

**HOUSE OF FRASER**

**QUALITY ASSURANCE  
PROCEDURES**

**HOME**

## **GUIDANCE NOTES**

**This document must be read in conjunction with the House of Fraser Supplier Manual, a copy of which you have already received. If any provision of this document is inconsistent/conflicts with the Supplier Manual, the Supplier Manual prevails.**

**This document focuses on the Quality Assurance cycle incorporating the Buying function to facilitate a smooth transition from product development to production. Other support functions such as Logistics and Supply Chain have been mentioned briefly, you are required to read the relevant sections in the supplier manual**

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## 1. Buying Cycle

The buying cycle describes the process House of Fraser applies to selecting and buying merchandise.

## 2. The Quality Assurance (QA) Process / House of Fraser Quality Policy - Generic to all areas

The QA procedures have been designed to control the quality of goods supplied to House of Fraser and will ensure that the merchandise detailed on the order is delivered to the correct specification at the right time. The QA procedures include the following:-

- a. Work Books
- b. Sample Requirements
- c. Fabric/Fabrication and Colour Approval Procedures
- d. Testing Procedures
- e. Good Working Practices
- f. Factory Evaluations
- g. Ethical Sourcing Policy (ESP)
- h. Timber Sourcing Policy (TSP)
- i. Restricted Substances Policy & REACH (RSP)

## 3. Labelling and Packaging Specifications

Generic to all areas

You are required to refer to the specific labelling product section for the correct label references and positioning. The list below includes all the labels and packaging developed specifically for the ranges and must be used and applied as stipulated.

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# Section 1

## **BUYING CYCLE**

## 1. Buying Cycle

The buying cycle describes the process House of Fraser applies to selecting and buying merchandise

### Strategy and Range Planning

Carried out by the buying and merchandise teams to plan the number of options, depth of buy and sourcing strategy

### Product Development

Buyer defines the trend, colour palette, fabric/fabrication of the range and briefs the suppliers. Suppliers send samples, with prices, delivery dates and alternative options for evaluation by the buying team.

Suppliers must aim to get the sample 'right first time' to ensure critical path dates are met.

### Quality Assurance

HoF Private Label/House Brands (Products in dedicated HoF Private Label / House Brand Livery)

Product evaluation, [risk assessment](#) and product approval by the technologist to ensure compliance to HoF quality standards, EU and UK Regulations, British and European Standards and all Good Working Practice codes.

Quality Assurance procedures are applied from the development stage through to delivery of product to stores for all House of Fraser Private Labels / House Brands.

Suppliers shall provide copies of all test reports to the technologist before Gold Seal approval.

[Test reports must be from approved accredited \(UKAS, HKAS or similar\) test laboratories under mutual agreement in accordance with the International Laboratory Accreditation Cooperation and be no more than 12 months old.](#)

### Supplier Brands

Quality Assurance and product approval for Supplier Brands is the responsibility of the Supplier.

[The Supplier will provide a Seasonal Declaration of Conformity to the Buyer. This must be on company headed paper and list the Brand products supplied and all relevant UK and European legislations, regulations, standards and directives applicable. House of Fraser reserves the right to request test reports as and when necessary.](#)

### Order Confirmation

After selection, the buying teams send a purchase order to the supplier confirming style details, quantity, price, delivery and article number. The supplier must confirm back to the buyer agreed details and deadlines (Critical Path).

Suppliers are responsible for ordering all brand labels, Kimball's and tickets

### New Suppliers

- Agree payment (settlement) terms
- Agree method and cost of supply
- Supplier Account opened
- Supplier Self Evaluation Completed
- Supplier Manual sent to the supplier
- Instructions on ordering tickets, Kimball's, labels etc

### Critical Path

The supplier must maintain a comprehensive and up to date critical path on all orders. The deadlines for each activity must be adhered to and slippages are not an acceptable reason for delayed deliveries.

### Delivery

On approval of the finished product, the supplier will receive written confirmation from the buying teams authorising the delivery to HoF.

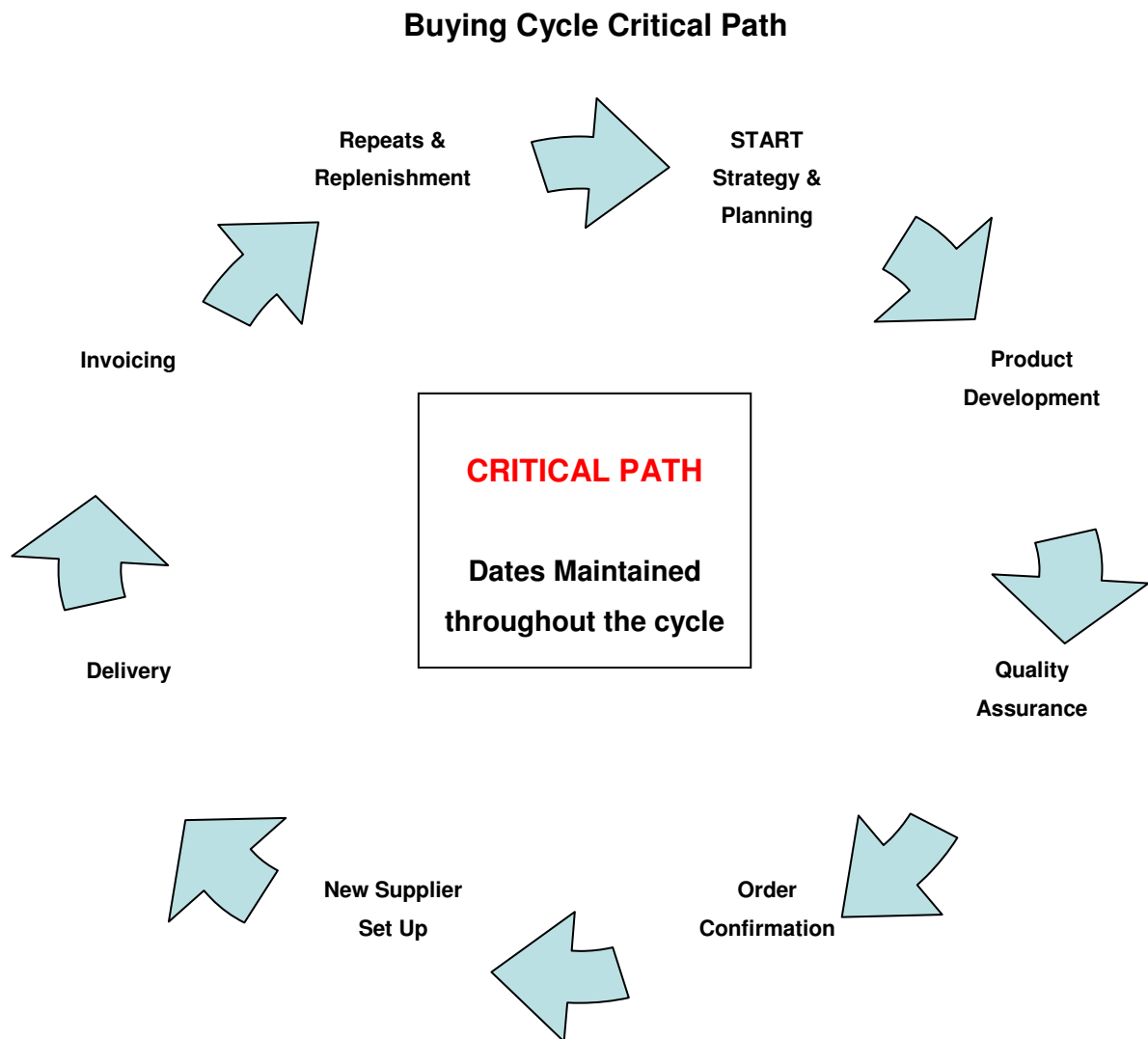
All goods delivered must comply with HoF's packaging specifications as detailed in the Supplier Manual

### Invoice

Invoices will be processed for payment as soon as received and payment will be made according to the GRN date (date goods received) and the payment terms agreed.

### Repeats and Replenishment Orders

Repeats and replenishment orders will be raised by the merchandising teams and sent directly to the supplier.



