



**COTTON  
MADE IN  
AFRICA**



# **Garment Producer Registration Guidelines**



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

# 1 CmiA Implementation Systems

## 1.1 Mass Balance System (MB)

Most of the CmiA retail partners are procuring products 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.

To be eligible for MB production, the final product must be composed of at least 5% cotton, but not necessarily CmiA cotton.

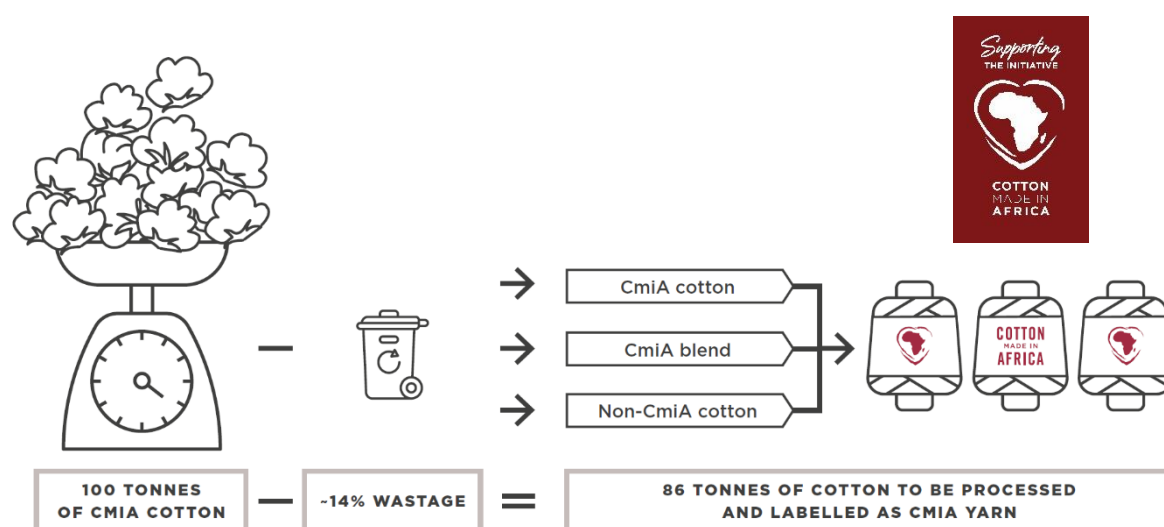


Figure 1: The process from CmiA cotton to CmiA MB yarn

As CmiA MB 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 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!**

<sup>1</sup> This definition refers to companies only doing garment productions. Vertical companies with also fabric and/or yarn unit refer to respective guideline for fabric producers and spinning mills.



## 1.2 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 in the cotton share 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 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.

