



**COTTON
MADE IN
AFRICA**



Guidelines for Hard Identity Preserved (HIP) Implementation

Version 6, 14. November 2023



TABLE OF CONTENTS

1 GENERAL REQUIREMENTS	3
2 IMPLEMENTATION REQUIREMENTS	4
3 SCOT TRACKING SYSTEM AND DOCUMENTATION REQUIREMENTS	5
3.1 General	5
3.2 Documentation	5
4 CMIA ORGANIC	7
5 LABELLING	7
6 CONTACT AND DOCUMENTS	8



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 (besides other non-cotton fibres) and are therefore 100% traceable down to the CmiA cotton origin¹.

1 General Requirements

To be labelled with the “*Cotton made in Africa Inside*” or “*CmiA organic*” 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.

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.

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).

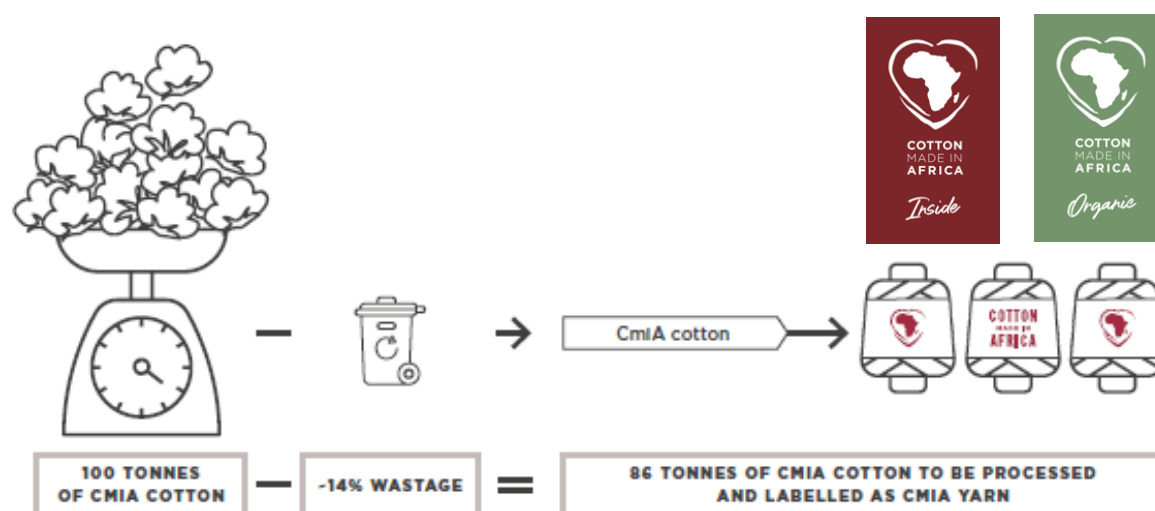


Figure 1: The process from CmiA cotton to CmiA HIP yarn

¹For 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).
- Only for CmiA Organic productions spinning machinery is required to be cleaned between CmiA HIP yarn production and any non-CmiA production.
- **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).

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 and traders.

2 Implementation Requirements

To ensure a smooth and easy implementation of CmiA and transparency throughout the entire supply chain **all direct production partners should be informed that it is a CmiA HIP or CmiA organic order** (and not a Mass Balance order).