## Section 2

# **The Quality Assurance (QA) Process**

## 2. Quality Assurance Process

### The House of Fraser Quality Policy

It is essential that the Quality Assurance procedures described in this section are understood and consistently applied. The procedures have been designed to control the quality of goods available in House of Fraser stores and will ensure that the merchandise detailed on the order is delivered to the correct specification at the right time.

The quality assurance policy for House of Fraser is to offer a standard and consistent approach to quality.

Suppliers must operate a quality assurance system, based on ISO9001, that ensures all merchandise;-

- Is manufactured in accordance with all relevant safety standards and good manufacturing practice.
- Is risk assessed for safety and compliance with all relevant standards.
- Subcontracted manufacturing is checked, audited and inspected on an ongoing basis
- Is fit for purpose
- Is of a satisfactory and consistent quality
- Is safe when used in its intended and foreseeable manner
- Conforms to all relevant legal requirements

All suppliers must take ownership for providing a quality assured service as part of their trading agreement. Suppliers are required to read and fully understand the **Terms and Conditions of Purchase**, which you will have received at the commencement of your supplying House of Fraser.

Suppliers must ensure all members of staff fully understand the requirements set out in this manual.

By supplying House of Fraser you are confirming that you understand and accept our Terms and Conditions of Purchase which require you to comply with all the Quality Assurance procedures as set out in this pack.

### a. Work Books (Product Appraisal Form)

As part of our Quality Assurance procedure, Suppliers of Brand products are responsible for ensuring the quality and technical compliance with British and European Safety Standards, Regulations and Directives and shall provide a Declaration of Conformity to the Buyer.

Suppliers of House of Fraser Own Label and Exclusive Products are required to submit samples for assessments and approvals, in accordance with the relevant Work Book(s). These must be completed by the supplier and emailed to the technologist before Submitting samples.

The information contained in the workbook is as follows:-

1. **Product Appraisal Sheet** (States Legal and Product Standards, Test Requirements and Approval)
2. **Comment sheet** (Red/Silver pre-production Seal Including Product Dimensions, Labelling etc)
3. **Gold Sheet** (Confirms approval or rejection of production sample)

### b. Sample Requirements

The following sealing sample requirements are mandatory for all own label suppliers, however in some instances where the products are bulky and or difficult to transport, a clear colour photograph will be accepted.

Note: This will be agreed at the beginning of product development

### **i. Buying sample**

All buying samples submitted to House of Fraser must be clearly labelled with the following:-

- The product description
- The supplier's company name
- The supplier's style number
- The fabrication quality details and finishes
- The size/dimensions of the product

### **ii. Red Seal - Buying Sample**

To minimise unnecessary sampling, we will use the buying sample (where possible) as a red seal (first sample stage). The product is evaluated for safety, construction, quality, dimensions and Regulatory compliance. There are three outcomes to this assessment;

- Where major amendments or changes are required, a further **red** seal sample will be requested.
- If minor changes are made, the sample will be approved and a **silver** seal may be requested.
- Where no or minimal changes are made, the sample will be approved, authorising you to go to production. You will then be required to submit **gold** seal samples.
- All comments are e-mailed to you by the Buyer or Technologist.

Suppliers must ensure that:-

- Samples are made in the correct quality fabrication/fabric, components and trims. Where this is not possible, suppliers must indicate the discrepancy on the sample.
- Samples are labelled with the supplier's style number, HoF reference, and fabrication/fabric quality details and finishes.
- Product dimensions/size is specified.
- [Where products are hand crafted and subject to variance, then supplies must agree acceptable tolerances with the Buyer and Technologist during initial sample submissions.](#)

Test reports must be submitted once the Red Seal sample is approved and the order placed.

### **iii. Silver Seal Samples**

Silver seal samples are required if the initial product is not approved to go to production.

The samples must:-

- Be correctly identified with; the HoF reference, fabric/fabrication reference, dimensions, supplier name and supplier reference.
- Be in the correct fabrication, components and trims.
- Have correct fabrication quality details and finishes.

The buying department will keep one sample and the other sample will be made available for collection.

### **iv. Gold Seal - Production samples**

Goods must not be delivered or shipped without Gold seal approval by the Buyer and the Technologist.

Gold seals must be received by the buying department a minimum of 7 days prior to delivery into Exel for Direct imports, 7 days prior to delivery into the NDC for landed, and UK manufactured goods. The gold seal samples must-

- Be representative of bulk.
- Have the correct pre retailing details (including point of sale packaging) branded label, care label etc.
- The article number must be included on the care label
- Ensure co-ordinates are submitted together.
- Submit, samples representing each colour, size & design where two or more colours have been ordered.

**Note: A minimum of 2 samples (of each colourway, size, variation) must be sent, on approval the Buying department will keep one sample for reference and the other Gold Seal labelled and returned to the supplier. Where the product is bulky and/or expensive a single sample may be accepted by the Buyer as agreed at the development stage.**

**Note: In exceptional circumstances a photograph of the sample may be accepted. This will be agreed at the development stage.**

**Note: Any additional samples required for press and marketing purposes or for quality approval will be requested by the Buyer as necessary.**

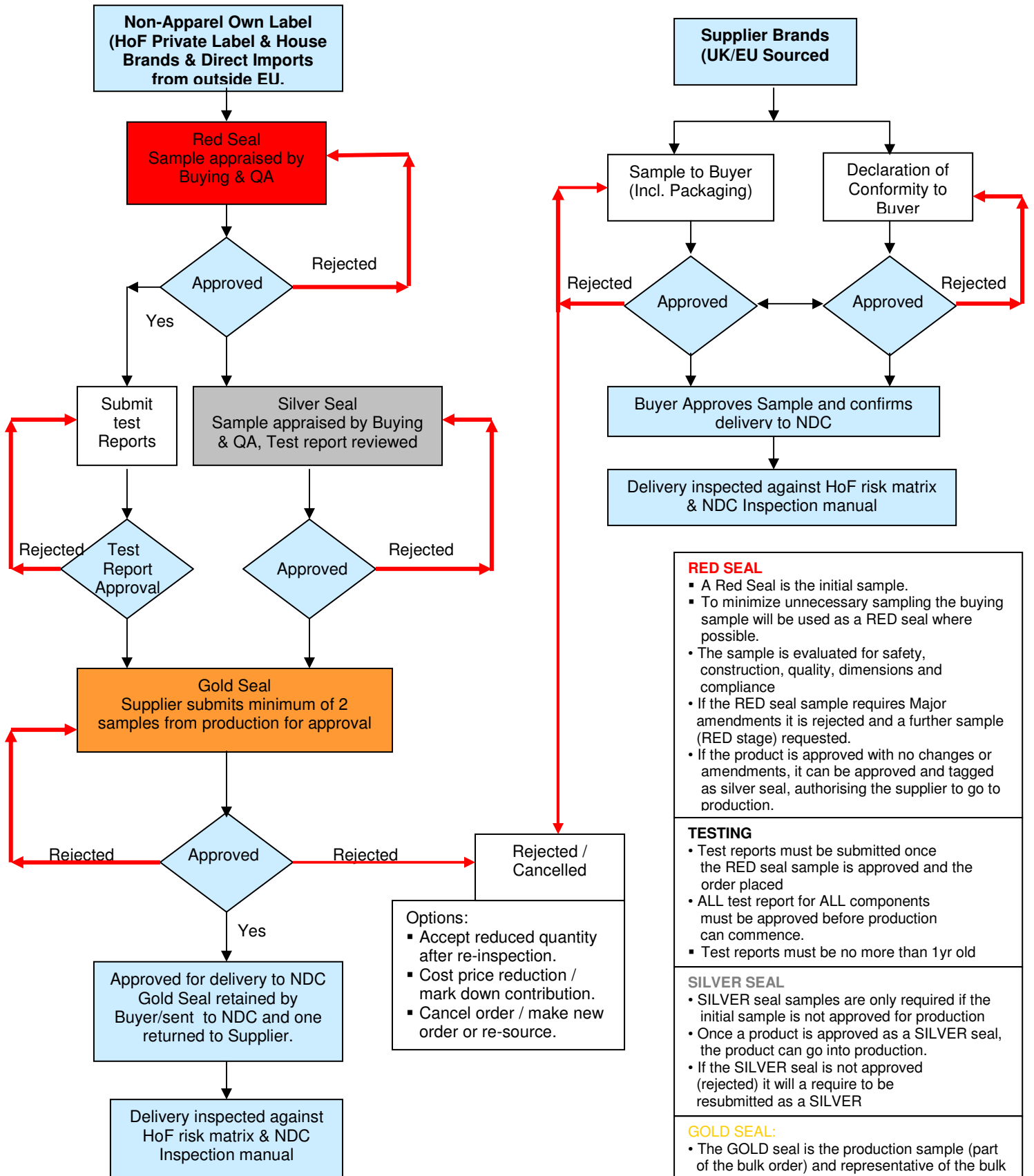
### **Repeat orders and continuity**

The Gold seal procedure (detailed above) applies to all repeat and continuity lines

### **Payment of Samples**

The supplier should not invoice House of Fraser for any samples or carriage costs. The sampling procedures constitute part of the terms of the supply of goods. House of Fraser undertakes to keep sampling to a minimum.

