
ZDHC Verified InCheck

Level 1

Version 1.0

July 2022

Ø ZDHC



DISCLAIMERS

In no event will ZDHC (and/or any related ZDHC majority-owned legal entities) or the Directors or staff thereof be liable and ZDHC expressly disclaims any liability of any kind to any party for any loss, damage, or disruption caused

- a) By errors or omissions, whether such errors or omissions result from negligence, accident, or any other cause and/or
- b) From any use, decision or action taken or any other kind of reliance on the InCheck Guidelines by a reader or user of it and/or
- c) For any results obtained or not obtained from the use of the InCheck Guidelines

Links to non-ZDHC websites, if provided in this document, are for information and convenience only. ZDHC makes no representations as to the accuracy or any other aspect of information contained in other websites.

ABOUT ZDHC

The ZDHC Foundation oversees implementation of the Roadmap to Zero Programme and is a global industry collaboration of brands, value chain affiliates, and associates within the sports, fashion, luxury and outdoor industry.

Its vision is widespread implementation of sustainable chemistry, driving innovation and best practices in the textile, apparel, leather and footwear industries to protect consumers, workers and the environment. Through collaborative engagement, standard setting and large-scale implementation ZDHC advances the industry towards zero discharge of hazardous chemicals.

ZDHC takes a holistic approach to sustainable chemical management and enables tangible progress in the wider industry through a number of reference guides, practical tools, capacity building and innovation projects. More information about ZDHC at www.roadmaptozero.com

Contents

1.0 Introduction	4
2.0 ZDHC Verified InCheck – Level 1	6
2.1 Verified InCheck – Level 1: High Level Process	7
2.2 Verified InCheck – Level 1: Verification Process	9
3.0 Criteria for Approved Verifiers	14
4.0 Verified InCheck – Level 1 Results	18
Appendix A	20
Appendix B	22
Appendix C	24
Glossary	30

1.0 Introduction

The ZDHC Roadmap to Zero Programme created a paradigm change in the approach to chemical management in industry by shifting the focus from output management (product conformance) to input management (eliminating hazardous substances at the entry stage by suppliers). The premise is that cleaner inputs, combined with correct process controls, will lead to cleaner outputs.

The backbone of the programme is the ZDHC Manufacturing Restricted Substances List (ZDHC MRSL). By using chemical formulations that conform to ZDHC MRSL, suppliers (manufacturing facilities) can inform themselves and stakeholders that chemical substances harmful to human health and the environment are not intentionally used in production. Suppliers make informed procurement decisions for input chemical products used at their facilities by using ZDHC Gateway – a database of commercial chemical products that conform to ZDHC MRSL based on ZDHC approved third party certifications.

A set of complementary guidelines helps suppliers to improve their sustainable chemical management for ZDHC MRSL conformance.

- [InCheck Solutions](#) explains each solution and how it can be implemented.
- [Performance InCheck Guidelines](#) set out how to generate ZDHC Performance InCheck Reports and can be downloaded from our website www.roadmaptozero.com/input. These Guidelines set out the process for generating Performance InCheck Reports.
- Verified InCheck – Level 1 explains how approved verifiers, brands and facilities can implement this process.
- Verified InCheck – Level 2 (not yet available) explains how approved verifiers, brands and facilities can implement this process.

Key stakeholders for Verified InCheck – Level 1 are:

- Suppliers using InCheck Solutions to continuously improve the MRSL conformance of their chemical inventory.
- Approved verifiers who will perform the onsite checks for verified InCheck Solutions.
- Brands using InCheck Solutions to check the progress of their supply chain on the journey towards an MRSL conformant chemical inventory.
- Chemical suppliers providing the MRSL conformant chemicals and having their products transparent on the ZDHC Gateway.

The second part of this document will detail the process for suppliers and approved verifiers.

2.0 ZDHC Verified InCheck – Level 1

A ZDHC Performance InCheck Report is based on the chemical inventory as uploaded by a supplier via a third party solution provider platform approved by ZDHC. The quality of the Performance InCheck Report depends on the accuracy and completeness of the chemical inventory uploaded by the supplier. The inventory uploaded by a supplier and used to generate a Performance InCheck Report is not reviewed, approved, checked, verified, or evaluated by ZDHC or any third party.

