial corrections (no change to content).
Chain of Custody Standard v1.2		

1. Introduction

The Better Cotton Initiative (BCI), a global not-for-profit organisation, is the largest cotton sustainability programme in the world. Our mission is to help cotton communities survive and thrive while protecting and restoring the environment, delivering progressive, measurable change for the better at the field level, in line with the 2030 Sustainable Development Goals (SDGs). BCI is a joint effort, working together with organisations from farms to suppliers, manufacturers, and brands, to transform cotton production worldwide, building on BCI's status as a sustainable mainstream commodity in order to deepen impact.

The Better Cotton Initiative Standard System is a holistic approach to sustainable cotton production which covers the three pillars of sustainability: environmental, social and economic. Each element of the system, from the BCI Principles and Criteria (P&Cs) to the monitoring mechanisms which show results and impact, work together to drive the adoption of sustainable practices at the field.

The BCI Chain of Custody (CoC) Standard is the key framework that connects BCI supply (which is produced in accordance with the BCI P&Cs) with demand. The CoC Standard sets out auditable requirements for organisations in the supply chain that are buying or selling Physical BCI, or cotton-containing products as Mass Balance orders (as defined in 1.2.1).

1.1 Applicability

The BCI CoC Standard requirements are applicable globally for all supply chain organisations that are buying or selling Physical BCI Cotton or fulfilling Mass Balance orders. These include (but are not limited to) intermediaries, ginneries, lint traders, mills with spinning capabilities, mills or suppliers without spinning capabilities (including fabric mills, dyeing mills, yarn and/or fabric traders, vertical mills), end-product manufacturers, sourcing agents and brands. Organisations shall include sub-contracted (outsourced) activities within their certification scope where applicable.

The BCI CoC Standard applies to products containing seed cotton produced in accordance with the BCI Principles and Criteria and benchmark partners, and cotton containing products sourced as Mass Balance orders. It is applied exclusively to virgin cotton and does not extend to pre-consumer or post-consumer recycled cotton materials. At this time, materials that are produced as byproducts of manufacturing processes, and any form of reusable waste (such as combing noils) may not be sold with a Physical BCI Cotton claim.

BCI recognises that in some exceptional circumstances, a requirement may not be relevant or applicable in a specific context. In addition, BCI Supply Chain Actors may at times be faced with unexpected or structural circumstances which prevent full compliance. To account for these situations, BCI has a derogation process. BCI maintains a list of derogations applicable to the CoC Standard, which are available here: <https://bettercotton.org/documents/active-derogation-list/>

1.2 CoC Model Definitions

The BCI CoC Standard incorporates four CoC model options: Mass Balance, Controlled Blending, Segregation (Multi-Country), and Segregation (Single Country).

Organisations are encouraged to use the CoC models that most suit their business needs and operational context. The CoC Standard is designed to facilitate the use of multiple options at the same certified manufacturing site.

- 1.2.1 Mass Balance** is an accounting system that allows claims, in the form of BCI Claim Units (BCCUs) to be administratively transferred between cotton-containing products within a site. It ensures that the quantity of physical cotton sold as Mass Balance orders with BCCUs cannot exceed the quantity of cotton purchased with BCCUs (accounting for relevant conversion rates) across the supply chain.