## SUMMARY OF THE HOME QUALITY ASSURANCE APPROVAL PROCEDURE



**RED SEAL**

- A Red Seal is the initial sample.
- To minimize unnecessary sampling the buying sample will be used as a RED seal where possible.
- The sample is evaluated for safety, construction, quality, dimensions and compliance
- If the RED seal sample requires Major amendments it is rejected and a further sample (RED stage) requested.
- If the product is approved with no changes or amendments, it can be approved and tagged as silver seal, authorising the supplier to go to production.

**TESTING**

- Test reports must be submitted once the RED seal sample is approved and the order placed
- ALL test report for ALL components must be approved before production can commence.
- Test reports must be no more than 1yr old

**SILVER SEAL**

- SILVER seal samples are only required if the initial sample is not approved for production
- Once a product is approved as a SILVER seal, the product can go into production.
- If the SILVER seal is not approved (rejected) it will require to be resubmitted as a SILVER

**GOLD SEAL:**

- The GOLD seal is the production sample (part of the bulk order) and representative of the bulk
- All samples must have all the pre retailing packaging & ticketing
- Approval of a GOLD seal authorises supplier to deliver to HoF
- GOLD seals must be received by the buying department a minimum of 10 days prior to delivery into Excel for direct imports and 10 days prior to delivery into the NDC for landed and UK manufactured goods.

**Options:**

- Accept reduced quantity after re-inspection.
- Cost price reduction / mark down contribution.
- Cancel order / make new order or re-source.

**Note:**  
All products imported directly by HoF will follow the same QA processes as HoF Own Label products, unless otherwise agreed with the technologist.

## **c. Fabric/Fabrication and Colour Approval Procedures**

### **Lab dips and shade matching**

The supplier must prepare colour swatches and / or strike off's for colour matching for the buyers approval. A good match is expected under TL84 & D65.

After the lab dip / strike off have been approved, the bulk fabric/ fabrication must be submitted for approval of colour matching under the same light sources and for handle and finish.

Suppliers must maintain a colour continuity card on all bulk fabrics/fabrication. Any shade variations must be approved by the Buyer or Technologist.

Lab dips/strike off's for Co-ordinating packages must be submitted together.

## **d. Testing Procedures**

It is the supplier's responsibility to ensure that all the required tests are carried out and results meet House of Fraser specifications. Suppliers are required to provide House of Fraser with an indication of performance at the development stage. This allows us to select alternative fabric/fabrications at an earlier stage without compromising the critical path.

See Section 6 for full details.

## **e. Good Working Practices**

### **i. Regulatory and British Standards**

It is the supplier's responsibility to ensure that goods supplied to House of Fraser conform to UK and European Regulations, in addition to British Standard Institute (BSI) guidelines. The guidelines offered under this section are based on extracts from the original documents, which are subject to revision and amendment without notice. It is advisable to obtain documents in their entirety from HMSO [www.hmso.gov.uk](http://www.hmso.gov.uk)

### **ii. Animal Furs and Skins**

House of Fraser does not permit the sale of any goods, trims and accessories made from fur. The use of skins and shearlings is permitted on the condition that the animals have not been bred for their skins and are an animal by product

### **iii. Animal Testing**

House of Fraser does not test and requests our Suppliers not to test our private label products on animals. Feathers used as fillings in bedding, pillows or cushions **shall not** be plucked from live animals, but shall be obtained and hygienically cleaned as by product from deceased animals.

## **f. Factory Evaluations**

All suppliers are required to complete a Supplier Self Evaluation form for all units used for House of Fraser Production. The completed forms must be returned the Technologist in an electronic format.

## **g. Ethical Sourcing Policy (ESP)**

House of Fraser (The Group) acknowledges the importance of responsible sourcing and the promotion of fair and safe working conditions within our supply chain.

The purpose of the Group's ESP is to ensure that the products we sell are produced in an ethical and responsible way. To achieve this, the Group will work with suppliers to achieve the standards outlined in our policy.

**Note: Please see Appendix ii for full text**

## **h. Timber Sourcing Policy (TSP)**

House of Fraser (Stores) Ltd recognizes the importance of conserving the environment and its resources. To that end, we communicate our Timber Sourcing Policy (TSP) to suppliers in order to encourage the promotion and enhancement of environmental sustainability and good forest management.

**Note: Please see Appendix iii for full text**

**i. Restricted Substances Policy & REACH (RSP)**

The Restricted Substances Policy (RSP) describes House of Fraser's requirements relevant to current Chemical Policy on the use of restricted substances in products, packaging materials, and processes.

This RSP is intended to protect the environment, as well as House of Fraser's employees and customers from exposure to potentially harmful substances.

**Note: Please see Appendix iv for full text**

# Section 3

# **Labelling and Packaging**

### 3. Labelling Requirements

All Own Label products are required to have brand and care labels (where appropriate) and swing tickets. All merchandise must be clearly labelled to conform to all applicable UK and European regulations and laws, and House of Fraser requirements.

#### **Product and Price Tickets (All Product Areas)**

##### **Ticketing**

All merchandise must be correctly ticketed with an approved EAN or UPC code or the House of Fraser price ticket.

The tickets supplied are of several different types and will be specified by central buying office when placing the official order:

All presentation packaging must be ticketed on the pack and single sales units individually ticketed.

The House of Fraser central buying office must be informed of any issues relating to the placement of tickets.

The House of Fraser approved ticket bureau must be informed of any issues relating to the supply of tickets.

In most cases, tickets should be printed either by the supplier to House of Fraser specifications or called off from a ticket bureau by the supplier.

House of Fraser can use a supplier's barcodes – EAN or UPC codes (either 12 or 13 digits) as long as this has been agreed and systems set up with the Supply Chain Department and the Buying Office. Suppliers in Hong Kong, China and Taiwan should call off tickets from HoF's nominated bureau – Shore to Shore. Other suppliers should call off tickets from another nominated bureau, Avery Dennison. Tickets and the cost of carriage are at the supplier's expense. Suppliers will automatically receive ticket ordering guidelines from the appropriate bureau.

It is the supplier's responsibility to call off the tickets in the correct quantities and in time for your products to be dispatched according to the delivery dates specified on the purchase order.

Suppliers are required to set up an account with the relevant ticket supplier. Instructions on how to do this are outlined in the email sent to you once your account is set up with House of Fraser.

All products must be ticketed prior to delivery to House of Fraser. Lack of ticketing causes serious delays and this area will be monitored as a benchmark for supplier performance.

##### **i. Promotional Labels**

The buying teams will inform you at the time of placing the order if promotional labelling is required.