This is why ZDHC has extended [InCheck Solutions](#) to include a verification component. This document will cover Verified InCheck – Level 1.

The objective of a Verified InCheck – Level 1 is to:

- Review the overall completeness and accuracy of the chemical products in a supplier's chemical inventory with those published in the ZDHC Gateway – Chemical Module.
- Enhance confidence in the Performance InCheck Reports generated by a supplier.

With these Guidelines, ZDHC is clarifying terminology in connection with the evolution of the range of InCheck Solutions.

The process prescribed in these Guidelines:

- Is not a full line-by-line verification process but an interim review process which is predominantly based on a 'spot check' methodology.
- Does not create a score that can be used to grade or assess suppliers, for example, suppliers cannot be categorised as conformant to ZDHC MRSL or not.

The objective is simply to review and evaluate individual chemical products in a supplier's chemical inventory against those used to generate Performance InCheck Reports published on the ZDHC Gateway – Chemical Module, and their certifications for ZDHC MRSL (conformance levels).

InCheck Solutions can be used for all suppliers who use and store chemical products onsite. The type of products that a supplier needs to list on the chemical inventory is mentioned for the Performance InCheck is in the Performance InCheck Guidelines.

2.1 Verified InCheck – Level 1: High Level Process



A check mark on the ZDHC Gateway indicates that a supplier has obtained a Verified InCheck – Level 1. The process does not generate a report, but the check mark confirms the results from the review are at least 80%.

Verified InCheck – Level 1 indicates that the chemical inventory uploaded by a supplier and used to create the Performance InCheck Report is mostly accurate and correct. We recommend that suppliers undertake the Verified InCheck – Level 1 process annually.

This process includes an onsite review carried out by a ZDHC-approved verifier, who can be:

- A third party organisation
- Competent second party individuals such as a brand representative

The Verified InCheck – Level 1² process is:

- Supplier generates three Performance InCheck Reports³ for each of the three consecutive months, or each of the previous quarters⁴, before the process begins.
- Supplier contacts and appoints a ZDHC-approved verifier listed on the [Implementation HUB](#).
- The approved verifier announces an onsite visit to the supplier and conducts the review according to the process outlined in this document.
- The approved verifier completes the review process and prepares the Verified InCheck – Level 1 Findings document.
 - o A successful review is a total score of 80% or more for the parameters and an unsuccessful review is a total score of less than 80% for the parameters.
 - o Whether the review process is successful or unsuccessful the approved verifier mails the Verified InCheck – Level 1 Findings document to ZDHC customer support team.
 - o After a successful review process, the ZDHC Customer support team – on receiving the Findings document – check marks the supplier's account in the ZDHC Gateway – Chemical Module to demonstrate that a Verified InCheck – Level 1 has been successfully completed and informs the approved verifier
 - o After an unsuccessful review process, the reviewer advises the supplier to repeat the process, which the supplier may choose to do at a later date
- Supplier logs into ZDHC Gateway account and confirms using the check mark for Verified InCheck – Level 1 in the profile page. In this way a brand connected in the ZDHC Gateway to the supplier can see a check mark in the supplier's profile.

² Not a detailed line-by-line verification of the chemical inventory at the supplier.

³ These InCheck reports must be made with the same inventory type.

⁴ For a Verified InCheck – Level 1 to commence, the Performance InCheck reports must be done either in three consecutive months or in three consecutive quarters.

2.2 Verified InCheck – Level 1: Verification Process

The onsite Verified InCheck – Level 1 process is based on the chemical inventory uploads used to generate a Performance InCheck Report and is conducted by a ZDHC-approved verifier based on a process of randomised parameters.

The methodology used for the onsite review depends on the size of the facility's chemical inventory uploaded for Performance InCheck Reports, as used in all three consecutive reports.

Type 1 Process is used when the chemical inventory is less than (<) 30 chemical products.

Type 2 Process is used when the chemical inventory is equal to or greater than (≥) 30 chemical products.

Before the site visit by the approved verifier, the supplier must download the chemical inventory details of the past three reports (longest time frame allowed between reports is two months) from their ZDHC Gateway account and send it to the reviewer.