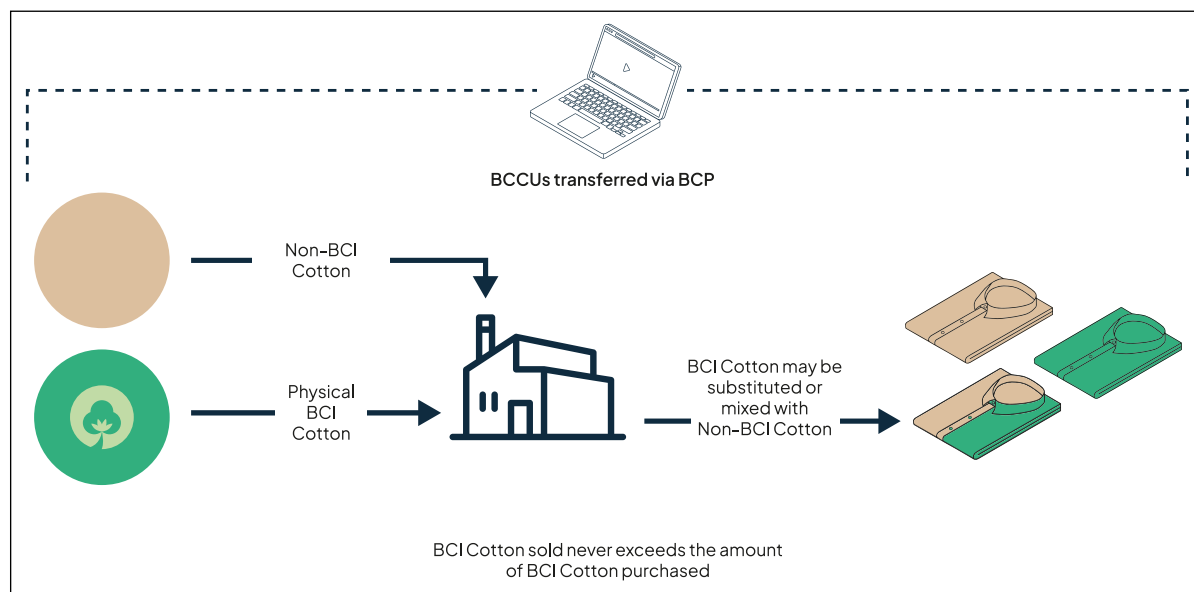


Figure 1 - Representation of the Mass Balance CoC model

- 1.2.2 Controlled Blending** allows the mixing of Physical BCI Cotton and Non-BCI Cotton within a production batch, resulting in a percentage claim about the proportion of Physical BCI Cotton used within the batch. Non-BCI Cotton refers to any cotton type other than Physical BCI Cotton, including but not limited to conventional, recycled, regenerative, organic, in-conversion cotton, or any other type of cotton.

The model may only be used within a manufacturing or processing activity from spinning mill onwards. It cannot be used for the trading and / or distribution of BCI Cotton products or where there is trade without physical possession of products. Those trading or distributing cotton processed under the Controlled Blending CoC model shall maintain segregation and physical identification of the product when in their custody.

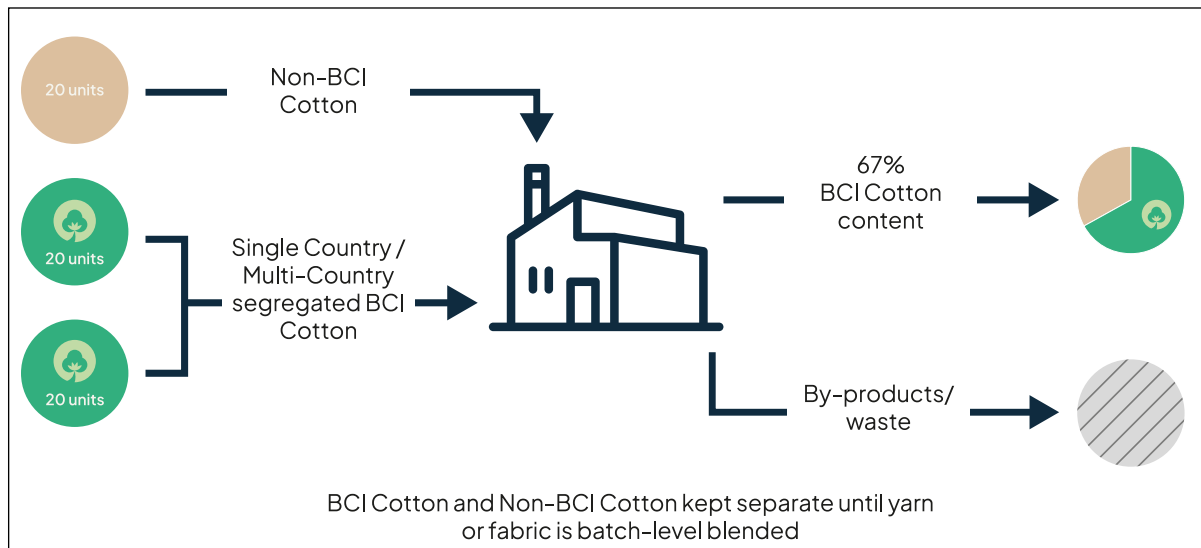


Figure 2 - Representation of the Controlled Blending CoC model

1.2.3 Segregation (Multi-Country) requires separation of Physical BCI Cotton and Non-BCI Cotton, and does not allow mixing or substitution between BCI Cotton and Non-BCI Cotton throughout the supply chain. The model is applied when the Physical BCI Cotton originates from multiple (more than one) countries.

