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# Guidelines for Applicants

## STeP by OEKO-TEX®

OEKO-TEX® – International Association for Research and Testing in the Field of Textile and Leather Ecology.



## General

ID No.	Document etc.	Relevance STeP Standard
131	Organization chart (responsibilities of each department)	
1070	Produced amount of textiles / leather / accessories / foams in kg per year (last year)	
1159	Recent photos (incl. date) from your facility and production (buildings inside/outside)	

## Chemical management

ID-No.	Document etc.	Relevance STeP Standard
145	Description / document of Chemical Management System	4.1
151	Register/inventory/list of <b>All Chemicals</b> like base chemicals (e.g. salt, acids, caustic soda etc.), dyes/pigments, auxiliaries, solvent/cleaning/degreasing agents, lubricants, machine oils etc. with all relevant information	4.1.3
1229 & 1089	List with CAS# of all substances or signed declaration letters from dyes/chemical suppliers that the products purchased meet STeP MRSL, ZDHC MRSL or have a ECO PASSPORT	
222	Latest version of SDS of <b>ALL Chemicals</b> available (PDF or paper form)	4.1.3
226	Have <b>All Chemicals</b> (both production-relevant and non-production-relevant) been checked towards the MRSL of STeP Standard, Annex 3	4.1.4, Annex 3

## Environmental Performance

ID-No.	Document etc.	Relevance STeP Standard
1109	Necessary license(s) or permit(s) for use of water	4.2.2
1071	Necessary license(s) or permit(s) for wastewater discharge	4.2.3
233	Necessary license(s) or permit(s) for the operation of the utilities such as boilers/steam vessels/ gas generators/incineration plants and for all air emissions generated	4.2.4
354	Necessary license(s) or permit(s) for storage or use of hazardous substances	4.1.1.3
357	Necessary license(s) or permit(s) for air conditioning	4.3.3
358	Necessary license(s) or permit(s) for disposal/handling of waste	4.2.8 / 4.2.9
	Legal standards/requirement/law regarding	4.2.3 / 4.2.4 / 4.2.8
411	– cleaning of wastewater	
1155	– discharge of wastewater	
425	– air emission	
1156	– waste disposal / handling	
384	Site plan of facility with all sections marked for <b>All Chemicals</b> for delivery, storage and in use	4.3.11.7
1110	Records of annual energy consumption like electric power, solid fuel, liquid fuel (oil), natural gas Biogas, wood, steam (from external supplier) etc.	4.2.1 / 4.2.7

ID-No.	Document etc.	Relevance STeP Standard
405	Water consumption per annum for your production and/or humidification	4.2.2
1155	Latest test report from an independent, authorised laboratory / testing body that wastewater is in compliance with regional, national legal requirement	4.2.3 Annex 5.1 / 5.2
418 or 419	Latest test report from an independent, authorised laboratory / testing body that wastewater is in compliance with all parameters listed in STeP standard Annex 5.1 or 5.2 and	
1151	Latest test report from independent, authorized laboratory / testing body that wastewater and / or sludge are tested for compliance with STeP Standard Annex 3	4.2.3 / Annex 3.3
429	Latest test report from an independent, authorised laboratory / testing body that air emission values are in compliance with all parameters listed in STeP standard Annex 5.3 – 5.6 and	4.2.4 Annex 5.3 – 5.6
425	Latest test report from an independent, authorised laboratory / testing body that air emission is in compliance with regional, national legal requirement	
436	Latest test report from an independent, authorised laboratory / testing body that exhaust air emission from production processes are in compliance with regional, national legal requirement	4.2.1 / 4.2.4
440	Carbon footprint (CO <sub>2</sub> eq) in tons of last year	4.2.1 / 4.2.5
1147	Latest test report from an independent, authorised laboratory / testing body that sludge (if used as fertilizer) is in compliance with regional, national legal requirement (if applicable)	4.2.3
447	Knowledge and figures in amount and percentage (%) about all waste from facility which is..... – recycled (internally and/or externally) – re-used – collected by authorized/licensed company for incineration – collected in own landfill – Taken back by supplier – Transfer to another company to use – External landfill (Community, licensed facility)	4.2.8
446	Figures from generated waste (textile/leather, paper and cardboard, plastics, wood, metal, chemicals, sludge, hazardous waste etc.) from last year in tons and	4.2.8
467	Records of generated waste amount and cost listing from last year	
475	Record of incidents with environmental impact (spillage, accidental release of chemicals to air, water or soil etc.) within the last 10 years? (kind, impact, reason and measures)	4.2.11