Type 1 Process – Chemical inventory less than 30 chemical products

The approved verifier reviews the chemical inventories shared by the supplier of each of the past three Performance InCheck Reports⁵ and conducts the Type 1 review only if the number of chemical products is less than 30 in each of the three reports. The approved verifier checks all the chemical products listed in the chemical inventory of the Performance InCheck Report that has the most chemical products listed. This means that if report one has 17 chemical products listed, report two has 25 chemical products listed and report three has 26 chemical products listed, the approved verifier should check all chemical products onsite that are listed in report three.

Table 1: Parameter for Type 1 Verified InCheck – Level 1

Check parameter for Type 1 inventory < 30 chemical products	Confirmation Source	Total Points	Total Confirmed
All chemical products in the inventory details uploaded by a supplier for Performance InCheck (PIC) are present at the site’s main stores or sub-stores. In case a chemical product is not onsite, there should be documented proof that it has been used in the facility that month (for usage type inventory) or purchased that month (for delivery type inventory).	1. Inventory shared by supplier of each of the past three reports 2. Main/sub chemical store 3. Check documents related to purchase/ delivery/use of chemical	1 chemical = 1 point	
	% Score = (Total confirmed/Total points) x 100		

A score of 80% or more means that the review is successful.

A deviation of 20% is allowed against observed data.

⁵ Please note previous requirements of these reports, eg either monthly or quarterly, and always with the same inventory type and timeframe.

Type 2 Process – Chemical inventory equal to or greater than 30 chemical products

Type 2 Process should be followed when one or all of the Performance InCheck Reports have 30 or more chemical products listed on the chemical inventory. The process of selecting chemical products to check is done differently from the Type 1 Process. Instead of selecting one of the chemical inventories uploaded by the supplier, the approved verifier will follow a checklist during a walk through at the facility.

The checklist assesses and evaluates the accuracy and completeness of the chemical inventory uploaded by a supplier for Performance InCheck Reports. The spot check confirms at random the chemical products uploaded by the supplier over the past three Performance InCheck Reports.

The approved verifier should input the points confirmed in each spot check parameter Type 2 Process, total the same (X) and then calculate the percentage score (X/30 x 100).

Type 2 Process is completed by applying the checklist below. For a more detailed description of what is expected from approved verifiers, see the appendices.

Table 2: Checklist for Type 2 Verified InCheck – Level 1

No.	Spot check parameters for Type 2 inventory ≥30 chemical products	Confirmation source	Total Points	Points Confirmed
1	Any 10 random chemical products selected from the inventory details uploaded by a supplier for Performance InCheck (PIC) for each of the past three reports are present at the site’s main stores or sub stores. In case a chemical product is not on site, there should be documented proof that it has been used in the facility that month (for usage type inventory) or purchased in those months (for delivery type inventory).	1. Inventory shared by supplier for PICs 2. Main/sub chemical store 3. Documents related to purchase/delivery/use of chemical	10	
2	Any five chemicals (other than commodity and sundry chemicals) randomly observed during walkthrough of the facility or checking of chemical-related documents are listed in the supplier’s inventory uploads.	Walkthrough of the chemical stores/ sub stores/ effluent treatment plant and/or check safety data sheet/ incoming chemical test report	5	
3	Any five chemicals (other than commodity and sundry chemicals) from purchase orders/ supplier contract/ bill of delivery period of the three reports are listed in the supplier’s inventory uploads of the past three months for PIC.	Check the purchase orders or supplier contracts or bill of delivery at purchase/stores department	5	
4	Any five chemicals (other than commodity chemicals) identified from recipe sheets from the production department are listed in the supplier’s inventory uploads during the timeframe of the three reports.	Check recipe sheet(s) at production department	5	
5	Any five chemical products (other than commodity and sundry chemicals) identified from the facility’s chemical inventory records for one particular month under consideration for the PIC are listed in that month’s inventory uploaded by the supplier for the PIC.	Check the ERP system/ register/ chemical ledger in purchase or stores department	5	
Total			30	
% Score (X/30 x100)				

A score of 80% or more means that the review is successful.

A deviation of 20% in the total score is allowed against observed data.

3.0 Criteria for Approved Verifiers

Any organisation that wants to become an approved verifier has to undergo an application process with the Implementation Hub before it can offer services. There are application requirements for organisations and individuals seeking to become third- and second-party verifiers.

- Third party verifiers: organisations that would like to provide Verified InCheck – Level 1 to any members of the industry.
- Second party verifiers: brands and retailers that would like to conduct Verified InCheck – Level 1 within their supply chain.