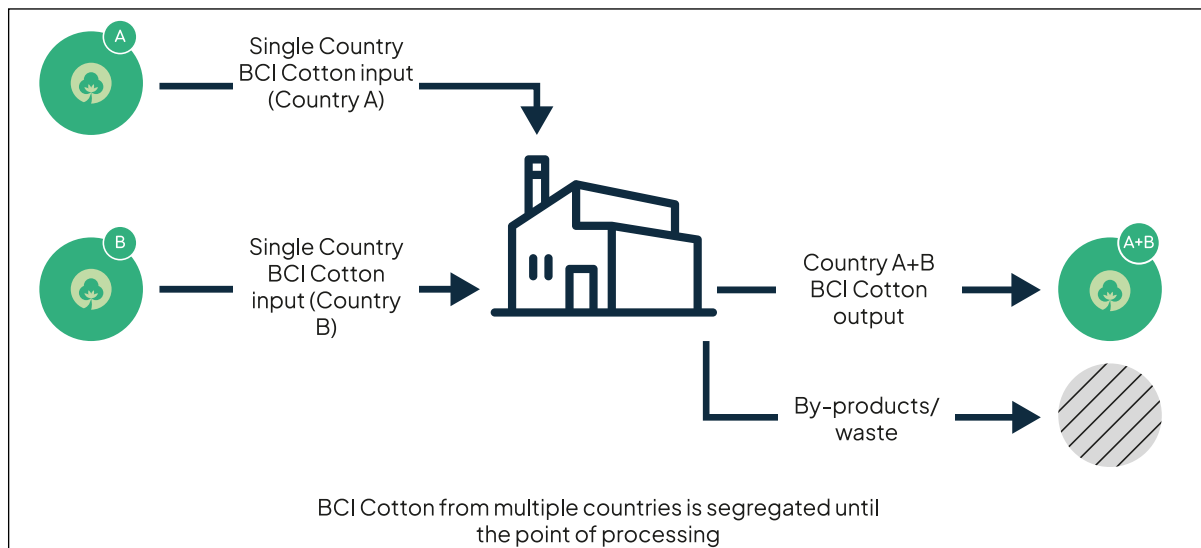


Figure 3 - Representation of the Segregation (Multi-Country) CoC model

1.2.4 Segregation (Single Country) requires separation of Physical BCI Cotton and Non-BCI Cotton, and does not allow mixing or substitution between Physical BCI Cotton of different origins and Non-BCI Cotton of any origin throughout the supply chain. All organisations applying this model shall ensure that Physical BCI Cotton material from a single country is kept physically separate from all other cotton sources, including material from different BCI production countries.

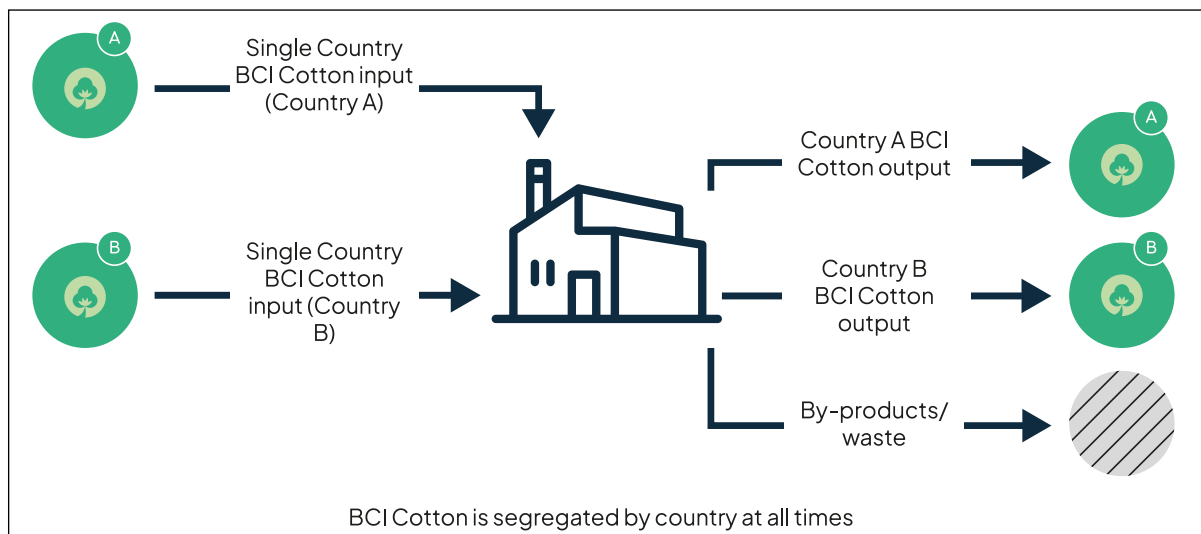


Figure 4 - Representation of the Segregation (Single Country) CoC model

1.3 CoC Model Supply Chain Application

Segregation (Single Country) is applicable at the farm and ginner level of the supply chain. Segregation (Single Country) and Mass Balance are applicable at the lint cotton trader level of the supply chain. For the rest of the supply chain all CoC supply chain models, or a combination of CoC supply chain models are possible, including the existing Mass Balance model.

