

CHSA Accreditation Scheme for Distributors Requirement of Accredited Distributors

Where product falls within the scope of a CHSA Accredited Manufacturer Scheme, CHSA Accredited Distributors must offer for sale only product from CHSA Accredited Manufacturers, or product that conforms to the relevant standard.

Accredited Distributors are responsible for making sure product bought from non-Accredited Manufacturers conforms to the Technical Regulations of the relevant Scheme and will be audited accordingly.

This checklist gives Accredited Distributors the information required to ensure relevant products conform to the relevant Scheme if sourced from a non-Accredited manufacturer. It comprises eight sections:

Section A: General requirements of Accredited Distributors

Section E: Accreditation Scheme for Cotton Mops

Section B: Private label rules when sourcing from an Accredited Manufacturer

Section F: Accreditation Scheme for Cleaning Chemicals

Section C: Accreditation Scheme for Soft Tissue

Section G: Ethical requirements

Section D: Accreditation Scheme for Plastic Sacks

Section H: Use of Certification Marks

| Section A: General Requirements of Accredited Distributors | ✓ ✕ |
|--|-----|
| Where the Distributor purchases product from a non-CHSA manufacturer but which falls within scope of any of the current CHSA Accredited Manufacturer schemes, the product must conform to the relevant CHSA Accredited Manufacturer Standard for that product. | |
| Members shall take all reasonable steps to ensure product conforms to the CHSA Code of Practice and the relevant CHSA Accredited Manufacturer Scheme Standard. | |
| Where members operate a Control System, results should be recorded and retained for one year. | |
| Members must appoint a Nominated Person responsible for ensuring compliance to the Technical Regulations of the CHSA Accredited Distributor Scheme and the Technical Regulations of the CHSA Accredited Manufacturer Schemes for product which falls within the scope of a CHSA Manufacturer Accreditation Scheme but which is purchased from a non-Accredited Manufacturer or supplier. | |
| Members must read and sign the CHSA's Ethical Marketing Commitment. | |
| Members must read and sign the CHSA's Code of Practice, which includes the Competition & Markets Authority's Green Claims Code. | |

| Section B: Private label rules when sourcing from an Accredited Manufacturer | ✓ ✕ |
|--|-----|
| Where a distributor sources Private Label product, which is within the scope of a current CHSA Manufacturer Accreditation Scheme, from an Accredited Manufacturer the label and packaging must include the CHSA Accredited Manufacturer's confidential number which are provided by the CHSA's Independent Inspector. This is a minimum compliance requirement. | |
| Where a distributor sources Private Label product, which is within the scope of a CHSA Manufacturer Accreditation Scheme, from a CHSA Accredited Manufacturer the label and packaging are expected to include the relevant Scheme Certification Mark. An exemption is possible if the private label owner and the CHSA Accredited Manufacturer have agreed it need not be present due to available space on the label and/or packaging or other valid justification. | |

| Section C: Accreditation Scheme for Soft Tissue | |
|---|--|
| <i>Quality Management: To comply your supplier of soft tissue must:</i> | |
| Operate a Quality Control System, record the test results and retain such records for one year. | |
| Carry out dimensional tests and record the results. The checks must ensure, for every order or consignment, no item varies significantly from the stated dimensions. As a minimum, at least one sample should be taken from each machine during a shift. Checks should be made on the output of any machine after alterations or adjustments. | |
| Carry out random checks on finished products to ensure satisfactory compliance with the Manufacturing Standard. | |
| Provide copies of their own quality checks with each delivery for each product supplied. | |
| Comply with ISO 9001 or hold an alternative third-party Quality Certification such as BRCGS , or similar. | |
| The Inspector must be able to view the records of the Quality Control System. | |
| <i>Environment: To comply your supplier of soft tissue must:</i> | |
| Hold Forest Stewardship Council (FSC) or PEFC certification or evidence a commitment to secure the certification. | |
| <i>Health & Safety: To comply your supplier is expected to:</i> | |
| Have or be working towards ISO 45001. | |

