

Edition 01.2020

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 per year in kg	
1159	Recent photos (incl. date) from your facility (buildings inside / outside)	

Chemical management

ID-No.	Document etc.	Relevance STeP Standard
145	Description of Chemical Management System	4.1
151	Register/inventory/list of All Chemicals like base chemicals (e.g. salt, acids, caustic soda etc.),	4.1.3
1229	dyes/pigments, auxiliaries, solvent agents, cleaning agents, degreasing agents, lubricants, machine oils etc..	
1089	Signed declaration from dyestuff / chemical suppliers that the products purchased meet MRSL of STeP or ECO PASSPORT by OEKO-TEX®, ZDHC or DETOX by Greenpeace	
222	Latest version of SDS of all Chemicals ready and filed	4.1.3
226	Have All Chemicals (for processes and non-core activities) checked towards the MRSL of STeP by OEKOTEX®, 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	4.2.1 / 4.2.8
357	Necessary license(s) or permit(s) for air conditioning	4.2.1
358	Necessary license(s) or permit(s) for disposal/handling of waste	4.2.1 / 4.2.8
	Legal standards/requirement/law regarding	4.2.1 / 4.2.3 / 4.2.4 / 4.2.8
370	– conditions of delivery, storage and use of Chemicals	
1155	– discharge of waste water	
425	– air emission	
1156	– waste disposal / handling	
384	Site plan of facility with all sections marked for All Chemicals 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 etc.	4.2.1 / 4.2.7 / 4.3.11.4

ID-No.	Document etc.	Relevance STeP Standard
405	Water use/consumption per annum	4.3.11.1
418 or 419	Latest annual test report from an independent, authorised laboratory / testing body that waste water is in compliance with all parameters listed in STeP standard Annex 3.3 and 5.1 or 5.2 and	4.2.3 & Annex 3.3 / 5.1 / 5.2
1155	latest test report from an independent, authorised laboratory / testing body that waste water is in compliance with regional, national legal requirement	
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 5.4 – 5.7 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
1128	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 – collected by authorized/licensed company for incineration – collected in own land fill or external landfill – Taken back by supplier – Transfer to another company to use	4.2.8
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

DETOX TO ZERO relevance

ID-No.	Document etc.	Relevance STeP Standard
1228	Latest test report from independent, authorized laboratory / testing body that waste water and /	4.2.3
1151	or sludge is tested towards DETOX TO ZERO MRSL.	Annex 3

Environmental Management

ID-No.	Document etc.	Relevance STeP Standard
1069	Copy of certificate and report (e.g. ISO 14001), if existing	4.2.12 / Annex 8.3
54	Description of Environmental Management System Environmental policy	4.3 4.3.2
1115	Long-term environmental strategy (targets for 3 to-5+ years) to achieve significant improvements in environmental performance	4.3.1
59	Specific Environmental objectives regarding energy efficiency, water consumption, air emissions, waste, wastewater quality (if applicable), packaging amount/material, transportation logistics	4.3.4
79	Documentation about direct and indirect environmental impact analysis of your facility	4.3.1
80	Latest annual 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, BSCI), if existing	4.4.3 / 4.4.15 / Annex 8.4
	All legal (regional/ national/international) requirements regarding:	
264	– minimum wage, severance pay and governing benefits	4.4.7
280	– the right to freedom of association and collective bargaining	4.4.9
286	– working hours (regular and overtime)	4.4.10
291	– time off work (breaks, after finishing work etc.)	
298	– workplace harassment or abuse	4.4.11
306	– discrimination	4.4.12
316	– forced, bonded, indentured and prison labour	4.4.13
330	for sanitary facilities, changing rooms, canteen/eating areas and dormitories (if applicable).	4.4.14
1087	Average days of total absence of employees due to illness, holiday, maternity leave, unpaid absence (per worker and year)	4.4.10
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	4.4.10

Quality management

ID-No.	Document etc.	Relevance STeP Standard
12	Copy of certificate and report (e.g. ISO 9001), if existing	4.5.12 / Annex 8.5
84	Description of Quality Management System	4.5
85	Quality policy	4.5.3.3
95	Flowchart which indicates the flow of the material (Input to output of your production)	4.5.1
122	List of calibrated instruments (e.g. scale) and fixed installations (pH-meter)	
108	List of approved suppliers, sub-suppliers and/or contractors, sub-contractors	4.5.5.2
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
1137	List of 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	Occupational health and safety (OH&S) management system and copy of OH&S certificate e.g. ISO 45001 (if existing)	4.6.1/ 4.6.5/ 4.6.7 / Annex 8.6
156	Health and safety 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)	
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, infectious diseases, terror attacks, riots etc.	
169	Training program and records regarding OH&S	4.6.1
865	Records of the Health and Safety's incidents and corrective & preventive action	4.6.5
1238	Test reports from last technical check from pressure boilers and steam vessels etc. and electric installations checked by external independent testing body or engineer	4.6.3.1
1164		
205	Emergency fire escape plan(s)/map(s) of all buildings and floors	4.6.1 / 4.6.3.2
1140	Evidence of building structural safety records/inspections	4.6.3