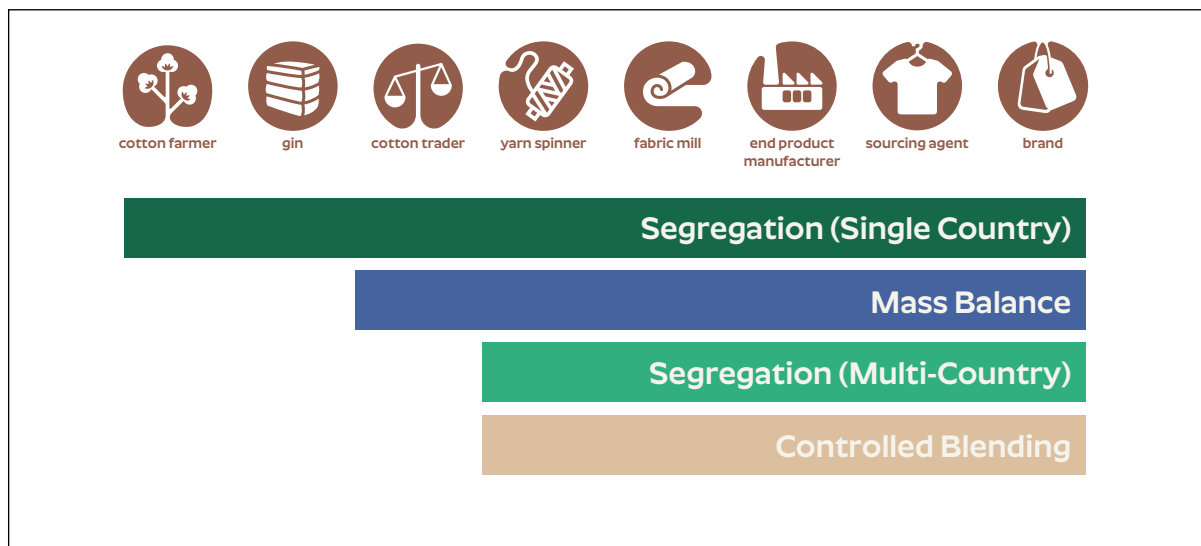


Figure 5 - Application of the different CoC models by supplier type

Please refer to the BCI Claims Framework for details on the claims that can be made when sourcing or selling products through these CoC supply chain models.

1.4 Scope of CoC Implementation

- 1.4.1** At each stage of the supply chain the organisation shall implement the applicable CoC supply chain model(s) at site level. The CoC requirements and data will be maintained at each site owned by the organisation, for all applicable CoC models, including Mass Balance.
- 1.4.2** Organisations operating within the supply chain who do not take physical possession of BCI Cotton are not required to be certified provided all of the following conditions are met:
- a. Their upstream supplier is certified to the CoC Standard.
 - b. Information is provided to the organisation's customer as to the identity of the upstream supplier and the applicable CoC supply chain model.
 - c. Materials are shipped directly from the organisation's upstream supplier to the organisation's customer and recorded on the BCP.
 - d. The organisation is not using sub-contractors for any warehousing, storage, manufacturing or processing activity.
 - e. In the case of Segregation (Single Country), transaction information regarding the Country of Origin is also provided to the organisation's customer.
- 1.4.3** Organisations may choose to become certified to the BCI CoC Standard even if they meet all the conditions in 1.4.2.
- 1.4.4** Certification is required for brands who wish to make product-level claims.
- 1.4.5** Brands that conduct their own manufacturing activities may also require an audit in line with the supplier and manufacturer audit criteria.
- 1.4.6** Organisations operating as retailers only are not required to become certified.
- 1.4.7** An organisation can determine the scope of their certification to exclude processes and products which do not meet the requirements of this CoC Standard. Claims shall not be made on products that involve excluded products or processes.

1.5 Audit Criteria

1.5.1 The following sections shall apply to all organisations, unless the requirement specifies otherwise:

- Section 2 – Management System Requirements
- Section 3 – Purchasing, Material Receipt, Storage and Production
- Section 4 – Sales and Goods Out

1.5.2 The following sections shall apply to all organisations except for brands, unless the requirement specifies otherwise:

- Section 5 – Volume Reconciliation
- Section 6 – Chain of Custody Supply Chain Models

1.5.3 The following sections shall apply to brands only:

- Section 7 – Requirements for Brands

Better Cotton Platform

The Better Cotton Platform (BCP) is a centralised digital tracking system owned by BCI, and used by manufacturers, suppliers, retailers and brands to document and make claims about their BCI Cotton sourcing activities and sourced volumes. Use of the BCP is mandatory for all BCI Cotton transactions, whether Physical or Mass Balance.