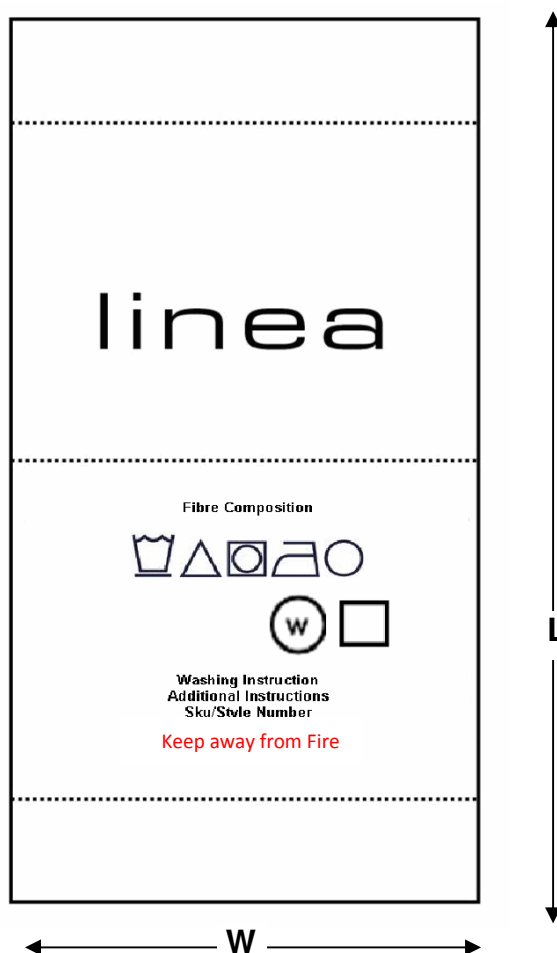
##### **ii. Attaching/Applying Price Tickets**

The product must not be damaged by the barb attachment

#### **b. Composition / Care labels**

1. All home textiles must carry a clear, permanent and securely attached sewn in wash care/fibre content label.
2. It is the responsibility of the supplier to develop and produce their own wash care/fibre content label. Any new suppliers must submit a label for approval prior to bulk production.
3. All wash care/fibre content label must be able to withstand a minimum of 5 cleaning cycles in accordance with the care instructions.
4. Adhesive labels may be used only where appropriate, for example placemats and coasters etc. and where approval has been gained from buyer/technologist.

## Example Wash Care Label



**Dimensions: Width 4.5cm Length 8.0cm Approx**

### i. Label References and Positioning

Across the category label references have been created for all products as well as information on label positioning. This information can be obtained from the specific buying departments.

### Packaging - Generic to all areas

House of Fraser is keen to minimise excessive waste packaging, and is taking steps to ensure that all applicable environmental standards and legislation are stringently observed in the operation of its business.

Suppliers must ensure goods are sufficiently packaged to withstand transit, handling and distribution.

Listed as follows are packaging guidelines:-

- Packaging used must be strong enough to support and protect the product. Carton markings must conform to the standards stipulated in the supplier manual
- [Plastic packaging must comply with REACH / Phthalate Regulations](#)
- A carton must not have mixed SKU's unless it is a cross dock order
- Safety warnings must be clearly visible. All plastic bags must have a safety warning stating **'To avoid the danger of suffocation, keep away from babies and children'**.
- Poly bags must be of a sufficient size to avoid crushing
- **DMF Free** Silica sachets must be used where appropriate
- Product damaged as a result of poor or insufficient packaging will be returned to the supplier and a debit raised

### The following forms of packaging are not acceptable:

- Loose fill polystyrene
- Shredded newspaper
- Loose waste products

House of Fraser requires that goods should be packaged in protective materials while in transit.

### **Sales Packs**

During the development of House of Fraser own label products, the buyer will decide how the item will be presented on the sales floor. It is essential that any point of sale packaging provided by the supplier meets the standards specified by House of Fraser.

### **Product Packing for Fragile Items:**

#### **China, Ceramics, Glass**

- Boxed presentation packs must contain the item securely to avoid contact with other contents.
- Single items must be individually boxed within the outer carton.
- Where it has been agreed to ship loose product, this must have suitable protective wrapping around each item before being placed into an outer carton.
- In all cases, modern packing materials such as padded craft paper, foam wrap & blocks, bubble wrap, air cap bags and corrugated paper should be utilised to protect the product whilst in transit.

#### **Mirrors and Pictures**

- All individually presented pictures and mirrors must have protective corners and sides, protective front, bubble wrap and contained in a carton of double wall thickness.

#### **Photograph Frames**

- All frames should be individually boxed and the glass within the unit must be secure and have protective wrapping in order to prevent breakage.

#### **Basket Ware**

- Where basket ware will not reasonably fit into standard size cartons because of irregular shapes and sizes, it may be packed in polyprop bags and held firm on the pallet with stretch film. Packing quantities must be agreed in order to maximise stocking multiples and reduce additional processing.

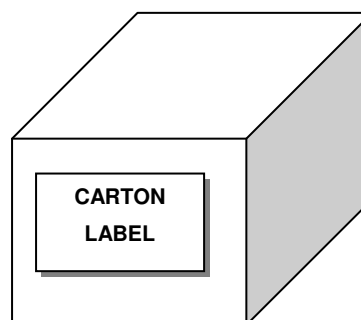
#### **Cartons and Boxes**

- House of Fraser will not accept any cartons wrapped with hessian or cloth, or secured with strapping.
- Each carton is to be numbered in sequence and cross-referenced with the delivery advice note.
- A 'card protector' of minimum size dimensions 250mm x 400mm must be placed over the inner contents prior to sealing. This will avoid any damage to contents as the carton is cut open.
- Due to the possible size limitations of the product, it may be necessary to source a larger carton than the maximum size specified. This must be agreed prior to the delivery being made by a member of the Supply Chain department.

The cartons used must conform to the following sizes. Sizes given are for the external dimensions.

The maximum acceptable carton size is 600 mm deep, 360 mm wide and 430 mm high.

Maximum	600 x 360 x 430
BDCM1	600 x 300 x 400
BDCM2	400 x 300 x 400
BDCM3	600 x 300 x 200
BDCM4	400 x 300 x 200
BDCM5	300 x 300 x 400



**Cartons that meet these specifications may be supplied by a local packaging agent. A list of suggested suppliers is available in the Appendices section.**

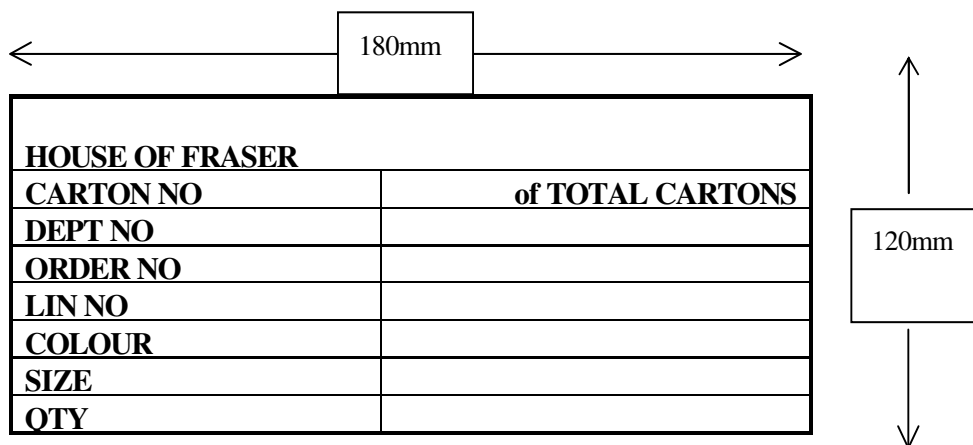
**Cartons must be in accordance with British Health and Safety Council guidelines, which are:**

- The maximum weight of any individual carton, regardless of the carton used, must not exceed 26 kg.
- Cartons must not be constructed using metal staples or clips.

Merchandise must be individually wrapped, with the House of Fraser price ticket placed face up and clearly visible through the polythene bag. Cellophane-based bags are **NOT** to be used.

**Each House of Fraser LIN must be packed in a separate carton and include the following information.**

Example Label:



This is the minimum requirement.

At the end of the consignment, it may be necessary to mix line item numbers in the last few cartons. These cartons must be clearly marked **"MIXED"**.

The information on the end panel should clearly state the carton contents.

**Boxed Merchandise Presentation Checklist**

1. Correctly specified carton size
2. Correctly ticketed with House of Fraser price ticket
3. Attached price ticket, details visible
4. Individually protected unless otherwise specified
5. Correct carton markings

**Cross Dock**

House of Fraser can handle deliveries of pre-allocated purchase orders into the NDC. The supplier is sent a purchase order electronically with the additional allocation or store detail attached. The supplier would pick the order and then pack the goods into individual cartons for each store. All cartons would then be delivered to the National Distribution Centre where the cartons are auto receipted and moved directly to the individual store's despatch bay with the minimum of handling. Merchandise delivered into the NDC in the morning may be available for out loading onto a store vehicle the same day. This approach equals the most efficient distribution process available to the House of Fraser supplier. If you would like further details please contact the relevant buying department.