| Section D: Accreditation Scheme for Plastic Sacks | |
|--|--|
| <i>Quality Management: To comply your supplier of plastic sacks must:</i> | |
| Operate a Quality Control System, record the test results and retain such records for one year. | |
| Provide copies of the manufacturer’s own quality checks with each delivery for each product supplied. | |
| When buying from a non-Accredited Manufacturer, the Distributor must check a minimum of five cartons for minimum net weight, size and quantity. Samples should then be taken from the lightest and heaviest cartons and tested for compliance with the Manufacturing Standard. | |
| When checking product, the Distributor must take samples of each different code for each delivery across the batch and test for compliance. | |
| The Inspector must be able to view the records of the Quality Control System. | |

| SECTION E: Accreditation Scheme for Cotton Mops | |
|--|-----|
| <i>Quality Management: To comply your supplier of cotton mops must:</i> | ✓ ✕ |
| Comply with its statutory duty under the Weights & Measures Act and under the Trade Descriptions Act | |
| Manufacture product to the Relevant Standard. | |
| Carry out dimensional tests and record the results. | |
| Adopt an effective yarn weight control system and record the test results. | |
| Carry out sufficient random yarn weight checks on finished items of product to be satisfied of conformity with the relevant standard. | |
| Carry out sufficient checks and in such form that for every order or consignment no item varies significantly from the stated dimensions. As a minimum at least one sample should be taken from each batch during a shift. Further checks should be made on the output of any production after alterations or adjustments likely to affect the yarn weight under production. The method of test used must be capable of giving the same results for yarn weight as that prescribed in the Relevant Standard. | |
| Verify the accuracy of any instrument used to determine or check the Product yarn weight and maintain a record of such verification. | |

| SECTION F: Accreditation Scheme for Cleaning Chemicals | |
|--|-----|
| <i>Quality Management: To comply your supplier of cleaning chemicals must:</i> | ✓ ✕ |
| Operate a Quality Control System, record the test results and retain such records for one year. | |
| Carry out volumetric tests and record the results | |
| Your manufacturer of cleaning chemicals must comply with ISO 9001 or hold an alternative third-party Quality Certification, eg GMP (Good Manufacturing Practice) or B Corp Certification. | |
| <i>Environment: To comply, your supplier of cleaning chemicals is expected:</i> | |
| To comply with and hold, or be working towards ISO 14001 certification? | |
| To submit data under the Packaging Waste Regulations unless below the 25-tonne threshold and so exempt. | |
| <i>Health & Safety: To comply, your supplier of cleaning chemicals:</i> | |
| Is expected to have internal health and safety policies and/or certifications. | |
| Is expected to have a Health & Safety management procedure to ensure the accuracy of product information updates and tracking register of product updates, to maintain information accuracy and external customer communication related to the safety of the products, such as Safety Data Sheets, Poisons Centre notifications, Explosive Precursors. | |
| Must provide Safety Data Sheets, to the latest COSHH regulations, for all Away from Home cleaning and hygiene products. Safety Data Sheets must be readily accessible if requested. | |
| Must ensure all labels are in compliance with the Classification of Labelling and Packaging Regulation (CLP) in accordance with the UK and EU regulations. | |

Regulatory compliance (applicable to Accredited Distributor Scheme members sourcing from current CHSA Chemical Manufacturer Accreditation Scheme members):

If your cleaning chemical products are provided by a current CHSA Chemical Manufacturer Accreditation Scheme member, there is no requirement for a CHSA Accredited Distributor member to produce physical evidence of Biocidal efficacy and information related to the following 3 regulations:

- The Biocides Product Regulation (GB BPR in UK) or EU BPR
- Cosmetic regulations
- Detergent regulations

as these will be audited by the Independent Inspector directly with the CHSA Chemical member during their own audit.

Regulatory compliance (applicable to Accredited Distributor Scheme members sourcing from a non current CHSA Chemical Manufacturer Accreditation Scheme member):

If your cleaning chemical products are NOT purchased from a current CHSA Chemical Manufacturer Accreditation Scheme member, your manufacturer or supplier of cleaning chemical products is obligated to provide information to evidence compliance to the Chemical Manufacturer Accreditation Scheme Standard.