References

The following documents form a suite of tools to support organisations in implementing the BCI Chain of Custody Standard. These include:

- BCI Chain of Custody Standard
- BCI Chain of Custody Standard Guidance Documents
- BCI Chain of Custody Terminology & Definitions
- BCI Terms and Conditions for Ginners (for ginners only)
- BCI Platform User Manuals
- BCI Monitoring and Certification Procedure
- BCI Assurance Programme Document
- BCI Claims Framework
- BCI Member Code of Practice (applicable to BCI Members only)
- BCI BCP Terms and Conditions

Additional guidance and FAQs are available on the BCI website.

Verbal forms for the expression of provisions (Adapted from ISO/IEC Directives Part 2: “Rules for the structure and drafting of International Standards”):

- “Shall” indicates requirements strictly to be followed to conform to the requirements.
- “Should” indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required.
- “May” indicates a course of action permissible within the limits of the document.
- “Can” is used for statements of possibility and capability, whether material, physical or causal.

2. Management System Requirements

2.1 General Requirements

- 2.1.1** The organisation shall implement and maintain a documented management system that ensures its continuous conformity to all applicable requirements of this CoC Standard.
- 2.1.2** The management system shall be appropriate to the scale and complexity of the organisation's certification scope.

2.2 Responsibilities and Authorities

- 2.2.1** The organisation shall appoint a management representative who has overall responsibility and authority for the organisation's compliance with all applicable requirements of this Standard.
- 2.2.2** The organisation shall identify and define the key personnel who are responsible for the implementation and management of each critical control point within the organisation's site.
- 2.2.3** The organisation shall formally communicate any changes in the management representative, or any other significant changes (such as organisation name change, change of ownership or contracting, change of address etc.) to their Certification Body by email within 15 calendar days of the change occurring.

2.3 Training

- 2.3.1** The organisation shall implement a training plan, subject to annual review and supported by training records, which shall ensure that all relevant personnel are trained and competent in the applicable requirements of this Standard.
- 2.3.2** All staff responsible for entering data on the BCP shall complete training provided by BCI or BCI approved third party providers.

2.4 Record Keeping

- 2.4.1** The organisation shall maintain accurate, complete, up-to-date, and accessible records covering all aspects of this Standard. The records shall be applicable to the scope of the organisation's certification. Records shall include but are not limited to:
 - a. Purchase records
 - b. Stock records (material inputs and outputs)
 - c. Production records
 - d. Sales and distribution records
 - e. Stock reconciliation records
 - f. Outsourcing records

2.4.2 The organisation shall maintain all applicable records for a minimum of three (3) years.

2.5 Complaints

2.5.1 The organisation shall establish and implement a procedure for the effective handling and resolution of complaints relating to the organisation's implementation of the BCI CoC Standard.

2.6 Control of Non-Conforming Products

2.6.1 The organisation shall ensure that an effective mechanism is in place for handling non-conforming products to ensure they are not sold onwards as BCI Cotton until their status can be verified. This applies to products purchased or sold as Physical BCI Cotton, as well as those sourced as Mass Balance orders that fail to meet the requirements outlined in this Standard.

2.7 Outsourcing

2.7.1 Ginning and spinning activities for Physical BCI Cotton shall only be sub-contracted to organisations certified against the Chain of Custody Standard.

2.7.2 Throughout all stages of outsourcing the organisation shall maintain legal ownership of the goods.

2.7.3 The organisation shall provide sufficient information and training to the sub-contractor to ensure that no uncontrolled mixing of BCI Cotton and Non-BCI Cotton takes place.

2.7.4 The organisation shall maintain an up-to-date list of all sub-contractors, which includes:

- a. Name, address, and contact details of each sub-contractor
- b. Outsourced activity being performed
- c. Frequency of the outsourced activity being performed

2.7.5 The organisation shall inform the Certification Body and provide details of any outsourced activities before commencing the activity for the first time.

