

# Cotton made in Africa (CmiA) – Guideline for CmiA HIP implementation

June 2023, Version 5

## Hard Identity Preserved (HIP)

Retailers which want to gain with CmiA the highest level of transparency can choose instead of the Mass Balance System the **content claim based Hard Identity Preserved (HIP) System**. In comparison to the Mass Balance System - where CmiA cotton can be substituted or mixed with any other cotton during yarn production – CmiA HIP yarns/ fabrics/ garment must contain 100% CmiA cotton and are therefore 100% traceable down to the CmiA cotton origin.<sup>1</sup>

To be labelled with the “*Cotton made in Africa Inside*” logo, the final product must be composed of at least 5% cotton, with the remaining percentage comprising any other, non-cotton fibre. The entire cotton share (100% of the cotton contained in the final product) must be CmiA cotton.

## General requirements

Every single product labeled with CmiA needs to contain CmiA yarns from a CmiA / HIP registered spinning mill. A retailer/ brand and its supply chain can choose an already CmiA / HIP registered spinning mill or can register one of his preferred “not yet registered” spinning mills with CmiA. Every registered CmiA spinning mill receives a one-year valid CmiA certificate; validity of CmiA certificates should be regularly checked here: <https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>

For a CmiA HIP production all other supply chain levels must be registered beforehand with CmiA as well. **Before placing CmiA HIP orders the retailer must inform the CmiA organization about the whole supply chain** (garment producer, fabric trader, fabric producer, yarn trader, spinning mill) so that the respective companies can be registered with CmiA and assigned for HIP transactions in the HIP Tracking System.

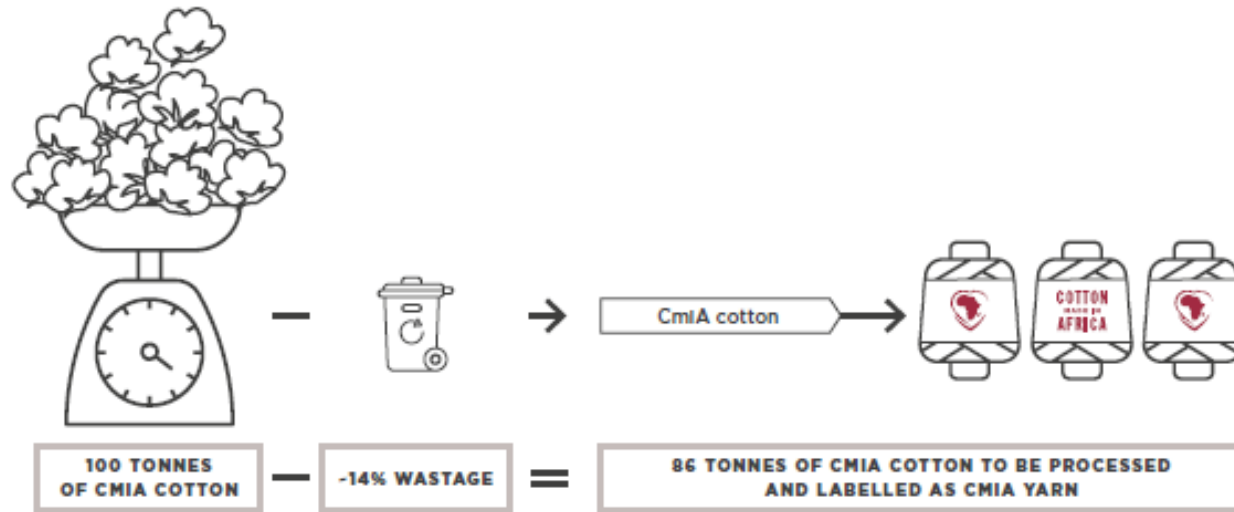
## **During CmiA HIP productions segregation and separation is required on all supply chain levels:**

- **No blending of or substitution between CmiA cotton and non-CmiA cotton** is permitted. However, CmiA cotton can be blended with other, non-cotton fibres.
- **CmiA cotton and conventional cotton must be kept segregated at all stages** of storage, inter-facility transportation, and processing at the spinning mill level. Segregation may be physical (e.g. separate production lines) or temporal (e.g. separate production runs).

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<sup>1</sup> For details of both systems please refer to CmiA Chain of Custody Guideline <https://cottonmadeinafrica.org/wp-content/uploads/CmiA-Chain-of-Custody-Guidelines.pdf>. For mixing with other cotton standards please contact the CmiA office.