All approved verifiers require personal e-learning prior approval. For more information about the application process, criteria and fee, please visit www.implementation-hub.org.

	Third Party	Second Party
Organisational requirements	<ul style="list-style-type: none"> • Must be active in the field of auditing environmental or chemical management standards or quality inspections or consultancy in textile, apparel, leather or footwear manufacturing sector • Organisation must have at least three years' experience of technical consultancy, audits or verification services in the textile, apparel, footwear and/or leather industry • Must have multiple stable employees who meet the individual employee criteria requirements for verifiers • Must have implemented quality management systems in their organisation, preferably ISO 9001 • Must have a Code of Conduct and anti-bribery policy in place for all employees and contractors • Must have a policy on customer complaints and grievances • Must have professional liability insurance that covers the operation's business/operational needs • Preferably have systems in place to train and upgrade the technical and soft skills of employees • Preferably a provider of ZDHC solutions and platforms (for example, ZDHC Accredited Training Provider or ZDHC MRSL Certifiers etc) 	<ul style="list-style-type: none"> • The organisation must be a brand or retailer that is: <ul style="list-style-type: none"> o a ZDHC contributor or o a Friend of ZDHC • Must have a Code of Conduct and anti-bribery policy in place for all employees and contractors • Must have a sufficient number of stable employees who meet the individual employee criteria requirements for verifiers. • Must have implemented quality management systems in their organisation, preferably ISO 9001 • Must have a policy on handling complaints and grievances raised from the supply chain • Must have professional liability insurance that covers the operation's business / operational needs • Preferably have systems in place to train and upgrade the technical and soft skills of employees

3.0 Criteria for Approved Verifiers (continued)

	Third Party	Second Party
Individual Level	<ul style="list-style-type: none"> • Individuals must take ZDHC InCheck Verifier e-Learning on the ZDHC Academy and be certified <ul style="list-style-type: none"> ◦ Individual verifiers can take this course after the organisation has been approved ◦ Individuals are expected to renew the certification by taking refresher e-Learning • Have educational qualification in chemistry, chemical engineering, environmental science, environmental engineering, or textile or leather technology/chemistry • Must have knowledge of production processes in the textile, apparel, leather or footwear industry through work experience in these industries at the shop floor (two years minimum) • Have general knowledge of ZDHC Programme and the ZDHC Gateway • Be fluent in the local language of the country at a professional level. If English is the first language, the employee should speak and communicate in English at a professional level • Preferably have industry third party certifications (such as ISO 14001 Lead Auditor or SAC Higg Index Verifier or LWG Auditor) to demonstrate auditing or verification skills • Have good data management, analytical and computer skills • Good interpersonal skills 	<ul style="list-style-type: none"> • Individuals must take ZDHC InCheck Verifier e-Learning on the ZDHC Academy and be certified to meet the knowledge level <ul style="list-style-type: none"> ◦ Individual verifiers can take this course after the organisation has been approved ◦ Individuals are expected to renew the certification by taking refresher e-Learning • Individuals should have worked with the brand for at least three years • Individual must have a job responsibility in his organisation of auditing textile or leather manufacturing facilities for chemical /environment management systems or be responsible for ZDHC/Chemical Management implementation and monitoring at suppliers of the brand • Have educational qualification in chemistry, chemical engineering, environmental science, environmental engineering, or textile or leather technology/chemistry • Must have knowledge of production processes in the textile, apparel, leather or footwear industry through sufficient work experience in these industries at the shop floor (minimum two years) • Have general knowledge of ZDHC Programme and the ZDHC Gateway • Be fluent in the local language of the country in which the employee operates at a professional level. If English is the first language, the employee should speak and communicate in English at a professional level • Have good data management, analytical and computer skills • Good interpersonal skills

4.0 Verified InCheck - Level 1 Results

When the process has been completed, the approved verifier should:

- Prepare a Verified InCheck – Level 1 Findings document using the template in this document
- Email one copy of the completed Findings document to the ZDHC customer support team at gateway@zdhc.org and send a copy to the supplier contact. The subject line of this email should be 'Verified InCheck – Level 1 Findings document – name of supplier organisation – ZDHC AID of supplier'
- Outline in the body of the email whether the Verified InCheck – Level 1 is successful or unsuccessful according to the criteria below:

Total review score ≥ 80%	Total review score < 80%
Supplier has a successful Verified InCheck – Level 1	Supplier has an unsuccessful Verified InCheck – Level 1

- Give one copy of the Verified InCheck – Level 1 Findings document (supplier copy) to the supplier and retain one copy for internal records (approved verified copy)

Following a successful Level 1 verification, the ZDHC customer support team inserts a check mark in the supplier's profile in the ZDHC Gateway account and informs the approved verifier that this has been done. This check mark will be visible in the grid profile of the supplier's profile on the ZDHC Gateway.



