

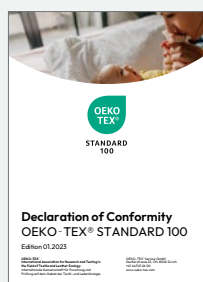
CHECKLIST

Certification OEKO-TEX® STANDARD 100 and LEATHER STANDARD



CURRENT APPLICATION

- ☐ Download current version from Hohenstein website:
www.hohenstein.com/application-std100
- ☐ Fill out all corresponding fields and supplier lists, **sign and date** the declaration of commitment (page 20 & 21) and save as PDF.



CURRENT DECLARATION OF CONFORMITY

- ☐ Download current version from Hohenstein website:
www.hohenstein.com/declaration-of-conformity-std100
- ☐ Confirmation that quality of current production samples complies with testing samples. Fill out all corresponding fields on page 5, **sign, date**, and optionally stamp it with the company stamp and save the PDF.

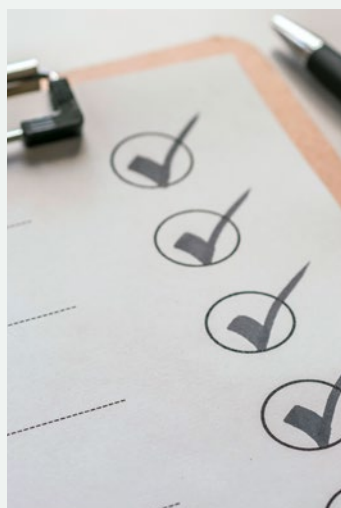


SUPPLIER CERTIFICATES & DELIVERY NOTES

- ☐ Send all valid supplier certificates that are relevant for the certification, such as OEKO-TEX® STANDARD 100, ORGANIC COTTON, LEATHER STANDARD and ECO PASSPORT.
- ☐ Include delivery notes/invoices for each certified supplier. For subcontractors, delivery notes/invoices and a declaration from the certificate holder is necessary that states a transparent trading relationship. Delivery notes/invoices may not be older than 12 months and must include a description and the amount of the purchased goods.

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PROOF OF QUALITY ASSURANCE AND MANAGEMENT

- ☐ For externally certified management systems, such as ISO 9000, ISO 14000, EMAS, OEKO-TEX® STeP or SA 8000, attach a copy of the certificate. The document should display the OEKO-TEX® production chain. If that is not the case, please hand in a separate description of your internal QMS as described in the next section.
- ☐ For in-house QMS, attach a short description.
Following aspects should at minimum be included in the description:
 1. Organizational chart/list with names and responsibilities (CEO, Purchasing, QM etc.)
 2. Procedures for the purchase (suppliers), production, traceability, quality control (incoming and outgoing), proper storage and identification (of raw materials as well as of products that may or may not be covered by the OEKO-TEX certification).
 3. Procedure how to handle non-conformities and corrective actions.

If necessary, further documents such as material safety data sheets or similar may also be requested.

Please note: Not all aspects might apply for trading companies!



REPRESENTATIVE SAMPLE MATERIAL

- ☐ The range of the representative samples has to cover the entire article group. The representative selection is the base for the description of the certification scope.
- ☐ Please only send samples from current production.
- ☐ Customsrelated information for non-EU deliveries: Please scan QR Code on the right side. You will be guided to our checklist „Material Quantities“ where further information are given in the last section of the document.

INFORMATION
regarding
material
quantities and
sample
packaging



SHIPPING ADDRESS SAMPLE MATERIAL

Hohenstein Laboratories GmbH & Co. KG
Department OEKO-TEX®

(If you are already in touch with one of our representatives, please note their name here)

Schlosssteige 1
74357 Boennigheim | GERMANY

PLEASE NOTE:
All filled out documents can be
send via e-mail to:

oeo-tex@hohenstein.com