- **CmiA cotton must be clearly marked at all stages** of storage, inter-facility transportation, and processing at the spinning mill level (e.g. with signage and in sales documents).

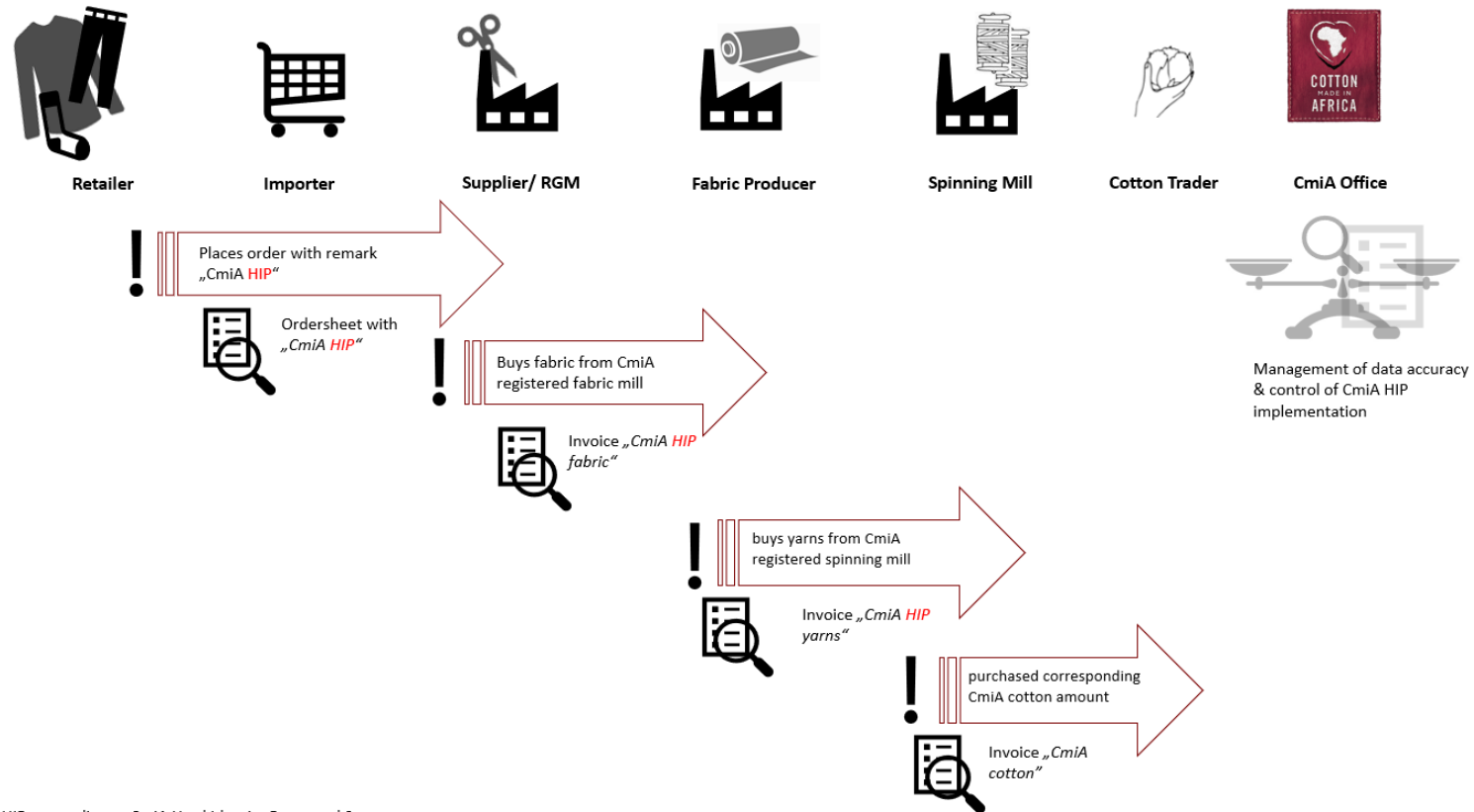


- Spinning machinery is not required to be cleaned between CmiA HIP yarn production and any non-CmiA production. (For CmiA organic productions we recommend cleaning of the machinery and production lines.)
- **CmiA yarn and non-CmiA yarns must be kept segregated at all stages** of storage, interfacility transportation, and processing at the spinning mill level. Segregation may be physical (e.g. separate production lines) or temporal (e.g. separate production runs).
- **CmiA yarns must be clearly marked at all stages** of storage, inter-facility transportation, and processing at the spinning mill level (e.g. with signage and in sales documents).
- Spinning mills must accurately document their process for procuring CmiA cotton. They must retain all documents and records related to the purchase, handling, and sale of CmiA-labelled yarns for a minimum period of two years.