## Environmental Management

ID-No.	Document etc.	Relevance STeP Standard
54	Description / document of Environmental Management System (EMS)	4.3 / 4.3.1
53	Copy of EMS certificate ISO 14001 or EMAS (if existing)	4.3
1157	Copy of Energy Management System ISO 50001 (if existing)	4.3
1095	Environmental policy	4.3.2
59	Specific environmental objectives regarding energy efficiency, water consumption, air emissions, waste, wastewater (if applicable), packaging amount/material, transportation etc.	4.3.4
79	Documentation about direct and indirect environmental impact analysis of your facility	4.3.1
80	Latest report from performed internal audit regarding environmental impact and the environmental management system	4.3.10.2
77	Training program and records regarding EMS	4.3.8.3
83	Annual environmental report	4.3.9.2

## Social Responsibility

ID-No.	Document etc.	Relevance STeP Standard
242	Written social policy and/or code of conduct that addresses the ILO's eight core conventions of fundamental human rights and the UN Declaration of Human Rights regarding discrimination, forced labour, child labour, remuneration, freedom of association/collective-bargaining, working hours, health and safety, and harassment and abuse.	4.4.3
245	Copy of certificate and report (e.g. SA8000, FWF, WRAP, SMETA, BSCI), if existing	4.4.3
	All legal (regional/ national/international) requirements regarding:	4.4.7 / 4.4.9 / 4.4.10 /
264	– minimum wage, severance pay and governing benefits	4.4.11 / 4.4.12 / 4.4.13 /
280	– the right to freedom of association and collective bargaining	4.4.15
286	– working hours (regular and overtime)	
291	– time off work (breaks, after finishing work etc.)	
298	– workplace harassment or abuse	
306	– discrimination	
330	– for sanitary facilities, changing rooms, canteen/eating areas and dormitories (if applicable).	
1087	Average days of total absence of employees due to illness, holiday, maternity leave, unpaid absence (per worker and year)	4.4.3. / 4.4.11
264	Minimum wage (regulated by law) or industry sector wage indicating currency	4.4.7
1081	Employment figures: date of count, amount of female & male employees, fluctuation rate in %	4.4.8
293	Normal hours in a week in facility including and excluding overtime, overtime regular base and peak season	4.4.8 / 4.4.11

## Quality management

ID-No.	Document etc.	Relevance STeP Standard
84	Description/document of Quality Management System & copy of certificate ISO 9001 (if existing)	2.5 / 4.5
85	Quality policy	4.5.1 / 4.5.3.3
95	Flowchart which indicates the flow of the material (Input to output of your production)	4.5.1
124	List of calibrated instruments (e.g. scale) and fixed installations (pH-meter)	4.5.5.3
108	List of approved suppliers, sub-suppliers and/or contractors, sub-contractors	4.5.5.2
105	List of all raw material (certified and/or not certified) used by facility	4.5.9.3
118	Report of latest performed internal audit regarding your quality management system	4.5.3.6
120	Training program and records regarding quality management	4.5.4
90	Quality specific objectives	4.5.2
1123	Code of Conduct covering aspects of business ethics, anti-corruption, anti-bribery and anti-trust	4.5.13.1

## Health and Safety Performance

ID-No.	Document etc.	Relevance STeP Standard
154	Copy of OH&S certificate e.g. OHSAS 18004/ISO 45001 (if existing)	4.6.7 / 8.6.1 - 8.6.5
156	Description/document of health and safety (OH&S) management system and H&S policy	4.6.5
157	Detailed Organisational diagram of the safety organisation	4.6.5
167	Report of latest performed internal audit regarding your occupational health and safety system	4.6.5.1
176	All legal requirements regarding Health and Safety	4.6.1 / 4.6.6
181	- noise emission	
185	- dust emission	
187	- use of chemicals (including air contamination)	
161	Documentation of risk assessment of hazard identification and health and safety measures	4.6.4
194	Prevention and action plan with instructions concerning - fire	4.6.3.2
195	- technical incidents	
196	- accidents	
197	- natural hazards	
199	- chemical hazards	
200	- other circumstances like collapsing of buildings, <del>infectious diseases</del> , terror attacks, riots etc.	
1291	- epidemics/pandemics and infectious diseases	
169	Training program and records regarding health and safety	4.6.1 / 4.6.5
865	Records of the Health and Safety's incidents/accidents and corrective & preventive action	4.6.5
1238	Test reports from last technical check from pressure boilers and steam vessels etc. <del>and electric</del>	4.6.3.1
1164	Electric installations checked internally or by external independent testing body or engineer	
205	Emergency fire escape plans/maps (EFEP) of all buildings and floors	4.6.1 / 4.6.3.2
1127	Evidence of building structural safety records/inspections	4.6.3.1