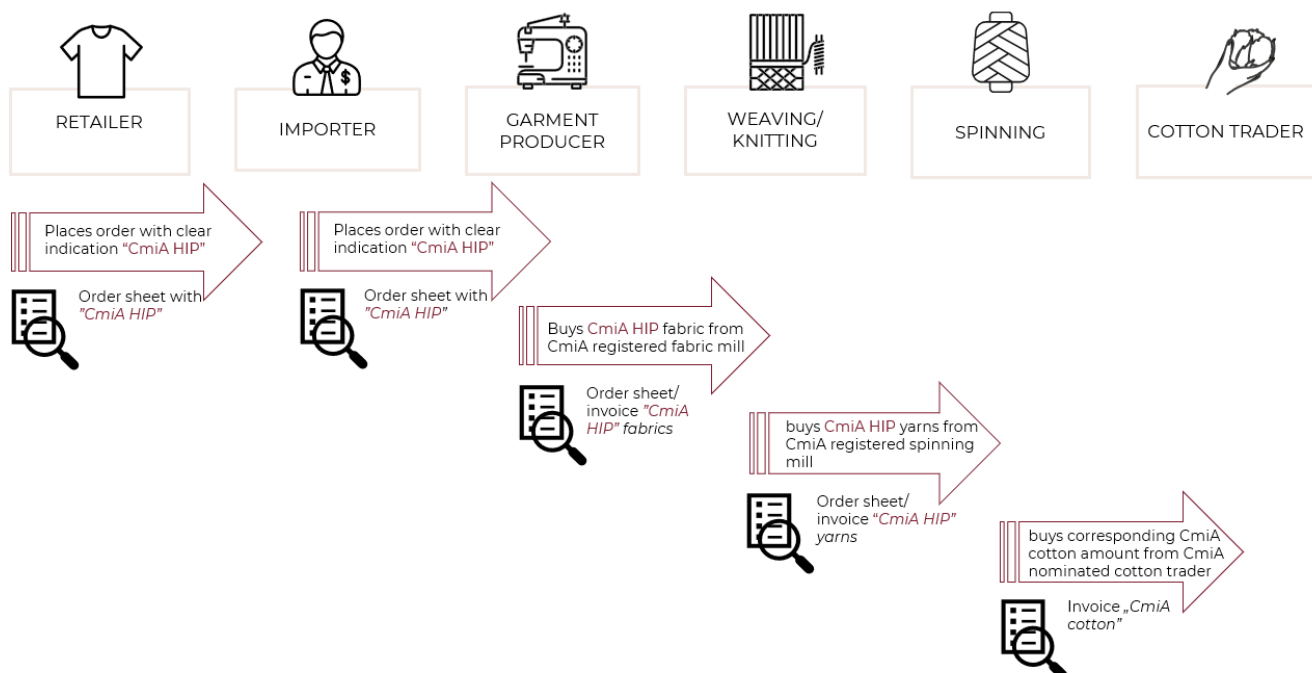


Figure 2: CmiA in the supply chain

A remark on "CmiA" and the respective implementation system (e.g. "CmiA HIP yarns/fabrics", "CmiA organic", "produced according to CmiA HIP system" etc.) should be placed on all documents (order, contracts, invoices).



3 SCOT Tracking System and Documentation Requirements

3.1 General

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.

3.2 Documentation

Following documentation in the Tracking System is required:

ENTITY	TRANSACTION	DOCUMENTS REQUIRED	SPECIFICATION
Spinning Mill	Cotton Purchase <u>MANDATORY for HIP registration</u>	CmiA cotton purchase contract <u>AND</u>	<ul style="list-style-type: none"> Both sides signed contract and invoice (pro-forma invoice is not enough!) Clearly mentions "CmiA cotton" (Incl. expected shipment date)
		Cotton shipment document/ confirmation of receipt <u>AND</u>	<ul style="list-style-type: none"> Document confirming cotton receipt at spinning mill's warehouse
		Photo documentation	<ul style="list-style-type: none"> Photo proof that CmiA cotton is clearly marked and stored separated from any other cotton



ENTITY	TRANSACTION	DOCUMENTS REQUIRED	SPECIFICATION
Spinning Mill	Yarn Sale	Machinery or RMS ² document AND	<ul style="list-style-type: none"> Document excerpt showing which CmiA cotton bales have been used for yarn production
		Yarn shipment document AND	<ul style="list-style-type: none"> incl. buyer/seller information, amount and delivery date Clearly mentions "CmiA HIP yarn"
		Photo documentation	<ul style="list-style-type: none"> Photo proof of separate and clearly marked production lines Photo proof that CmiA yarn is clearly marked and stored separated from any other yarn
Yarn Trader	Yarn Sale	Yarn shipment document	<ul style="list-style-type: none"> incl. buyer/seller information, amount and delivery date Clearly mentions "CmiA HIP yarn"
Fabric Mill	Fabric Sale	Machinery or RMS ² document AND	<ul style="list-style-type: none"> Document excerpt showing which CmiA yarn purchase has been used for fabric production
		Fabric shipment document AND	<ul style="list-style-type: none"> incl. buyer/seller information, amount and delivery date Clearly mentions "CmiA HIP fabric"
		Photo documentation	<ul style="list-style-type: none"> Photo proof that CmiA yarn is clearly marked and stored separated from any other yarn Photo proof of separate and clearly marked production lines Photo proof that CmiA fabric is clearly marked and stored separated from any other fabric
Fabric Trader	Fabric Sale	Fabric shipment document	<ul style="list-style-type: none"> incl. buyer/seller information, amount and delivery date Clearly mentions "CmiA HIP fabric"

² Company's resource management system



ENTITY	TRANSACTION	DOCUMENTS REQUIRED	SPECIFICATION
Garment Producer	Garment sale = allocation of purchases to retailer orders	Machinery or RMS ³ document AND	<ul style="list-style-type: none"> Document excerpt showing which CmiA yarn/fabric purchase has been used for garment production
		Photo documentation	<ul style="list-style-type: none"> Photo proof that CmiA yarn/fabrics are clearly marked and stored separated from any other yarn/fabric Photo proof of separate and clearly marked production lines
Importer	Garment order	n/a	n/a

For CmiA HIP products sourcing yarns and fabrics from CmiA HIP registered partners is mandatory.

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

4 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.

5 Labelling

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

³ Company's resource management system



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

6 Contact and Documents

If you have any questions regarding CmiA or SCOT, please check:

<https://scot.cottonmadeinafrica.org/fags/view>

<https://scot.cottonmadeinafrica.org/help-docs/fag>

or contact the **SCOT Helpdesk:**

mail@scotsupport-dss.atlassian.net

Related documents:

- CmiA verified cotton companies:
<https://cottonmadeinafrica.org/wp-content/uploads/CmiA-Cotton-Companies.pdf>
- CmiA cotton trader:
<https://cottonmadeinafrica.org/wp-content/uploads/Cotton-Trader-CmiA.pdf>
- CmiA registered yarn and fabric supplier:
<https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>
- Chain of Custody Guideline:
<https://cottonmadeinafrica.org/wp-content/uploads/CmiA-Chain-of-Custody-Guidelines.pdf>