



STeP by OEKO-TEX® Guidelines for applicants - Preparation of most important documents

General

ID No	Document etc.	Relevance STeP Standard
131	Business license(s)	
1070	Produced amount of textiles per year in kg	

Chemical management

ID-Nr.	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.), dyes/pigments, auxiliaries, solvent agents, cleaning agents, degreasing agents, grease, machine oils etc..	4.1.1.2
222	All SDS of all Chemicals ready and filed	4.1.1 & 4.2.8
226	All Chemicals checked towards the RSL of STeP by OEKOTEX®, Appendix D	4.1.4, Appendix D

Environmental Performance

ID-Nr.	Document etc.	Relevance STeP Standard
232	Necessary license(s) or permit(s) for air emissions, storage and use of hazardous substances, use of water, wastewater discharge, waste disposal	4.3.3
370 411 425 433	Legal standards/requirement/law regarding - conditions of delivery, storage and use of Chemicals - discharge of waste water - air emission - waste disposal	4.2.3 / 4.2.4 / 4.2.7 / 4.2.8
384	Site plan of the facility with all sections marked for all Chemicals for delivery, storage and use	4.3.11.8
1110	Records of annual energy consumption like electric power, solid fuel, liquid fuel (oil), natural gas etc.	4.2.1 / 4.2.5 / 4.2.6
405	Water use/consumption per annum	4.2.2
418 419	Latest annual test report from an independent, authorised laboratory / testing body that waste water is tested. Make sure that all parameters listed in STeP standard Appendix G1 or G2 are tested and compliant. latest test report from an independent, authorised laboratory / testing body that waste water is in compliance with regional, national legal requirement and/or by self assessment according to law.	4.2.3 & Appendix G1 & G2
429 430 432	Latest test report from an independent, authorised laboratory / testing body that air emission values is tested. Make sure that all parameters listed in STeP standard Appendix G3 - G6 are tested and compliant and Latest test report from an independent, authorised laboratory / testing body that air emission is in compliance with regional, national legal requirement and/or by self assessment according to law	4.2.4 & Appendix G3 - G6

447	Knowledge and figures about all waste from facility which is..... - recycled - re-used - collected by authorized/licensed company for incineration - collected in own land fill - Taken back by supplier - Transfer to another company to use - Transfer into purification plant	4.2.7
475	Record of incidents involving environmental impact? (kind, impact, reason and measures)	4.2.10

Environmental Management

ID-Nr.	Document etc.	Relevance STeP Standard
53	Description of Environmental Management System	4.3
55	Copy of EMS certificate (if existing)	4.3.12
1095	Environmental policy	4.3.2
58	Environmental objectives in written form	4.3.4
79	Documentation and assessment of self-inspection of your activities, products and performances and their direct and indirect impacts on the environment	4.3.1
77	Training program and records regarding EMS	4.3.8.3

Social Responsibility

ID-Nr.	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 3 rd party certificate (e.g. SA8000, FWF, WRAP, if existing)	4.4.3
264	All legal (regional/ national/international) requirements regarding	4.4.7 / 4.4.9 /
280	- minimum wage, severance pay and governing benefits	4.4.10 / 4.4.11 /
286	- the right to freedom of association and collective bargaining	4.4.12 4.4.13
291	- working hours (regular and overtime)	
294	- time off work (breaks, after finishing work etc.)	
298	- workplace harassment or abuse	
306	- discrimination	
316	- forced, bonded, indentured and prison labour	
330	- for sanitation, food and housing (if applicable).	



Quality management

ID-Nr.	Document etc.	Relevance STeP Standard
84	Description of Quality Management System	2.5 / 4.5
87	Copy of QM certificate (if existing)	2.5 / 4.5
85	Quality policy	4.5.3.3
108	List of approved suppliers, sub-suppliers and/or contractors, sub-contractors	4.5.5.2
120	Training program and records regarding quality management	4.5.4
95	Process flow	2.5

Health and Safety Performance

ID-Nr.	Document etc.	Relevance STeP Standard
864	Description of Occupational health and safety (OH&S) management system	4.6.1 / 4.6.5
154	Copy of OH&S certificate (if existing)	4.6.7 / Annex C
164 165 176	All legal requirements regarding OH&S	4.6.1 / 4.6.6
194 196 197 199	Procedure for prevention and impact of fire, accidents, natural and chemical hazards	4.6.3.2
169	Training program and records regarding OH&S	4.6.1
865	Records of the OH&S's incidents and corrective & preventive action	4.6.5
205	Emergency fire escape plan of all buildings and floors	4.6.1 / 4.6.3.2