Cradle to Cradle Certified® Manufacturing Facility Site Visit Verification

Requirements and What to Expect

Site Visit Verification Requirement

For a product or product group to be certified to the Cradle to Cradle Certified Product Standard, one or more final manufacturing facility site visits must be conducted to verify that the standard requirements have been met. The product, a representative product (for product groups), or a similar product (i.e., with similar inputs and manufacturing processes), must be on the production line(s) during the site visit(s).

Type of Site Visit

On-site/in person site visits are required when a product is first certified to Version 4.1 of the Cradle to Cradle Certified Product Standard (Full Scope). For C2C Certified Material Health, C2C Certified Circularity, and for recertification, remote site visit verification is allowed in some cases. For additional information regarding allowable site visit type and required locations please refer to the Addendum to the User Guidance – Final Manufacturing Facility Site Visit (Section 13, Appendix 1, effective 14 November 2024).

Prior to the Site Visit

- Your assessor will arrange to conduct the site visit verification on a mutually agreed upon day and time when the necessary facility representatives are available.
- A complete site map or diagram showing the site's layout will be requested to facilitate site visit planning.
- The assessor will request and review applicable documentation (e.g., bill of materials, energy and water data, emissions and discharge permits, process flow diagram).
- A site visit plan will be provided listing the required site visit topics, activities, and durations.
- If a remote site visit will be conducted, the assessor may request a call in advance of the site visit to test the video platform and internet connectivity to ensure that the facility has the necessary technical and operational capacity.

During the Site Visit

- The assessor will verify the bill of materials, exposure controls, energy use and emissions, water and waste flows, and other key points (as applicable to the certification and desired achievement level). To do so, the assessor must observe all areas of the plant involved in manufacturing the product(s), from material intake and storage through to packaging (including all final manufacturing stage processes).
- To facilitate the process, the assessor needs to meet with one or more facility representatives with knowledge of sourcing practices and material inputs, product manufacturing processes, energy, water and waste flow, and (if requested) key social fairness topics.
- The assessor will take appropriate evidence (e.g., photos and notes) and ask questions to support the assessment. Questions may be asked about process times, process temperatures, pollution controls, personal protective equipment, etc.
- Facility representatives are responsible for providing full access to the site, workers, and necessary documentation as requested by the assessor during the site visit.
- If a remote site visit is conducted, the assessor will request that the facility representative(s) capture the necessary evidence (e.g., photos). Internet availability must be uninterrupted and of high quality during the entire visit. In case of poor internet quality, remote site visits will be rescheduled.

After the Site Visit

- The assessor will prepare and provide a Site Visit Verification report to the applicant documenting their findings, observations, and required optimizations and corrective actions.
- Applicants should review the Site Visit Verification report and take appropriate actions as follows:
    - Immediately address any severe risks, hazards, or non-compliance issues identified during the site visit. Recommended timelines for implementing corrective actions will be included in the Site Visit Verification report.
    - Develop Corrective Action Plans (CAPs) to rectify any deficiencies or areas of improvement highlighted in the report.
    - Monitor the implementation of the CAPs to assess the facility's progress in addressing the identified issue. Quarterly monitoring is recommended to ensure complete remediation.
    - Communicate the issues/findings and CAPs to relevant stakeholders (if necessary) to ensure their implementation. The applicant should engage with its suppliers (if applicable) to monitor the implementation of the CAP.
- For any issue(s) identified during the site visit verification that would prohibit the product from being certified at the desired achievement level, facility representative(s) must provide documentation demonstrating the issue has been remediated before the product may be certified.

Manufacturing Facility Site Visit Verification Plan

Administrative Information *(Note: This is an example. The assessor will replace this with applicant and site specific information.)*

Applicant	
Applicant Company Name:	ABC Textiles Ltd.
Final Manufacturing Stage Facility	
Facility Company Name (if different from applicant)	-
Facility Name:	ABC Textiles Manufacturing Unit
Facility Location (Address):	123 Greenway Blvd, Sustainability City, 45678
Facility Location (Coordinates)	40.7128° N, 74.0060° W
Final Manufacturing Stage (FMS) Processes Conducted:	Dyeing, Finishing, Cutting, Sewing, Quality Control, Packaging
Facility Company Representative(s) Present at Site Visit (Names, Titles):	John Doe, Plant Manager (PM); Jane Smith, Sustainability Manager (SM); Steve Smith, Quality Control Manager (QCM), Joe Roots, Human Resources Manager (HR)
Product Information	
Product or Product Group Name(s):	Cotton T-Shirts
Assessment Body Conducting the Site Visit	
Company Name:	XYZ Assessment Body
Individual(s) Conducting the Site Visit:	Alice Johnson, Lead Assessor (A); Bob Brown, Assessor (B)
Other Administrative Information	
Desired Certificate(s) (i.e. Full Scope, Material Health, and/or Circularity):	Full Scope
Desired Achievement Levels (i.e., Bronze, Silver, Gold, or Platinum):	Gold
Type of Site Visit (on-site/in person or remote):	On-site/in person
Start Date of Site Visit/ Time:	10 April 2025/ 9:00
End Date of Site Visit/ Time:	10 April 2025/ 17:00

Site Visit Plan for Facility Named Above *(Note: This is an example. The assessor will replace it with site specific information).*

Site Visit Duration From	To	Cradle to Cradle Certified Category	Activities	Assessor Name	Facility Company Representative
Date: 10 April 2025					
9:00	9:30		Introduction and opening meeting	A, B	All responsible persons
9:30	12:30	All categories	Tour of production unit (material intake, storage, FMS processes)	A, B	PM, SM, QCM
12:30	13:30		Lunch		
13:30	14:30	All categories	Tour of production unit continued		PM, SM, QCM
14:30	15:00	CA&CP	Tour of power generation system		PM, SM
15:00	15:30	W&SS	Tour of Effluent Treatment Plant (ETP)	A, B	PM, SM
15:30	16:30	MH, PC, SF	Check of open questions, document review	A, B	SM. HR
16:30	17:00		Closing meeting, summarize findings	A, B	All responsible persons
Date:					

Distribution List: Facility company representative(s) for the final manufacturing stage facility, and for Material Health (MH), Product Circularity (PC), Clean Air & Climate Protection (CA&CP), Water & Soil Stewardship (W&SS), and Social Fairness (SF) requirements.