**Delivery Documentation**

House of Fraser will not be able to accept any delivery if it has insufficient accompanying documentation.

**Arrival Time**

The responsibility for arriving at the National Distribution Centre is solely with DHL Exel Supply Chain or with the European Nominated Carrier.

# Section 4

# **Product Inspection & Store Returns**

## 4. Product Inspections

It is the responsibility of the supplier or agent to complete a thorough quality inspection of merchandise before it is despatched to House of Fraser.

### **House of Fraser National Distribution Centre – Inspections:**

The inspection shall be carried out based on BS6001:Part 1:1991 at a Normal Inspection Sampling Plan Level II. The process of carrying out inspections on an AQL, [Acceptable Quality Level], basis provides an objective assessment of a delivery against the approved Gold Seal Sample. During the inspection, checks for measurements and compliance to Regulations must also be carried out. All samples must be selected at random and any defects found will be rated based on the previously specified categories.

Critical defects are not acceptable under any circumstances.  
The Acceptable Quality Level for Major faults is 2.5% and 4% for minor faults.

When goods are received at the National Distribution Centre, the Inspection Unit assesses the delivery against the Gold seal sample. Products are selected for inspection against the Quality Assurance risk matrix and are inspected for the following:

- Product Construction and Quality,
- Labelling,
- Appearance/Presentation,
- Non-Compliance to Regulations.

Merchandise judged by House of Fraser not to be of an acceptable quality may be re-negotiated or rejected and returned to the supplier at their expense. It may be necessary to reject perfect merchandise if it constitutes part of a range where other product is affected by quality. The supplier will be notified immediately if the goods are not of an acceptable quality standard.

Any remediation work identified due to a quality failure or Regulatory non-compliance will be automatically sanctioned for re work and all the costs will be charged back to the supplier. In addition, a penalty scheme applies to all failed deliveries, details of which are sent separately by the NDC compliance team.

### **Faulty Non-Compliant Goods - Direct Imports**

Any imported goods that do not conform to the purchase order or the approved Gold seal sample will be rejected and the supplier or agent notified. Arrangements will be made to return the delivery to source or dispose of it with written consent.

The Foreign Returns form will be completed to recover all the costs incurred. The supplier must send a sterling cheque to the value of the Foreign Returns form, to House of Fraser within 14 days of receipt of the form.

### **Rejected Merchandise and Cancellations**

Products which fail to meet the agreed standard or which are over makes and cancellations can only be disposed of according to the following policy:-

- The supplier or a third party can only dispose of products 6 months after the end of the selling season.
- All sewn in labels (with the exception of the fibre/safety label), applied labelling, Kimball's, hangers and printed packaging must be removed. All references to House of Fraser or its brands must also be removed.
- Products which carry permanent brand names, logos or motifs exclusive to House of Fraser cannot be disposed of in the U.K.

### **Faulty Store Returns**

Faulty merchandise returned by the customer to House of Fraser will be debited back to the supplier and returned unless a Non>Returns agreement has been made.

**Product Re-Call**

It may be necessary for both parties to agree a product recall due to either faulty manufacturing or non-fulfilment of legal and safety requirements. The complete cost of the re-call will be charged to the supplier.

# Section 5

# **MANUFACTURING STANDARDS**

## 5. Manufacturing Standards

### 5.1 Bedlinen Specification

#### HOUSE OF FRASER BEDLINEN SPECIFICATION SHEET

<b>Pillowcase</b>	<b>Standard</b>	<b>Oxford Edge</b>	<b>Square</b>		<b>Tolerance +/- (cm)</b>
	(19 x 30ins)	(19 x 30ins)	(26 x 26ins)		
Length	75	75	65		1
Width	50	50	65		1
Envelope hem	15	15	15		1
Cuff (included in overall length)	20				1
Oxford Edge		5	5		-
Frill	8	8	8		-
<b>Duvet</b>	<b>Single</b>	<b>Double</b>	<b>King</b>	<b>Super King</b>	<b>Tolerance +/- (cm)</b>
	(53 x 79ins)	(79 x 79ins)	(91 x 87ins)	(102 x 87ins)	
Width	135	200	230	260	+4/-2
Length	200	200	220	220	+4/-2
Oxford Edge/Frill	10	10	10	10	1
Shoulders at opening	20	20	20	20	2
Placket depth	3	3	3	3	0.5
Button/popper spacing	19	17.5	17	19	-
No. of buttons/poppers	5	8	10	12	-
<b>Flat Sheet</b>	<b>Single</b>	<b>Double</b>	<b>King</b>	<b>Super King</b>	<b>Tolerance +/- (cm)</b>
Width	180	230	260	300	+4/-2
Length	260	260	270	270	+4/-2
<b>Fitted Sheet / Mattress Protector</b>	<b>Single</b>	<b>Double</b>	<b>King</b>	<b>Super King</b>	<b>Tolerance +/- (cm)</b>
Width	90	135	150	180	+4/-2
Length	190	190	200	200	+4/-2
Box Depth	28	28	28	28	1
<b>Valance Sheet</b>	<b>Single</b>	<b>Double</b>	<b>King</b>	<b>Super King</b>	<b>Tolerance +/- (cm)</b>
Width	90	135	150	180	+4/-2
Length	190	190	200	200	+4/-2
Box Depth (Valance Sheet)	28	28	28	28	1
Skirt Depth	43	43	43	43	1
<b>Valance Trim</b>	<b>Single</b>	<b>Double</b>	<b>King</b>	<b>Super King</b>	<b>Tolerance +/- (cm)</b>
Width	90	135	150	180	+4/-2
Length	190	190	200	200	+4/-2
Skirt Depth	43	43	43	43	1
<b>Bed Cover</b>	<b>Single</b>	<b>Double/King</b>			<b>Tolerance +/- (cm)</b>
Width		230			2
Length		260			2
(do not include trims or fringes)					
<b>Blanket/Throws</b>	<b>Single/Double</b>	<b>King/Superking</b>		<b>Throws</b>	<b>Tolerance +/- (cm)</b>
Width	220	230		150	2
Length	230	260		200	2
(do not include trims or fringes)					

## 5.2 Duvet Cover Specification

### A. General Manufacturing Guidelines - DUVET COVERS S01

**Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:**

#### 5.2.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All items must be machine washable preferably 30o cycle, any other care instructions must be agreed with the House of Fraser Technologist,
- All fabric must be free of formaldehyde,
- Jacquard fabrics must not have a float longer than 1cm.

#### 5.2.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Monofilament thread must not be used,
- Float stitches must not exceed 1cm.

#### Stitch Density

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.2.3 Seams and Hems

- No raw edges unless otherwise specified,
- All hems to be double turned and lock stitched,
- Duvet covers to be constructed with shoulders each side of opening (as diagram) unless agreed by the Technologist,
- Each end of opening to be reinforced with double stitching.

#### 5.2.4 Components and Embellishments:

##### Sequins and Trims:

- All sequins and beads must be knotted every 3cm or 5 beads,
- All sequins and trims must be compatible with the bulk fabric care label instructions,
- All metal components must comply with the Nickel Directive.

##### Frills and edges:

- Frills must be evenly gathered,
- Piping must be neatly finished and securely stitched.

##### Children's products only:

- Beads, sequins, buttons, and similar attachments are not acceptable on children's bed linen as design feature without a risk assessment by the Technologist.

### 5.2.5 Fastenings - Buttons & Buttonholes

- Buttons must not break under force,
- Buttons should not tear fabric when pulled,
- Buttons to be double lock stitched,
- Buttons to be clear or colour matched to base fabric,
- Poppers are not acceptable.

### 5.2.6 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of duvet or matching bedding,
- Smudges or faulty registration of prints is not acceptable,
- Variation in handle/finish is not acceptable.

