

# COTTON MADE IN AFRICA (CmiA)

## Registration Guidelines for fabric producers

Version 10, published: 20.07.2022

The Registration Guidelines, provided by the CmiA organization, are the framework document for fabric producers<sup>1</sup> which want to implement the sustainable cotton standard Cotton made in Africa into their existing production lines.

### I. CmiA Implementation systems

The Cotton made in Africa standard can be implemented with two systems – CmiA Mass Balance System (MB) or CmiA Hard Identity Preserved System (HIP)<sup>2</sup>.

#### 1. Mass Balance System (MB)

Most of the CmiA retail partners are producing according to the **CmiA Mass Balance (MB) system**. That means the CmiA cotton may be used in the normal production line and does not have to be treated separately. CmiA MB yarns can be produced using any cotton available; the CmiA cotton does not have to be physically included in the yarn.

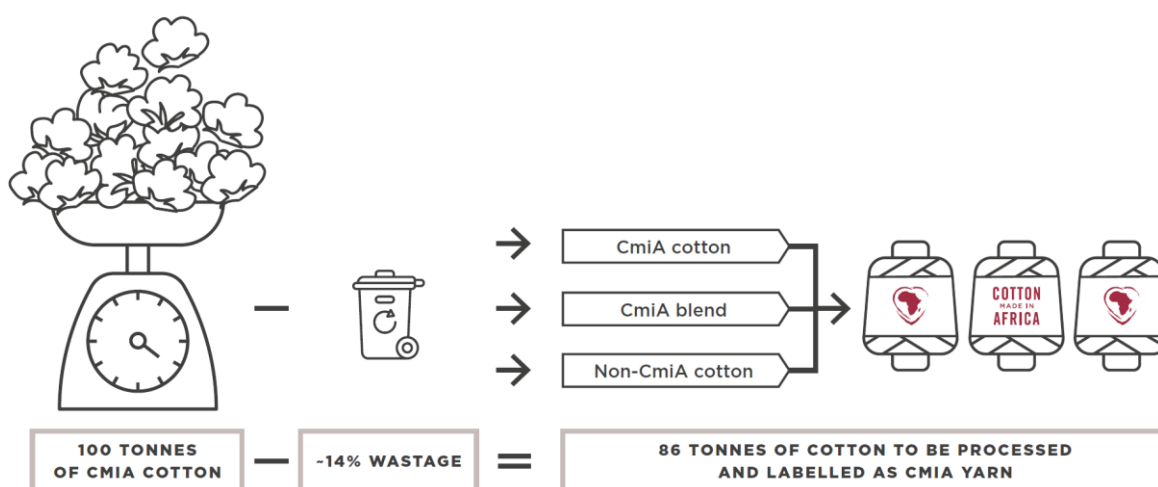


Figure 1: The process from CmiA cotton to CmiA MB yarn

As CmiA is NOT an ingredient standard CmiA MB yarns can be produced by:

- using 100% CmiA cotton OR
- blending CmiA cotton with any other conventional cotton OR
- using 100% any other conventional cotton

The spinning mill is only allowed to produce as much CmiA MB yarns as they have purchased CmiA

<sup>1</sup> This definition refers also to companies with fabric AND garment production units.

<sup>2</sup> Additional information is outlined in the CmiA Chain of Custody Guideline.

cotton before (minus an average wastage which occurs during production from lint to yarn). The cotton yarn amount declared as CmiA MB yarn will be deducted from the quantity of CmiA cotton the spinning mill purchased. **The CmiA cotton balance is controlled only virtually via the SCOT Tracking System – and not in the product!**

**2. Hard Identity Preserved System (HIP)**

Retailers which want to gain the highest level of transparency with CmiA can choose instead of the Mass Balance System the **content claim based Hard Identity Preserved (HIP) System**. In comparison to the Mass Balance System **CmiA HIP yarns/ fabrics/ garment must contain 100% CmiA cotton** and are therefore 100% traceable down to the CmiA cotton origin.

To be eligible for HIP production, the final product must be composed of at least 50% 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.