2.7.6 The sub-contractor shall be a separate legal entity and not have the same common ownership as the organisation.

2.7.7 Except for brands who are outsourcing the warehousing and storage of finished goods, the organisation shall establish a signed agreement with each sub-contractor, defining the scope of the outsourced activity, and specifying that the sub-contractor shall:

- a. Commit to following all applicable requirements covered by the terms of the agreement.
- b. Maintain accurate records of all inputs, production records and outputs of BCI Cotton product covered by the scope of the agreement.
- c. Not further outsource the activity.
- d. Agree to allow full access to their site(s), to enable both 2nd and 3rd party audits of the activity within the scope of the agreement to take place, if appropriate.

2.7.8 The organisation shall maintain sole responsibility for entering all purchase and sales transactions on the BCI Platform.

2.8 Self-Assessment

2.8.1 The organisation shall conduct an annual self-assessment using a template provided by BCI, covering all activities within the scope of certification, including outsourced activities if applicable.

2.8.2 Any non-conformities identified during the self-assessment process shall be addressed and resolved within 90 calendar days of the self-assessment taking place.

2.8.3 The results of the self-assessment process shall be shared with the organisation's Certification Body.

2.9 Management Review

2.9.1 The organisation shall conduct management reviews annually. At a minimum, the review shall consider the following aspects:

- a. Follow up actions from previous management review meetings.
- b. Result of the self-assessment, internal investigations, and third-party audits covering the applicable requirements of this standard.
- c. Complaints received relating to the implementation of the CoC Standard, and the outcomes of any stakeholder complaints.
- d. Status of preventative and corrective actions relating to the implementation of the CoC Standard.
- e. Changes that could affect the management system.
- f. Recommendations for how the management system and related processes can be improved.
- g. Review of resource requirements needed for effective management and control of management system and related processes.

3. Purchasing, Material Receipt, Storage and Production

3.1 Purchasing

3.1.1 The organisation shall maintain up-to-date information about all suppliers that supply BCI Cotton products included in the scope of certification, including:

- a. The name and contact details of each supplier
- b. Product(s) supplied
- c. Applicable CoC supply chain model/s (**not applicable for ginners**)

3.1.2 For ginners purchasing BCI Cotton from intermediaries, the ginner shall in addition:

- a. Maintain an up-to-date list of the names and contact information for intermediaries from which BCI Cotton is purchased.
- b. Establish a signed agreement with each intermediary, stating that the intermediary will commit to segregating BCI Cotton from all other cotton types and partake in training sessions provided by the gin, or BCI, when required.
- c. Ensure that all intermediaries are aware of applicable CoC requirements relating to segregation and obtaining purchase information from farmers.
- d. Obtain records from each intermediary of their relevant purchases from BCI Farmers, including the farmer name and/or code, date of purchase, farmer village name (where applicable) and volume.

3.2 Material Receipt

3.2.1 For purchases of Physical BCI Cotton or Mass Balance orders the organisation shall receive from the supplier a document, or a range of documents that, at a minimum, provide the following information:

- a. Customer identification
- b. Farmer code or organisation name as the supplier of the material
- c. Product description or specification
- d. Unique product identification or reference code/number (**not applicable for ginners**)
- e. Volume or quantity of product(s)
- f. Date of delivery or shipping
- g. Invoice number (**not applicable for ginners**)
- h. Transport or shipping information
- i. The applicable CoC supply chain model (**not applicable for ginners**)

3.2.2 The organisation shall implement a system to ensure all records on the BCP remain accurate and up-to-date.

3.2.3 Organisations operating as ginnerers shall maintain the following documents and records related to the purchase and handling of BCI Cotton (where applicable):

- a. Farmer/producer list
- b. Purchase slips, purchase records, or farmer pay slips
- c. Gate entry pass/slip
- d. Weighbridge slip (including seller information, date, time, and weight)
- e. Procurement or arrival register
- f. Heap registers
- g. Bale register/ pressing register
- h. Processing records/ confirmation of ginner outturn ratio
- i. Copy of outsourcing arrangement and sub-contractor declarations

3.2.4 Organisations operating as ginnerers shall provide receipts to farmers where BCI Cotton is purchased directly from BCI farmers. Receipts shall include buyer/ seller name, AAV code (where applicable) and/or farmer code, village (where applicable), date, and quantity.