### 5.2.7 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

## B. Construction Guidelines

### Dimensions:

Measurements (cms)	Single	Double	King	Super King
Length	200	200	220	220
Width	135	200	230	260
Shoulder	20	30	30	30
No. of Buttons	5	8	10	12

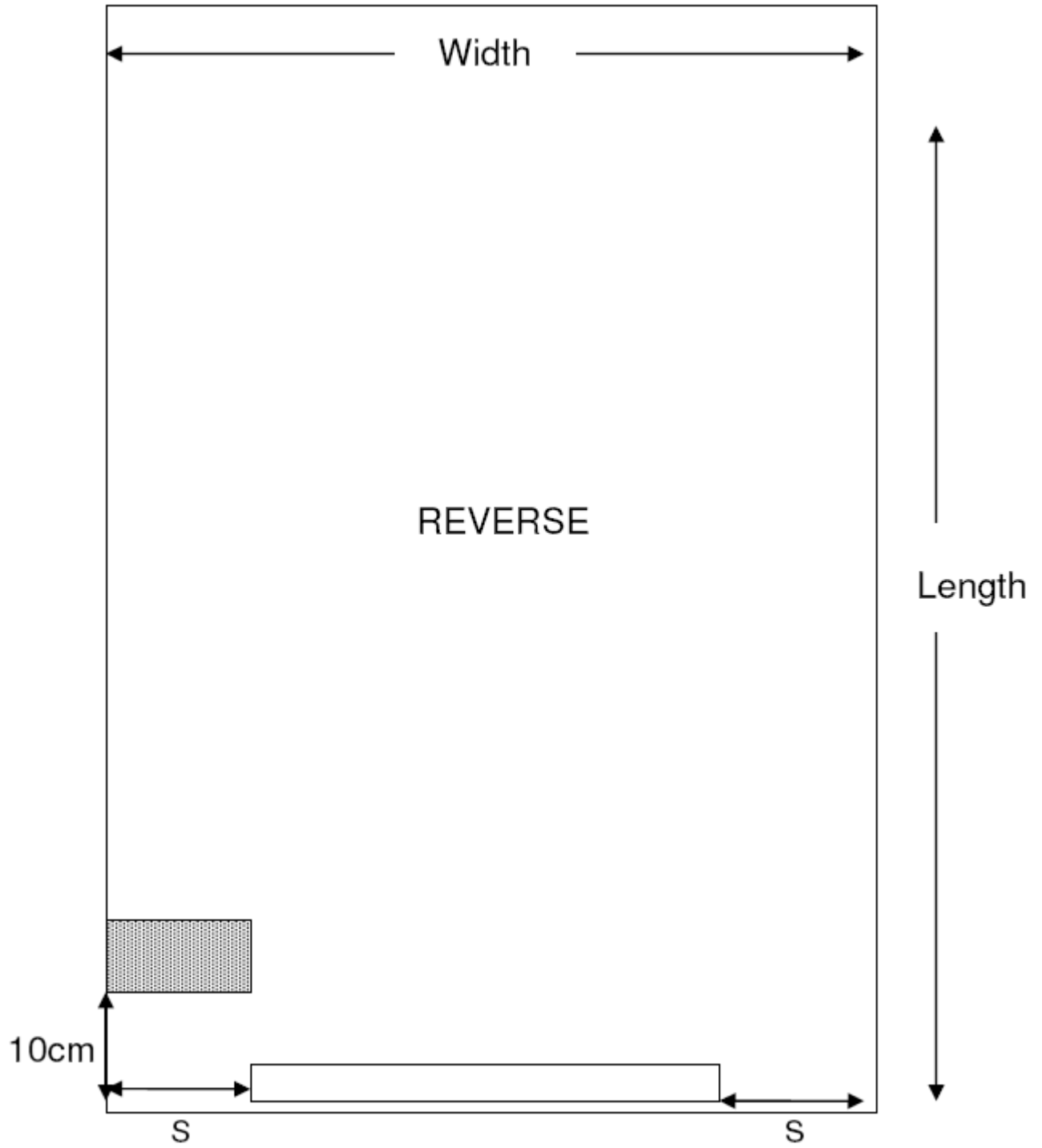
Accepted tolerance level: +/- 3%

### Sewn in Labels:

- All bed linen must have a sewn in label with:
  - Fibre Composition,
  - Wash Instructions,
  - **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font),
  - Linea Branding,
  - SKU/Style Number.

Wash care and brand label to be positioned 10cm from bottom left hand corner on reverse of duvet.

**Example:** Duvet Cover



S = Shoulder

 Sewn in Label

## 5.3 Pillowcase Specifications

### A. General Manufacturing Guidelines - PILLOWCASE S02

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.3.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All items must be machine washable preferably 30° cycle, any other care instructions must be agreed with the House of Fraser Technologist,
- All fabric must be free of formaldehyde ,
- Jacquard fabrics must not have a float longer than 1cm.

#### 5.3.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Monofilament thread must not be used,
- Float stitches must not exceed 1cm.

##### Stitch Density

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.3.3 Seams and Hems

- No raw edge,
- All hems to be double turned and lock stitched.

#### 5.3.4 Components and Embellishments:

##### Sequins and Trims:

- All sequins and beads must be knotted every 3 cm or 5 beads,
- All sequins and trims must be compatible with the bulk fabric care label instructions,
- All metal components must comply with the Nickel Directive.

##### Frills and edges:

- Oxford Edge - corners must be mitred,
- Frills must be evenly gathered,
- Piping must be neatly finished and securely stitched,
- Raw edges are not acceptable.

##### Children's products only:

- Beads, sequins, buttons, and similar attachments are not acceptable on children's bed linen as design feature without a risk assessment by the Technologist

### 5.3.5 Fastenings

#### Buttons & Buttonholes – where approved for use:

- Buttons to be double lock stitched,
- Buttons to be clear or colour matched to base fabric.

### 5.3.6 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of duvet or matching bedding,
- Smudges or faulty registration of prints is not acceptable,
- Variation in handle/finish is not acceptable.

### 5.3.7 Packaging

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

## B. Construction Guidelines

### Dimensions:

Measurements (cms)	Standard	Oxford	Square
Length	75	75	65
Width	50	50	65
Flap Depth	15	15	15
Flange size	n/a	5	5

Accepted tolerance level: +/- 3%

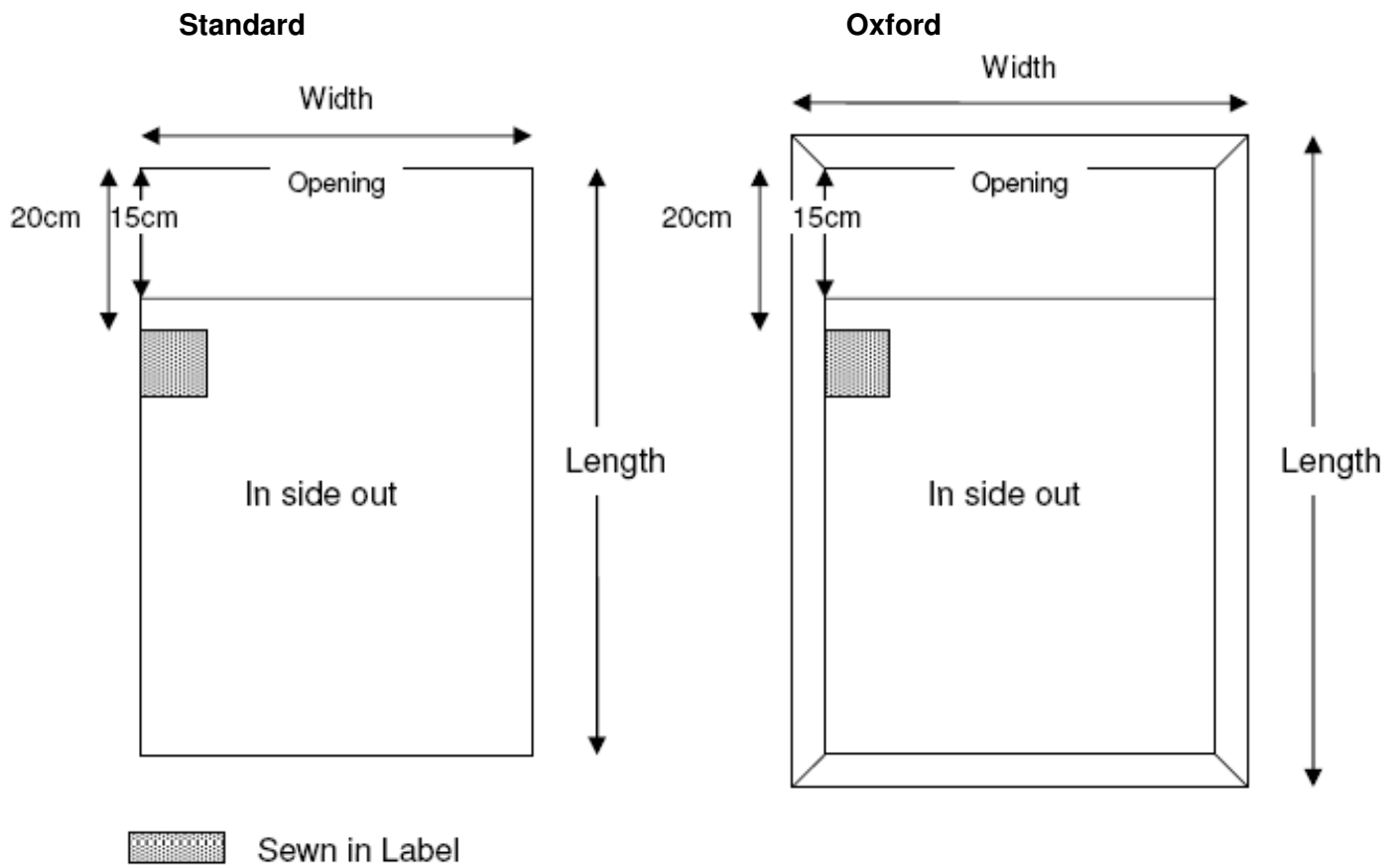
### Sewn in Label:

All bed linen must have a sewn in label with:

- Fibre Composition,
- Wash Instructions,
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font),
- Linea Branding,
- SKU/Style Number.

Wash care and brand label to be positioned 10 cm from top left hand corner on reverse of pillowcase.

**Example: Pillowcases**



## 5.4 Flat Sheet Specifications

### A. General Manufacturing Guidelines - FLAT SHEET S03a

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.4.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All items must be machine washable preferably 30° cycle, any other care instructions must be agreed with the House of Fraser Technologist,
- All fabric must be free of formaldehyde.

#### 5.4.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Monofilament thread must not be used,
- Float stitches must not exceed 1cm.

##### **Stitch density:**

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm,
- Overlock bite to be a minimum 0.6 cm.

#### 5.4.3 Seams and Hems – General:

- No raw edges unless otherwise specified,
- All hems to be double turned and lock stitched,
- Seam edges must be over locked.

#### 5.4.4 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of sheet or matching bedding,
- Variation in handle/finish is not acceptable.

#### 5.4.5 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

## B. Construction Guidelines

### Dimensions:

Measurements (cms)	Single	Double	King	Super King
Width	180	230	260	300
Length	260	260	270	270
Hem Top	5	5	5	5
Hem Side	1	1	1	1
Hem Bottom	2.5	2.5	2.5	2.5

Accepted tolerance level: +/- 3%

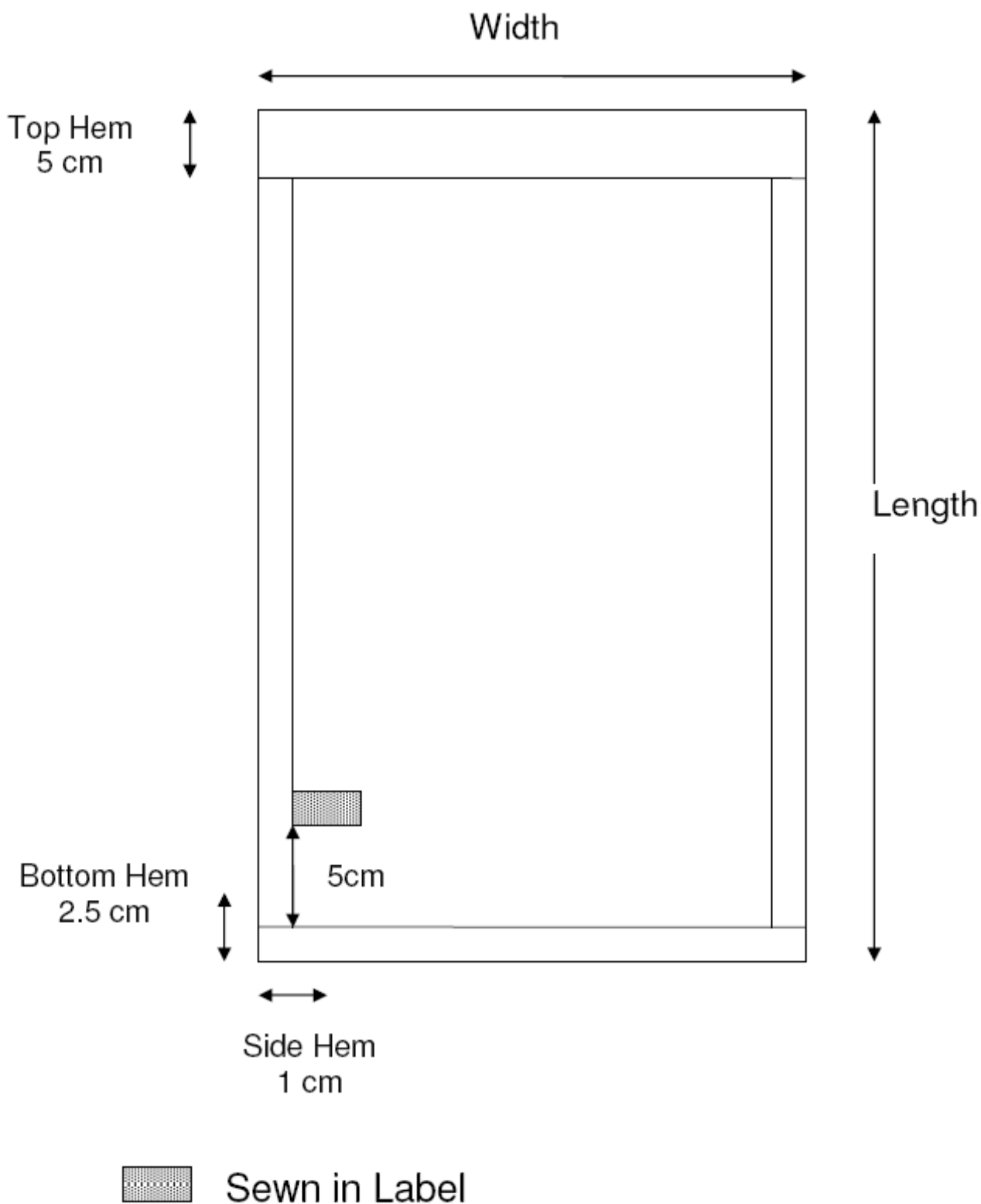
### Sewn in Label:

All bed linen must have a sewn in label with:

- Fibre Composition,
- Wash Instructions,
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font),
- Linea Branding,
- SKU/Style Number.

Wash care and brand label to be positioned 5cm from bottom left hand corner on reverse of sheet.

**Example:** Flat Sheet



## 5.5 Fitted Sheet Specifications

### A. General Manufacturing Guidelines - FITTED SHEETS S03b

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.5.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All items must be machine washable preferably 30° cycle, any other care instructions must be agreed with the House of Fraser Technologist,
- All fabric must be free of formaldehyde.

#### 5.5.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Monofilament thread must not be used,
- Float stitches must not exceed 1cm.

##### Stitch density:

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm,
- Overlock bite to be a minimum 0.6 cm.

#### 5.5.3 Seams and Hems

##### General:

- No raw edges unless otherwise specified,
- All hems to be double turned and lock stitched,
- Seam edges must be over locked.

