The Registration Guidelines provided by the CmiA office are the framework document for garment producers 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).

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.

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

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1. If the applying company got a vertical set-up please refer to registration guidelines for Fabric Producers or Spinning Mills.
2. 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 – 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.

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).

![Diagram](image)  
**Figure 2:** The process from CmiA cotton to CmiA HIP yarn
- CmiA yarns and CmiA fabrics must be clearly marked at all stages of storage, inter-facility transportation, and processing at the factory (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 fabric 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](image)

III. How to get registered with CmiA
No matter if MB or HIP productions are planned, the garment producer needs to have a 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](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
   - contact the SCOT Helpdesk mail@scotsupport-dss.atlassian.net for further process so that they can activate your company’s SCOT account
   - **Otto Group supplier must provide their ZLKZ to the helpdesk**

2. **Buy CmiA MB or HIP fabrics/yarns** from one of the CmiA registered spinning mills, yarn trader, fabric producer or fabric trader.
   Please check regularly online if yarn/fabrics selling company is registered with CmiA and if the yarn producer 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 or fabrics” or “produced according to CmiA MB/hip system” on contract/invoice.

3. **Regularly provide information** about CmiA yarn/fabric purchases and fulfilled CmiA retailer orders in the CmiA Tracking System SCOT.
   Login credentials and User Manual will be provided after successful registration with CmiA. Additionally, HIP registered garment producer will gain access to the HIP section in SCOT.

4. **Additional remarks for MB productions**
   The quality of the yarns or 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.

   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](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 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 productions are only possible if a respective CmiA MB or HIP yarn/fabrics amount is purchased before.
- 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.

**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.

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Documents required</th>
<th>Specification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garment sale = allocation of purchases to retailer orders</td>
<td>1. Machinery or RMS² document <strong>AND</strong></td>
<td>▪ Document excerpt showing which CmiA yarn/fabric purchase has been used for garment production</td>
</tr>
<tr>
<td></td>
<td>2. Photo documentation</td>
<td>▪ Photo proof that CmiA yarn/fabrics are clearly marked and stored separated from any other yarn/fabric</td>
</tr>
<tr>
<td></td>
<td></td>
<td>▪ Photo proof of separate and clearly marked production lines</td>
</tr>
</tbody>
</table>

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.

**V. Sanctions**
The CmiA organization will be able to exclude a garment producer from SCOT and CmiA productions in case of:
- 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.
VI. 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 Cotton made in Africa Initiative” - 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.

Only products with a minimum cotton share of 50% are eligible for HIP production and a respective labelling.

For further information please contact the CmiA Marketing Department at: marketing@abt-foundation.org.

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

Related documents:
- Chain of Custody Guideline
- Code of Conduct
- SCOT User Manual (will be provided during SCOT registration)