

December 18, 2025

COUNTRY OF ORIGIN VERIFICATION DOCUMENTATION

- 1. Garment purchase order(s).**
- 2. Processing Flow Chart** – Provide a detailed flow chart illustrating the relationship between all companies involved in the supply of raw materials, cutting, sewing and final assembly of the final garments.
- 3. Records demonstrating that the raw materials (e.g., fabric or yarn, trim, accessories, etc.) were obtained by the factory and were available for production.**
 - a. Fabric or yarn purchase orders, if applicable.
 - b. Fabric or yarn invoices.
 - c. Trim or accessory purchase orders, if applicable.
 - d. Trim or accessory invoices.
 - e. Bills of lading, transport documentation and packing lists showing the transportation of the fabric or yarn to the point of cutting or knitting.
 - f. Fabric or yarn receiving reports at the point of receipt by the cutter or manufacturer. (Ideally, these should indicate the manufacturer/cutter's name and location, date of receipt. These reports should reference the purchase order number, lot number, quantity, (e.g., number of rolls), color, and style number of the fabric or yarn.)
 - g. Average fabric consumption per garment (for each style)
 - h. Customs clearance documents for the raw materials.
 - i. Records of payment by the factory to the raw material suppliers.
- 4. Cutting Records for products assembled from cut components.**
 - a. The cutting records must be records maintained by the cutting section covering the entire cutting production run with respect to the merchandise in question. These must be actual records, not just a computerized summary (which is often used for cost reimbursement).
 - b. These records must include individual workers' daily cutting tickets pertaining to the production run of the requested styles. (Ideally, these records should indicate the cutter's name and location, date, and be initialed or signed by a manager or supervisor. These should reference the color, purchase order number, lot or style number of the fabric and the style number of the garment being cut.)
 - c. Provide Transport Records:
 1. If the cut or knit components were transported, bills of lading, transport documentation and packing lists showing the transportation of the cut fabric to the point of production are required.
 2. Receiving reports at the point of receipt by the assembler/manufacturer of the cut components are also required.
- 5. Complete list of assembly (sewing) steps** with descriptions and corresponding “piece rate” if applicable. Also provide the average fabric consumption per garment (for each style).
- 6. Sewing/knitting reports and/or tickets** prepared by the assembler of the garments. The sewing records should be records maintained by the sewing sections, not computerized summaries. Sewing tickets should be provided. (Ideally, these reports should indicate the assembler's name and location and be initialed or signed

by a manager or supervisor. The reports should reference the color, purchase order number, lot or style number of the fabric and the style number of the garment being assembled.)

7. **Employee time cards and corresponding payment records** to demonstrate that the employees identified above were actually working during the time period.
8. **Production Machines** – Provide a listing of the number of, and types of, machines available for, and used in, the actual production
9. **In-line and final inspection reports.** (Preferably, these should indicate the manufacturer/assembler's name and location, date of inspection, and be initialed or signed by an independent inspector and/or a factory manager or supervisor. These should reference the purchase order number, color, and style number of the garment being assembled.).
10. **Subcontracts** - If part or all of the production work is subcontracted, the subcontracted operations should be verified to prove that the goods were produced in the claimed country of origin.
 - a. The document requirements are the same as in sections 2 through 7 above.
 - b. Transfer documents to the shipper or primary contractor and proof of payment by the shipper or primary contractor for the work done.
11. **Outward Processing Arrangements (OPA)** – If a portion of the processing or operations were conducted in a second country, then proof of the production processes in the second country should be required:
 - a. Transfer of the goods.
 - i. Export of the raw material, components, subassemblies or finished goods for processing.
 - ii. Re-importation of the goods after processing.
 - b. Description of processing in each country.
12. **Factory Profile(s)** of the factories where the production occurred.
13. **If the goods were transported from the country of production to the country of export:** Bills of lading, transport documentation and packing lists showing the transportation of the completed garment to the point of export.
14. **Bills of lading, transport documentation, packing lists and associated export documentation** showing the transportation of the garments from the point of export to the United States and demonstrating that the goods purported to be produced by the factory were the ones actually exported.
15. **Proof of Payment** for the finished garments: e.g., letter of credit and/or proof of payment records from the U.S. purchaser.

**** TO FACILITATE THE PROCESS OF REVIEWING THE DOCUMENTS,
ALL DOCUMENTATION NOT IN ENGLISH MUST BE TRANSLATED TO ENGLISH AND VENDORS
MUST PROVIDE ONE SET OF ORIGINALS AND ONE SET OF COPIES, BOTH IN ORDERLY
FASHION****