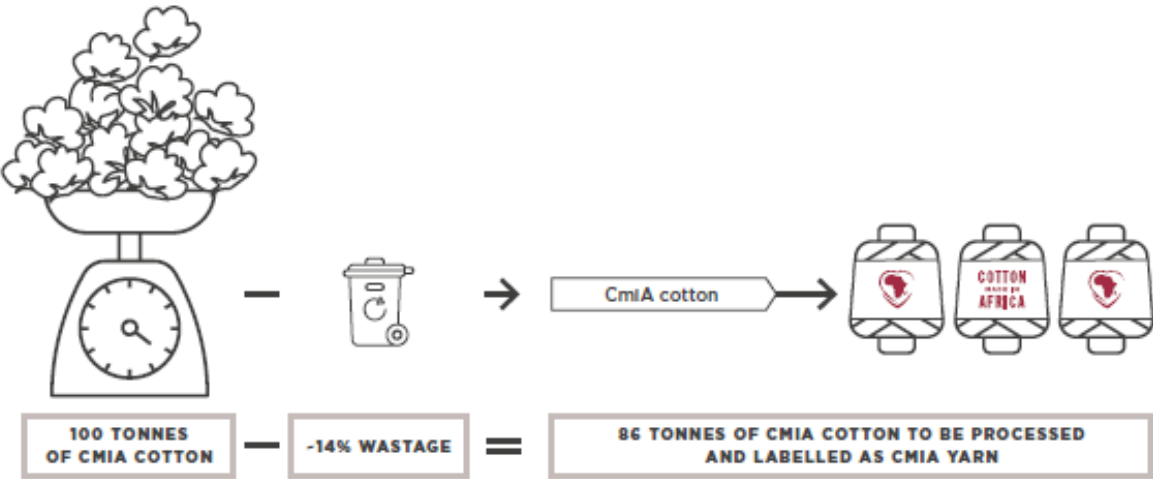


Figure 2: The process from CmiA cotton to CmiA HIP yarn

**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 and clearly marked 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); marking may be done with signage and in sales documents.
- Spinning and fabric machinery is not required to be cleaned between CmiA HIP production and any non-CmiA production.
- **CmiA yarns and non-CmiA yarns, and CmiA fabrics and non-CmiA fabrics must be kept segregated at all stages** of storage, interfacility transportation, and processing at the yarn and fabric production level. Segregation may be physical (e.g. separate production lines) or temporal (e.g. separate production runs).

- **CmiA yarns and CmiA fabrics 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 spinning mills and ready-made garment producers.**

## II. 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 order - clearly indicating if MB or HIP**. A remark on “CmiA” (e.g. “CmiA (HIP or MB) yarns/fabrics”, “produced according to CmiA MB/HIP system” etc.) should be placed on all documents (order, contracts, invoices).

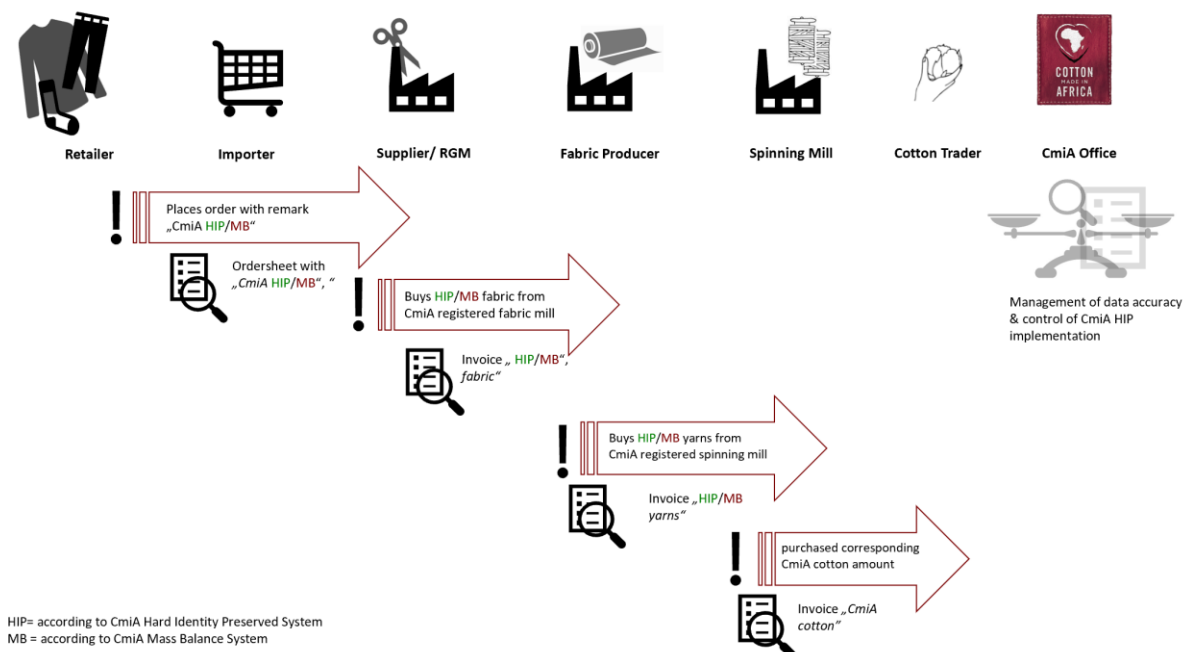


Figure 3: CmiA in the supply chain

## III. How to get registered with CmiA

No matter if MB or HIP productions are planned, the fabric producer must get registered with CmiA.