Brands that are connected with the supplier on the ZDHC Gateway can view this check mark logo in the supplier grid profile, establishing credibility to the Performance InCheck reports generated by that supplier.

In the event of a Findings document in which the supplier is 'unsuccessful', the supplier needs to generate Performance InCheck Reports by uploading inventory details. After this the onsite review can be repeated by the supplier. On successful completion of the same, the supplier can be 'flagged' for Verified InCheck – Level 1 in their supplier profile on the ZDHC Gateway.

Appendix A

Verified InCheck – Level 1 Findings Document Template

Verified InCheck – Level 1 Findings			
Name of approved verifier		Certificate ID	
Organisation name of approved verifier		ZDHC AID of Supplier	
Name of Supplier organisation			
Address of Supplier facility where onsite review was conducted			
Date of on-site review		Internal report reference number	
Verification results			
Type 1: chemical inventory less than 30 chemical products			
Check parameter	Max. points (A)	Points scored (B)	
All chemical products in the inventory details uploaded by a supplier for Performance InCheck are present at the site's main stores or sub-stores, or used in the month under consideration			
% Score (B/A x100)			
Type 2: chemical inventory equal to or greater than 30 chemical products			
Check parameter	Max. points (A)	Points scored (B)	
Any 10 random chemicals selected from the inventory details uploaded by a supplier for Performance InCheck (PIC) of past three reports are validated during the site review	10		

Any five chemicals (other than commodity and sundry chemicals) randomly selected during walkthrough of the facility are listed in the Supplier's PIC inventory of past three reports	5	
Any five chemicals (other than commodity and sundry chemicals) listed in purchase orders/ supplier contract/ bill of delivery period of the past three reports are listed in the supplier's PIC inventory of past three reports	5	
Any five chemicals (other than commodity chemicals) identified from recipe sheets from production department are listed in the supplier's PIC inventory of past three reports	5	
Any five chemical products (other than commodity and sundry chemicals) identified from the facility's chemical inventory records for a particular month are listed in that month's PIC inventory uploaded by the supplier	5	
Total points scored	30	
% Score[(Total Points Scored/30)x100]		
Outcome of review (Please tick box below, based on the total score obtained)		
<input type="checkbox"/> Supplier has successfully completed the Performance InCheck third party review (score ≥ 80%)		
<input type="checkbox"/> Supplier needs to repeat the onsite review after a minimum of three months (score < 80%)		
Signature of reviewer:		
Full name of reviewer:		
<input type="checkbox"/> ZDHC Copy	<input type="checkbox"/> Supplier Copy	<input type="checkbox"/> Reviewer Copy

Appendix B

Preparation Checklist for Approved Verifiers

1. Request a copy of the inventory details uploaded by the supplier for the three Performance InCheck Reports for the selected period (either three consecutive months or maximum three quarters) and carry a hard or soft copy of this list for the site visit. Supplier will download these details from the ZDHC Gateway account for each month.
2. Determine the supplier's inventory size based on the list for each Performance InCheck report and plan the site review based on the Type 1 or 2 inventory.
3. Use the inventory list to select the chemicals to be verified for Spot Check 1 for Type 2 size of inventory before the visit, so that different processes and types of chemicals are represented in the random sampling.
4. Request a site map of the facility before the visit, with the location of all chemical stores clearly indicated/highlighted. The map should outline all production processes in the facility.
5. Brief the supplier about document requirements (including availability of safety data sheets (SDS), recipe sheets, inventory registers) for the review, before the site visit.
6. Ensure objective verification of the check parameters through review of documents, records and physical identification of each chemical name through labels on the chemical drum, SDS and other relevant documents. In some cases, confirmation of the chemical name could be a challenge due to differences in local language and product names in the ZDHC Gateway. In such cases, the approved verifier may use discretion to evaluate the confirmation.
7. Select chemical products for the check parameters (for Type 2 process chemical inventory) so they do not overlap and are distinctive.
8. Do not consider free samples or rejected/expired goods lying at the store or in the facility for the Type 2.
9. Take photos, scans or hard copies of documents and chemical labels, or any other proof during the onsite exercise (after permission from the facility) and retain for internal records and future reference only. These documents are not required to be submitted to ZDHC customer support.