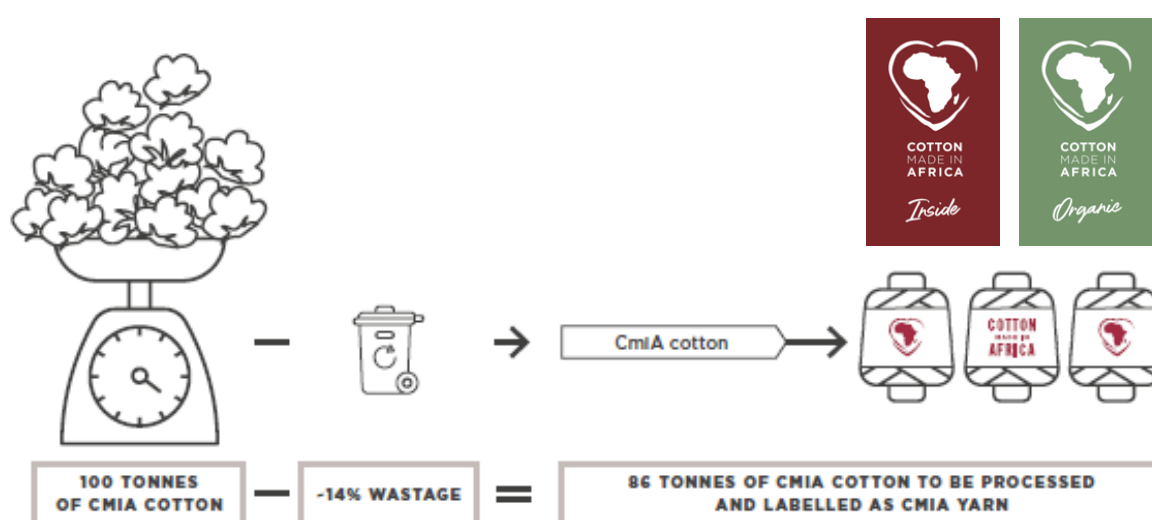


Figure 2: The process from CmiA cotton to CmiA HIP yarn

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** 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).
- **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).
- Machinery is not required to be cleaned between CmiA HIP production and any non-CmiA production.
- **CmiA yarn and non-CmiA yarns and CmiA fabrics and non-CmiA fabrics must be kept segregated** at all stages of storage, inter-facility transportation, and processing at all production levels. 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 all production levels (e.g. with signage and in sales documents).

**Proof of the segregation and labeling must be documented** and uploaded in the SCOT / HIP system. This procedure applies for all supply chain levels.



## 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 order - clearly indicating if MB or HIP**. A remark on "CmiA" and the respective implementation system (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).