3.3 Product Storage and Production

3.3.1 Organisations who operate Physical CoC models shall ensure that the identification of material supplied and sold as Physical BCI Cotton is maintained during storage and all stages of production and handling. The organisation shall implement one or more of the following segregation methods:

- a. Physical separation of materials
- b. Temporal separation of materials
- c. Physical identification of materials

3.3.2 Organisations operating as ginnerers shall ensure the following information is physically displayed on each BCI Cotton bale that is produced:

- a. Identification of the ginning factory
- b. A unique reference that links the bale to a specific production batch
- c. Clear identification that the bale is BCI Cotton (or of an equivalent Benchmark Standard)

4. Sales and Goods Out

- 4.1.1** For every sale and delivery of Physical BCI Cotton or Mass Balance orders to another commercial entity, the organisation shall provide the customer with a document, or a range of documents, (for example sales invoices, deliver/shipment documents, outward weigh slip), that includes the following information:
- a. Customer identification
 - b. The organisation's name as the supplier of the material
 - c. Product description or specification
 - d. Unique product identification or reference code/number (e.g. lot number)
 - e. Volume or quantity of product(s)
 - f. Invoice number
 - g. Transport or shipment information
 - h. The applicable CoC supply chain model
- 4.1.2** Except for brands, for each sale of Physical BCI Cotton, the organisation shall enter the transaction into the BCP and upload a corresponding commercial document(s) that includes the following information:
- a. Customer identification
 - b. The organisation's name as the supplier of the material
 - c. Product description or specification
 - d. Unique product identification or reference code/number (e.g. lot number)
 - e. Volume or quantity of product(s)
 - f. Shipment date
 - g. Applicable CoC supply chain model
- 4.1.3** The organisation shall ensure BCI Cotton is not double-claimed with another certification or sustainability programme.
- 4.1.4** The organisation shall ensure that all claims are made in line with the BCI Claims Framework.
- 4.1.5** Organisations applying BCI Labels to finished products (e.g. end-product manufacturers) shall establish and implement a process for verifying that the purchasing brand holds a valid CoC certification prior to the label being applied.

5. Volume Reconciliation

- 5.1.1** The organisation shall maintain records that quantify volumes of input and output material at site level at all times.
- 5.1.2** It is the organisation's responsibility to ensure that their site(s) are accurately listed in the BCP.
- 5.1.3** The organisation shall prepare aggregate annual volume summary reports of all Physical BCI Cotton and Mass Balance order inputs and outputs, demonstrating that quantities of output material are compatible with the corresponding volumes of inputs at site level. The summary shall take into account inventory levels, conversion (waste) factors, waste usage, outsourcing where applicable, and the conversion of Physical BCI Cotton to Mass Balance orders.
- 5.1.4** The organisation shall record actual production input and output volumes of all Physical BCI Cotton product on the BCP.
- 5.1.5** The organisation shall investigate deviations from expected conversion factor ranges when requested to do so by BCI or the Certification Body.

6. Chain of Custody Supply Chain Models

This section of the Standard offers organisations the option of using different supply chain models to meet customer demand for BCI Cotton. It sets out the requirements of four CoC supply chain model options:

- Mass Balance
- Controlled Blending
- Segregation (Multi-Country)
- Segregation (Single Country)

6.1 Converting Product to Different CoC Models

In the case of manufacturing where Physical BCI Cotton input sourced through different CoC models is mixed, the BCP will automatically assign the appropriate CoC model to the output as follows:

Segregation (Single Country) → Segregation (Multi-Country) – when segregated Physical BCI Cotton from multiple origins is mixed.

Segregation (either Single or Multi-Country) → Controlled Blending – when segregated Physical BCI Cotton of any origin is mixed with Non-BCI Cotton or with Physical BCI Cotton produced under the Controlled Blending model.

Note: Organisations may convert Physical BCI Cotton product to Mass Balance BCCUs via the BCP. The conversion of Physical BCI Cotton product to BCCUs is irreversible and final.

6.2 Mass Balance

- 6.2.1** The organisation shall have procedures in place to identify Mass Balance orders at material receipt.
- 6.2.2** Organisations operating as traders shall not substitute BCI Cotton bales or any associated BCCUs with any cotton bales from different countries.

6.3 Controlled Blending

- 6.3.1** The organisation shall have procedures in place that control the identification of Physical BCI Cotton and Non-BCI Cotton inputs at material receipt and raw material storage.

- 6.3.2** The organisation shall have a methodology for calculating the percentage of Physical BCI Cotton relative to the total volume of cotton within the production batch, which uses the following formula:

$$\text{BCI Cotton \%} = \frac{Q_c}{Q_t} \times 100$$

Legend

BCI Cotton % = the proportion of BCI Cotton, relative to the total volume of cotton within the production batch.

Q_c = Quantity of BCI Cotton input / **Q_t** = Total quantity of cotton input (BCI Cotton + Non-BCI Cotton).

- 6.3.3** Identification and accounting of material shall be maintained at production batch level.