Appendix C

Onsite process for Type 2

Approved verifier actions for each spot check parameter

Spot Check 1: Chemical inventory upload check

- Check the chemical inventory details uploaded by the supplier for each of the three Performance InCheck Reports from the pre-verification shared by the supplier and select any 10 chemicals randomly from the inventory which are distinct from each other (not repeated) to cover the full range of formulations (dyes/pigments/pre-treatment, dyeing, printing auxiliaries/finishing chemicals) as well as substrates being processed at the facility to the maximum possible extent.
- During the site visit, check whether these 10 chemicals are stored or present onsite by crosschecking or referencing the chemical name with the label on the chemical container. In case of discrepancy with label name or any other issue, crosscheck other documents such as SDS or purchase order to confirm the chemical name.
- If the chemical has been used up and is not in stock at the time of the site visit, confirm the delivery/usage in the previous month through other documents, such as purchase order or production recipe sheet.
- For each chemical confirmed, award one point and write the total confirmed points out of a maximum 10.

Spot Check 2: Facility production and chemical store check

- Walk through the facility's production and chemical store areas referring to the facility site map.
- During the walkthrough, note down names of any five chemicals from the labels on chemical containers present onsite.
- Chemical names can also be included by reviewing the SDS file kept in the store or production area and noting down some chemical names at random.
- Ensure that these five chemicals are different from the 10 chemicals selected for Spot Check 1.
- Check whether the chemicals noted during walkthrough (and/or from SDS) are listed in any of the inventory details shared by the supplier.
- For each chemical confirmed, award one point and write the total confirmed points out of a maximum five.

Appendix C

Onsite process for Type 2 (continued)

Spot Check 3: Purchase order check

- Visit the purchase department and examine the purchase orders issued over the selected period for the procurement of chemicals. Alternative or additional documents that can be checked are bills of delivery and supplier contracts.
- Purchase orders should be relevant only to the selected period under consideration for the Performance InCheck inventory upload.
- Note down any five chemical products from the relevant selected purchase orders at random.
- Ensure that these five chemicals are different and distinct from the chemicals selected for Spot Check 1 and Spot Check 2.
- Check whether these five chemicals are listed in the selected period of the shared inventory by the supplier for Performance InCheck Reports.
- For each chemical confirmed, award one point and write the total confirmed points out of a maximum five.

Spot Check 4: Production check

- Visit the production department and examine some recipe sheets or job cards or batch cards or indent slips from production department to purchase department issued over the selected period for documenting the chemicals and process used in the production of final articles.
- Recipe sheets and job cards should be relevant only to the selected period under consideration for the Performance InCheck inventory upload.
- Note down any five chemical products from these recipe sheets, job cards, batch cards at random.
- Ensure that these five chemicals are different from the chemicals selected for Spot Check 1, Spot Check 2 and Spot Check 3.
- Check whether these five chemicals are listed in the selected period of the shared inventory by the supplier.
- For each chemical confirmed, award one point and write the total confirmed points out of a maximum five.

Appendix C

Onsite process for Type 2 (continued)

Spot Check 5: Purchase store check

- Visit the purchase or store department and check how the facility maintains chemical inventory details (enterprise resource planning system, ledger, stock book, register).
- Note down any random five chemical products from the chemical inventory records maintained by the facility for the selected period (enterprise resource planning system, ledger, stock book, register).
- Ensure these five chemicals are different from the chemicals selected for Spot Check 1, Spot Check 2, Spot Check 3 and Spot Check 4.
- Check whether these five chemicals are listed in the selected period of the shared inventory by the supplier.
- For each chemical confirmed, award one point and write the total confirmed points out of a maximum five.

Glossary Of Important Terms Used In The Document

Please visit our [Knowledge Base Glossary](#) for more information.