The process of verification is as follows:

1. Any cleaning product for which a biocidal claim is declared will require appropriate verification to be provided from a testing laboratory that meets the requirements of EN ISO/IEC 17025, UKAS or equivalent in the UK or Europe and is licenced to undertake the relevant biocidal efficacy tests claimed.
2. Should the CHSA Accredited Distributor not be able to access the test data as described in point 1 above, the alternative option for a cleaning product for which biocidal claim is declared, is the completion and signing of a Declaration of Compliance Statement ("DOCS") by an authorised person within the non-CHSA manufacturer or supplier organisation will be required. The Declaration of Compliance Statement would be provided by the Independent Inspector following an audit at which products of interest were identified but no verification could be provided at time of audit.

In addition, the Accredited Distributor has obligations to ensure that their non-CHSA Manufacturer or supplier is complying with the following regulations:

1. Biocides Product Regulation (GB BPR in UK or EU BPR). Ensuring the active substance supplier is included on the GB Article 95 list OR EU Biocidal Products Regulation Article 95 list. Ensure that your supplier is providing information to the National Poisons Information Service.
2. The Cosmetics Regulations and the Cosmetics Products Enforcement Regulations) for all skincare products (e.g. hand sanitiser and hand wash products). The Manufacturer/Supplier/Distributor must have a Responsible Person assigned to ensure continued product compliance with cosmetics regulations and safety regarding human health and submit data on the products to the GB Cosmetic Product Notification Service or the EU's Cosmetics Products Notification Panel.

Cosmetic product labelling requirements include the name and address of the manufacturer/importer, the ingredients, durability marking function and safety information.

3. Ensure Manufacturer/Supplier products comply with the Detergent Regulation Article 11 Annex VII applicable to Professional Away from Home product, in Great Britain & EU related to information about the detergent on labels and safety data sheets.

SECTION G: Ethical Requirements



The manufacturers you purchase from are expected to provide a copy of their most recent official ethical audit report which meets the minimum CHSA requirements of an ethical audit which covers labour and health and safety standards. A comprehensive ethical audit would also be acceptable, to encompass the following areas:

- Labour standards
- Health & Safety
- Environment
- Business Ethics

SECTION H: Use of Certification Marks

The Certification Marks and Association Mark are owned by the CHSA and registered under the Trademarks Act 1994. All rights in the Association Mark and Certification Mark are the sole and absolute property of the CHSA. Under no circumstances shall the CHSA Association Mark or Certification Marks be altered.

Accredited Distributors may include the relevant Manufacturing Certification Mark on an own-brand product if the product is manufactured by an Accredited Manufacturer. For example, an Accredited Distributor buying plastic sacks from an Accredited Manufacturer of plastic sacks may include the Manufacturing Certification Mark for plastic sacks on own brand products. The label must be produced in partnership with the Accredited Manufacturer and include the manufacturer's confidential number. The CHSA will only provide the Certification Mark for a specific Scheme to members of that Accreditation Scheme. Accredited Distributors may not include any Manufacturing Certification Mark on an own-brand product if the product is not manufactured by an Accredited Manufacturer.

Only members of the Accreditation Scheme for Manufacturers of Plastic Sacks may use the 'Dumbbell' Certification Mark, as specified in the relevant Technical Regulations.

Members may not use a Manufacturing Certification Mark on product (or the box, pallet or other packaging) relevant to a Manufacturing Accreditation Scheme of which they or their supplier is not a member. For example, a distributor member may not use a Manufacturing Certification Mark on soft tissue (or the box, pallet or other packaging) if the organisation is not also formally a member of the Accreditation Scheme for manufacturers of soft tissue.

Accredited Distributors may not apply the Distributor Certification Mark to any product (or the box, pallet or packaging).

Accredited Distributors may use the Distributor Certification Mark and/or the CHSA Member mark on literature, including price lists, catalogues, advertisements, invoices, delivery notes and other promotional materials such as the member organisation's website.

The CHSA Member Mark may not be used on any product (including the box, pallet or packaging).