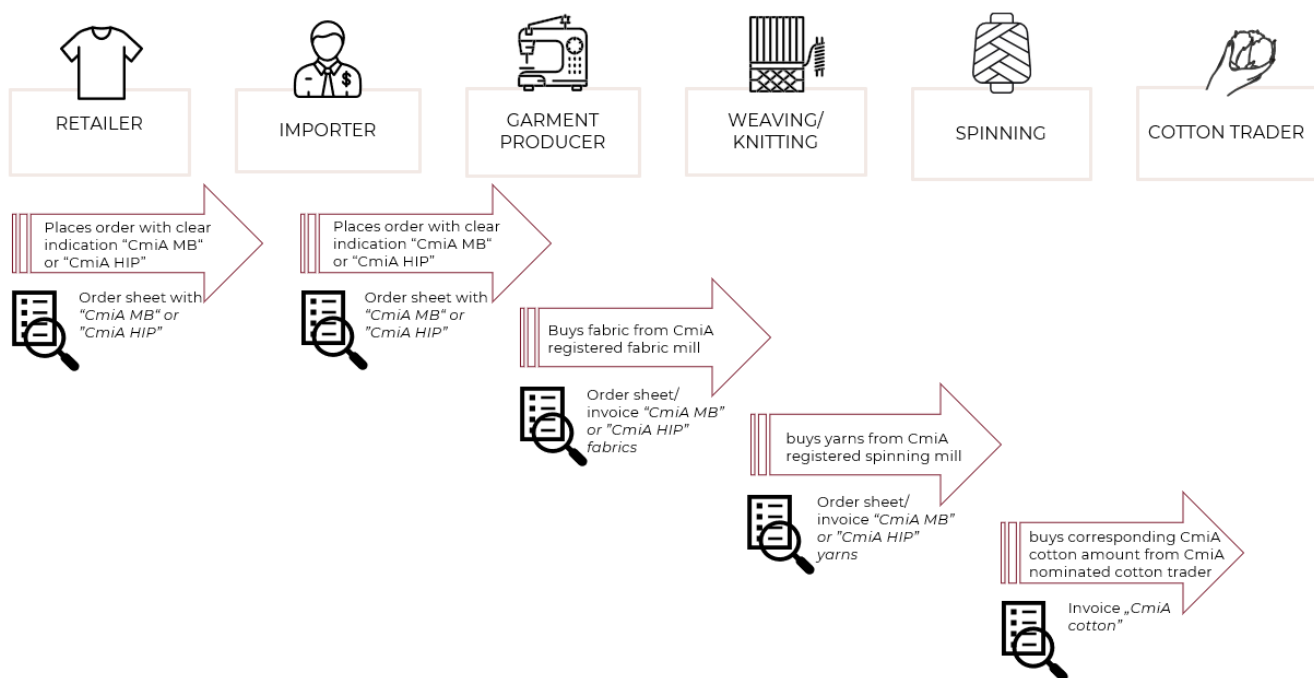


Figure 3: CmiA in the supply chain

## 3 Getting registered with CmiA

No matter if MB or HIP productions are planned, the garment producer must have a CmiA SCOT account and needs to purchase CmiA HIP fabrics/yarns or CmiA MB fabrics/yarns. A CmiA membership is not required, and **no membership number will be provided**. Only when producing for a licensed retail partner a SCOT account will be provided then.

If the client, the retailer/brand and CmiA license partner, is asking for CmiA products the following steps are necessary to get onboarded to the SCOT system:

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

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>).

**2. Buy CmiA MB or HIP yarns or fabrics** from one of the CmiA registered companies.

Updated list can be always found here: <https://cottonmadeinafrica.org/wp-content/uploads/Spinning-Mills-Fabric-Producers-CmiA.xlsx>

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

At purchase, please inform the selling company that it is a CmiA production and if MB or HIP. Therefore, there should be remarks of "CmiA MB/HIP yarns/fabrics" or "produced according to CmiA MB/HIP system" on contract/invoice.

**3. Regularly provide information** about CmiA yarn/fabric purchases and garment productions **in the CmiA Tracking System SCOT.**

Login credentials and User Manual will be provided after successful registration with CmiA. Additionally, HIP approved garment producer will gain access to the HIP section in SCOT.

**4. Additional remarks on Mass Balance productions**

The quality of the yarns/fabrics 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.

## 4 SCOT Tracking System and Reporting Requirements

### 4.1 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, **retailer order data must be fulfilled latest with delivery date of the final product.**



- CmiA MB/HIP garment productions are only possible if a respective CmiA MB/HIP yarn and fabric amount is purchased before. For yarns with a material mix e.g. 50% CO/ 50% VIS, **only the amount of cotton share must be reported.**
- For fabrics always **the whole fabric amount in meters/yards/kg** should be reported, **yarn amounts show only the cotton share** (e.g. 1000kg 90% CO/10% VIS = 900kg yarns)
- Please report correct transaction information to SCOT to avoid correcting any information later. Once entered into the system, information are counted as valid.

## 4.2 For Hard Identity Preserved transactions

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

TRANSACTION	DOCUMENTS REQUIRED	SPECIFICATION
Garment sale = allocation of purchases to retailer orders	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>
	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>

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

## 5 Sanctions

The CmiA organization will be able to exclude a garment producer from SCOT and CmiA productions 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. Latest with delivery date of the CmiA product order data must be fulfilled.
- Yarns/ fabrics are not purchased from CmiA registered companies.

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

<sup>2</sup> Company's resource management system



## 6 Labelling of CmiA products

If the retail company, ask to label the final products with a CmiA label they should provide the design and information about the correct CmiA label.

CmiA products which are produced according to the CmiA Mass Balance System are only allowed to be labelled with the “*Supporting the initiative Cotton made in Africa*” - logo.



CmiA products which are produced according to the CmiA Hard Identity Preserved System are allowed to be labelled with the “*Cotton made in Africa Inside*”- logo or if using CmiA organic cotton 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) .

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

### Related documents:

- Chain of Custody Guideline:  
<https://cottonmadeinafrica.org/wp-content/uploads/CmiA-Chain-of-Custody-Guidelines.pdf>
- SCOT User Manual (will be provided during SCOT registration)