- 6.3.4** The organisation shall maintain records of all production batches of Controlled Blended material, including the following:

- a. Date of production
- b. Physical BCI Cotton input product
- c. Non-BCI Cotton and non-cotton fibre input products (where applicable)
- d. Output product, including Country(ies) of Origin of Physical BCI Cotton
- e. Quantities and characteristics of inputs and outputs
- f. Applicable conversion factors

- 6.3.5** The organisation shall ensure that all sales and shipping documentation for the supply of Physical BCI Cotton produced under the Controlled Blending CoC model includes accurate percentage statement(s) as to the content and origin of Physical BCI Cotton input.

This may include a percentage claim stating the proportion of Physical BCI Cotton inputs and different origins. Example: 70% Physical BCI Cotton (Mozambique, Pakistan), 30% Non-BCI Cotton.

Where non-cotton fibre is used as input during the manufacturing / processing activity, the percentage claim may also include this content. Example: 65% Physical BCI Cotton (India, Brazil), 20% Non-BCI Cotton, 15% polyester.

6.4 Segregation (Multi-Country)

- 6.4.1** The organisation shall have procedures in place that control the identification of Segregated inputs at all stages of purchasing, raw material storage, production / processing, shipment, and sales.

- 6.4.2** Identification and accounting of material shall be maintained at production batch level.

6.4.3 The organisation shall maintain records of all production batches of Segregated material, including the following:

- a. Date of production
- b. Identification of production batch
- c. Physical BCI Cotton input product
- d. Non-cotton fibre input products (where applicable)
- e. Output product
- f. Quantities and characteristics of inputs and outputs
- g. Applicable conversion factors

6.4.4 The organisation shall have a system to ensure that all sales and shipping documentation for the supply of Physical BCI Cotton material includes a statement(s) as to the content and origin of Physical BCI Cotton input.

Where non-cotton fibre is used as input during the manufacturing / processing activity, a percentage claim may also include this content. Example: 85% Physical BCI Cotton (India, Brazil), 15% polyester.

6.5 Segregation (Single Country)

6.5.1 The organisation shall have procedures in place that control the identification of Segregated (Single Country) inputs at all stages of purchasing, raw material storage, production / processing, shipment and sales.

6.5.2 Identification of material shall be maintained at batch level, with an exception for ginners where segregated seed cotton is stored in heaps.

6.5.3 The organisation shall maintain records of all production batches of Segregated (Single Country) material, including the following:

- a. Date of production
- b. Identification of production batch / heap
- c. Physical BCI Cotton input product
- d. Non-cotton fibre input products (where applicable)
- e. Output product
- f. Quantities and characteristics of inputs and outputs
- g. Applicable conversion factors

6.5.4 Documented information as to the Country of Origin of such material shall be maintained by the organisation and, if requested, shall be made available to customers, to maintain the Segregation (Single Country) status of the material along the supply chain.

6.5.5 The organisation shall ensure that all sales and shipping documentation for the supply of Physical BCI Cotton material includes a statement(s) as to the content and origin of Physical BCI Cotton input.

Where non-cotton fibre is used as input during the manufacturing / processing activity, a percentage claim may also include this content. Example: 85% Physical BCI Cotton (India), 15% viscose.

7. Requirements for Brands

7.1 Management of Warehousing and Distribution Sites

- 7.1.1** The brand shall maintain a list of all warehousing and distribution sites that take possession of Physical BCI Cotton.
- 7.1.2** The brand shall have a system to ensure warehousing and distribution sites maintain identification and traceability of Physical BCI Cotton products.
- 7.1.3** Where required, the brand shall ensure that the Certification Body is granted access to warehousing and distribution sites.

7.2 Claims

- 7.2.1** Brands shall only make product-level claims where a valid scope certificate is in place and where a trademark licensing agreement has been signed.
- 7.2.2** All new BCI Label artworks with accompanying texts shall be submitted to the BCI Claims Team for review prior to sale, unless stated otherwise.
- 7.2.3** The brand shall implement controls to ensure only Physical BCI Cotton products are sold with the BCI Content Label. These controls shall be consistently applied, with particular attention to scenarios where the brand purchases both Physical BCI Cotton and Non-BCI Cotton products of the same or similar style.
- 7.2.4** The brand shall ensure that any retailers purchasing Physical BCI Cotton products from them are informed of BCI's claims requirements for retailers, as specified in the BCI Claims Framework.

7.3 Volume Reconciliation for Brands

- 7.3.1** The brand shall carry out and maintain up-to-date volume reconciliation to ensure that labelled products purchased, held in inventory, and sold are balanced.
- 7.3.2** The brand shall prepare annual volume summary reports, demonstrating that quantities of sold BCI products are compatible with the corresponding inbound volumes.



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