**Proof of the segregation and labeling must be documented and uploaded in the SCOT / HIP system. The same procedure applies for fabric and ready-made garment producers.**

## CmiA implementation to the textile supply chain on each level

When placing CmiA orders, the CmiA licensees (retailers / brands) must inform their sourcing agencies/importers/suppliers that CmiA HIP products are required. **All companies along the supply chain (importer, producer, fabric trader, fabric producer, yarn trader, spinning mill) must be informed that this is a CmiA HIP order.** This information should be noted on all relevant documents (order forms/contracts/invoices) for later evidence so that this information can be passed on to all other producers in the supply chain.



HIP= according to CmiA Hard Identity Preserved System

SCOT HIP workflow includes also yarn trader/dye houses and fabric trader/dye houses

The HIP Tracking System is not an order platform, just an additional system for transparency and traceability of the CmiA implementation. All partners in the supply chain must continue to use their previous order systems and all order-related information must be communicated directly between the business partners.

**Sustainable Cotton Tracker (SCOT) and Documentation**

The new HIP Tracking System – included in the SCOT system - was developed to ensure a better transparency in the supply chain and to make sure that the CmiA cotton is being processed according to the CmiA HIP requirements:

- Companies which are nominated for HIP productions will receive access to the HIP section in SCOT, CmiA office approves beforehand the spinning mill’s cotton purchase documents
- All partners in the supply chain are obliged to regularly provide CmiA purchase and sales data and respectively required documents
- CmiA office recommends buyers of yarns, fabrics and garments to regularly check the uploaded documentation by sellers on its reliability

**The CmiA office does not take over any responsibility for the correctness of data and documents provided in SCOT. If there are doubts about the reliability of the data which are checked randomly, CmiA office reserves the right to send 3rd party auditors to the supply chain to check, e.g. to the warehouse of the spinning mill to control the physical availability of the CmiA cotton.**

Following documentation in the Tracking System is required<sup>2</sup>:

Entity	Transaction	Documents required	Specification
Spinning Mill	Cotton purchase <u>MANDATORY for HIP registration</u>	1. CmiA cotton purchase contract  <u>AND</u>	<ul style="list-style-type: none"> <li>▪ Both sides signed contract and invoice (pro-forma invoice is not enough!)</li> <li>▪ Clearly mentions “CmiA cotton”</li> <li>▪ Incl. expected shipment date</li> </ul>
		2. Cotton shipment document/ confirmation of receipt  <u>AND</u>	<ul style="list-style-type: none"> <li>▪ Document confirming cotton receipt at spinning mill’s warehouse</li> </ul>
		3. Photo documentation	<ul style="list-style-type: none"> <li>▪ Photo proof that CmiA cotton is clearly marked and stored separated from any other cotton</li> </ul>

<sup>2</sup> For vertical set ups/ inhouse production corresponding documentation is also mandatory.