**1. Register your company online with CmiA:** <https://scot.cottonmadeinafrica.org/users/register>  
(Registration Code: 72GR8hbP)

- provide some company details
- designate a CmiA responsible person within your company
- confirm understanding and agreement of CmiA Code of Conduct and Chain of Custody Guideline
- provide billing address for registration invoice

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**2. Pay the annual registration fee** of EUR 1.000

Once the payment is received the fabric mill receives a CmiA membership number valid for one year and will be listed as a CmiA (HIP) supplier on the CmiA website.

**3. Buy CmiA MB or HIP yarns** from one of the CmiA registered spinning mills or yarn trader.

Updated list can be always found here:

<https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>

**Please check regularly online if yarn selling company is registered with CmiA and is eligible for HIP productions!**

At purchase, please inform the spinner/yarn trader that it is a CmiA production and if MB or HIP. Therefore, there should be remarks of “*CmiA MB/HIP yarns*” or “*produced according to CmiA MB/HIP system*” on contract/invoice.

**4. Regularly provide information** about CmiA yarn purchase and fabric production **in the CmiA Tracking System SCOT.**

Login credentials and User Manual will be provided after successful registration with CmiA.

Additionally, HIP registered fabric producer will gain access to the HIP section in SCOT.

**5. Additional remarks for MB productions**

The quality of the yarns used is not influenced by CmiA. Quality requirements are requested by the customers. Therefore, any cotton can be used to produce CmiA Mass Balance yarns, so no quality limit for the production takes place.

As the African CmiA cotton can be totally integrated to the normal production lines there should be **no upcharges** on CmiA yarns or fabrics.

CmiA applications can be denied if a company is listed on International Cotton Association’s list of Unfulfilled Awards Part 1 or List of Unfulfilled Awards Part 2 (<https://ica-ltd.org/safe-trading/list-of-unfulfilled-awards>).

## **IV. SCOT Tracking System & reporting requirements**

### **1. General**

The SCOT Tracking System covers all CmiA retail orders and CmiA purchase and sales transactions for both implementation systems. For HIP production nominated companies are receiving access to the additional HIP section in SCOT. Therefore CmiA purchases and sales must be correctly entered as MB or HIP into the system’s separate MB or HIP section.

- **All CmiA transactions must be reported** regularly into the SCOT system, **latest 30 days after contract date.**
- CmiA MB/HIP fabric sales are only possible if a respective CmiA MB/HIP yarn amount is purchased before.
- For fabrics always **the whole fabric amount in meters/yards/kg** should be reported. The

respective used yarn amount refers only to the **used cotton yarn amount**.

- Please report correct transaction information to SCOT to avoid correcting any information later. Once entered into the system, information are counted as valid.

**For HIP productions there are also additional requirements:**

## 2. For Hard Identity Preserved (HIP) System

For each production step respective documents must be uploaded to the HIP section in SCOT.

Transaction	Documents required	Specification
Fabric sale	1. Machinery or RMS <sup>2</sup> document <b>AND</b>	<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 <b>AND</b>	<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>

Fabric producer can only sell CmiA HIP fabrics when having the respective **CmiA HIP yarn amount physically on stock** and approved in their HIP account - a negative balance cannot be possible.

## V. Sanctions

The CmiA organization will be able to remove a CmiA membership in case of:

- A company is listed on International Cotton Association's List of Unfulfilled Awards Part 1 or List of Unfulfilled Awards Part 2 (<https://ica-ltd.org/safe-trading/list-of-unfulfilled-awards> )
- Transactions in SCOT are not done on a regular and valid base
- yarns are not purchased from CmiA registered spinning mills

CmiA reserves the right to engage at any time a 3rd party auditing company to verify the information provided.

Companies without a CmiA membership will be deleted from the supplier list and their SCOT account will be deactivated.

## VI. Re-Registration

The CmiA registration expires regularly after one year. To re-register, the company must contact the CmiA organization in due time.

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To receive a new membership number following requirements must be fulfilled:

- CmiA transactions are updated regularly, correctly and verified in SCOT
- Annual registration fee is paid

## **VII. Questions and help**

**If you have any questions, please check:**

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

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

**or contact the SCOT Helpdesk**

[mail@scotsupport-dss.atlassian.net](mailto:mail@scotsupport-dss.atlassian.net)

**Related documents:**

- **Chain of Custody Guideline**  
<https://cottonmadeinafrica.org/wp-content/uploads/CmiA-Chain-of-Custody-Guidelines.pdf>
- **Code of Conduct**  
[https://cottonmadeinafrica.org/wp-content/uploads/e-Code-of-Conduct-ATAKORA\\_2020.pdf](https://cottonmadeinafrica.org/wp-content/uploads/e-Code-of-Conduct-ATAKORA_2020.pdf)
- **SCOT User Manual** (will be provided during SCOT registration)