Entity	Transaction	Documents required	Specification
<b>Spinning Mill</b>	Yarn production/sale	1. Machinery or RMS <sup>3</sup> document <u>AND</u>	<ul style="list-style-type: none"> <li>Document excerpt showing which CmiA cotton bale has been used for yarn production</li> </ul>
		2. Yarn shipment document <u>AND</u>	<ul style="list-style-type: none"> <li>incl. buyer/seller information, amount and delivery date</li> <li>Clearly mentions "CmiA HIP yarn"</li> </ul>
		3. Photo documentation	<ul style="list-style-type: none"> <li>Photo proof of separate and clearly marked production lines</li> <li>Photo proof that CmiA yarn is clearly marked and stored separated from any other yarn</li> </ul>
<b>Yarn Trader</b>	Yarn sale	1. Yarn shipment document	<ul style="list-style-type: none"> <li>incl. buyer/seller information, amount and delivery date</li> <li>Clearly mentions "CmiA HIP yarn"</li> </ul>
<b>Fabric Producer</b>	Fabric sale	1. Machinery or RMS <sup>2</sup> document <u>AND</u>	<ul style="list-style-type: none"> <li>Document excerpt showing which CmiA yarn purchase has been used for fabric production</li> </ul>
		2. Fabric shipment document <u>AND</u>	<ul style="list-style-type: none"> <li>incl. buyer/seller information, amount and delivery date</li> <li>Clearly mentions "CmiA HIP fabric"</li> </ul>
		3. Photo documentation	<ul style="list-style-type: none"> <li>Photo proof that CmiA yarn is clearly marked and stored separated from any other yarn</li> <li>Photo proof of separate and clearly marked production lines</li> <li>Photo proof that CmiA fabric is clearly marked and stored separated from any other fabric</li> </ul>
<b>Fabric Trader</b>	Fabric sale	1. Fabric shipment document	<ul style="list-style-type: none"> <li>incl. buyer/seller information, amount and delivery date</li> <li>Clearly mentions "CmiA HIP fabric"</li> </ul>

<sup>3</sup> Company's resource management system

Entity	Transaction	Documents required	Specification
Garment Producer	Garment sale = allocation of purchases to retailer orders	1. Machinery or RMS <sup>2</sup> document <b>AND</b>	<ul style="list-style-type: none"> <li>Document excerpt showing which CmiA yarn/fabric purchase has been used for garment production</li> </ul>
		2. Photo documentation	<ul style="list-style-type: none"> <li>Photo proof that CmiA yarn/fabrics are clearly marked and stored separated from any other yarn/fabric</li> <li>Photo proof of separate and clearly marked production lines</li> </ul>
Importer	Garment order	n/a	

### **IMPORTANT**

For **CmiA HIP products sourcing yarns and fabrics from CmiA HIP registered partners is mandatory**. Before placing CmiA HIP orders into the supply chain the retailer must inform about the whole supply chain (garment producer, fabric trader, fabric producer, yarn trader, spinning mill) so that the respective companies can be assigned for HIP transactions in the respective HIP Tracking System.

**HIP productions are only possible when the respective companies got CmiA cotton, HIP yarns or HIP fabrics on stock; substitution or mixing with conventional cotton/yarn/fabrics is not allowed!**

### **CmiA Organic**

Above mentioned requirements are also applicable for productions containing CmiA organic cotton. CmiA organic orders will be managed and traced also via the HIP system.

To be labelled with the “*Cotton made in Africa organic*” logo the final product must be composed of at least 5% cotton, with the remaining percentage comprising any other, non-cotton fiber. The whole cotton share must be 100% CmiA organic cotton.

For all production steps of the organic production (yarn, fabric, garment) it is recommended to **have separate production lines or to clean the production lines** between CmiA organic and conventional productions.

### **Labeling of CmiA HIP products**

The final product must be composed of at least 5 % cotton, with the remaining percentage comprising any other, non-cotton fiber. The entire cotton share (100% of the cotton contained in the final product) must be CmiA cotton. CmiA products produced according to the HIP requirements are allowed to be labeled with the “*Cotton made in Africa Inside*” logo.



CmiA products fulfilling the requirements and including CmiA organic cotton are allowed to be labelled with the “*Cotton made in Africa organic*” logo.

For further information please contact the CmiA Marketing Department at:

[marketing@abt-foundation.org](mailto:marketing@abt-foundation.org) .

**Contact:**

	Mail to:
For all SCOT related issues (registration, user accounts, transactions)	<a href="mailto:mail@scotsupport-dss.atlassian.net">mail@scotsupport-dss.atlassian.net</a>
General questions about CmiA or HIP	<a href="mailto:supplychain@abt-foundation.org">supplychain@abt-foundation.org</a>

**Related documents:**

CmiA registered yarn and fabric suppliers: <https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>

CmiA verified cotton companies: <https://cottonmadeinafrica.org/wp-content/uploads/CmiA-BCI-Cotton-Companies.pdf>

CmiA cotton trader: <https://cottonmadeinafrica.org/wp-content/uploads/Cotton-Trader-CmiA.pdf>

Chain of Custody Guideline: <https://cottonmadeinafrica.org/wp-content/uploads/CmiA-Chain-of-Custody-Guidelines.pdf>