##### Fitted Sheet:

- Side hem depth – 1 cm,
- Elastic (8mm wide) is required on the top and bottom of the sheet, and must extend 20 cm from each corner and then be locked into place with a 1cm tail,
- When the elastic on the long end is extended (between mitre corners), it must measure the same as the width of the sheet (i.e. for single it must measure 90 cm).

#### 5.5.4 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of sheet or matching bedding,
- Variation in handle/finish is not acceptable.

#### 5.5.5 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

**B. Construction Guidelines**

**Dimensions:**

Measurements (cms)	Single	Double	King	Super King
Width	90	135	150	180
Length	190	190	200	200
Box Length	28	28	28	28

Accepted tolerance level: +/- 3%

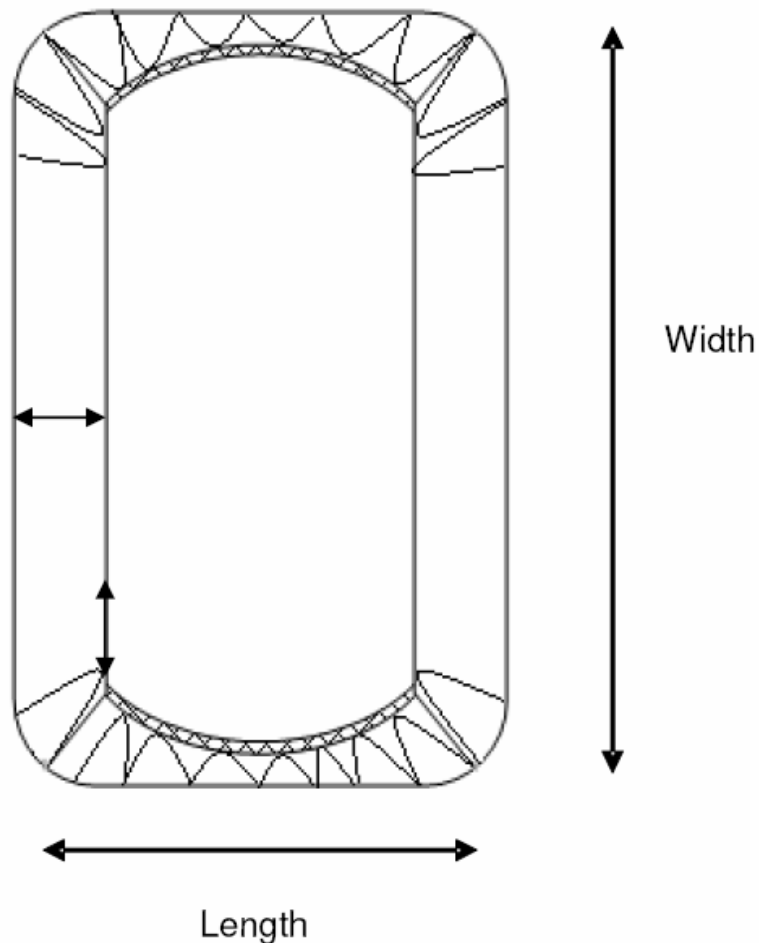
**Sewn in Label:**

All bed linen must have a sewn in label with:

- Fibre Composition,
- Wash Instructions,
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font),
- Linea Branding,
- SKU/Style Number.

Wash care and brand label to be positioned 10cm from bottom left hand corner on reverse of sheet.

**Example: Fitted Sheet**



## 5.6 Box Pleated Valence

### A. General Manufacturing Guidelines - BOX PLEATED VALENCE S03c

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.6.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All items must be machine washable preferably 30° cycle, any other care instructions must be agreed with the House of Fraser Technologist,
- All fabric must be free of formaldehyde.

#### 5.6.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

##### Stitch density:

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm.
- Overlock bite to be a minimum 0.5 cm.

#### 5.6.3 Seams and Hems

##### General:

- No raw edges unless otherwise specified,
- All hems to be double turned and lock stitched,
- Seam edges must be over locked.

#### 5.6.4 Components and Embellishments: Frills & Trims / Valences

- The trim should be attached to the base, with the trim extending 16 cm to each side of the platform,
- The lower edges of the trim must have a 16 cm fold which should overlap the extension of the bottom trim,
- Raw edges are not acceptable.

#### 5.6.5 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of sheet or matching bedding,
- Variation in handle/finish is not acceptable.

#### 5.6.6 Packaging

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN**

**B. Construction Guidelines**

**Dimensions:**

Measurements (cms)	Single	Double	King	Super King
Base Length	190	190	200	200
Base Width	90	135	150	180
Box Length (Fitted only)	28	28	28	28
Pleat Depth	43	43	43	43
Number of Pleats	10	12	12	12
	4 pleats on each side, 38 cm apart, 2 pleats on the bottom, 30 cm apart	4 pleats on each side, 38 cm apart, 4 pleats on the bottom, 30 cm apart	4 pleats on each side, 40 cm apart, 4 pleats on the bottom, 34 cm apart	4 pleats on each side, 40 cm apart, 4 pleats on the bottom, 37 cm apart

Accepted tolerance level: +/- 3%

**Sewn in Label:**

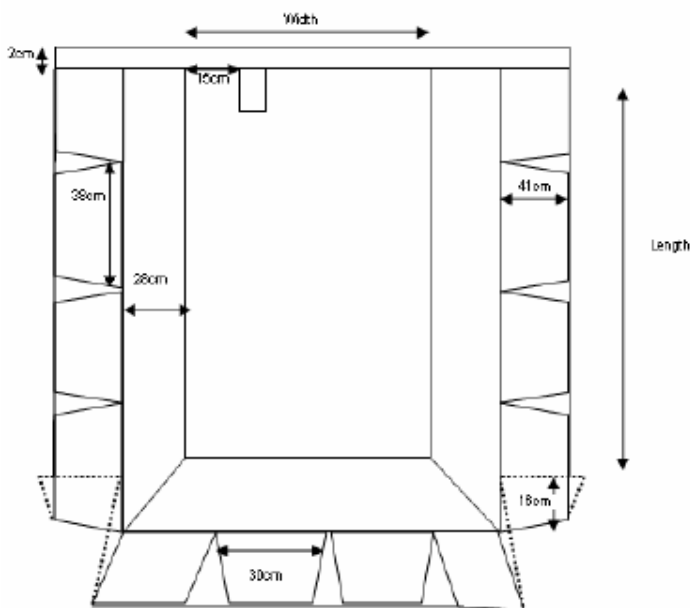
All bed linen must have a sewn in label with:

- Fibre Composition,
- Wash Instructions,
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font),
- Linea Branding,
- SKU/Style Number.

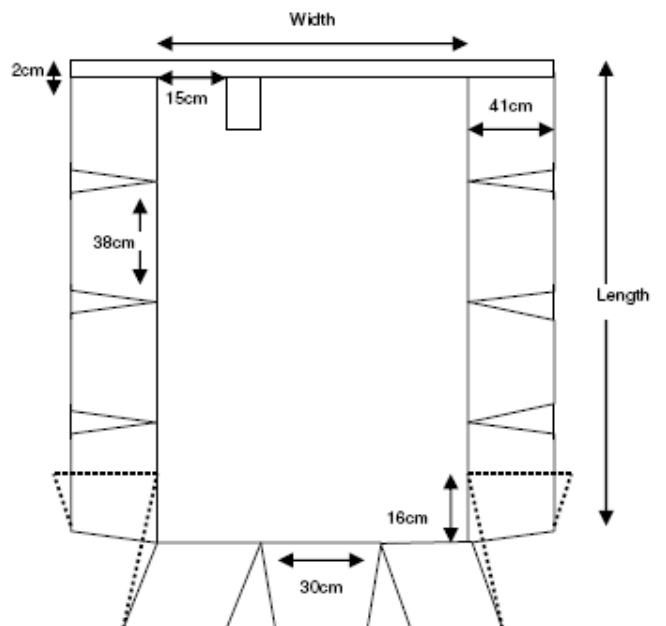
Wash care and brand label to be positioned 15cm from the top left hand side of the reverse of the sheet.

**Example**

**Fitted Box Pleated Valance Sheet**



**Box Pleated Valance Sheet**



## 5.7 Bedspreads, Blankets and Throws Specifications

### A. General Manufacturing Guidelines - BEDSPREADS, BLANKETS & THROWS S04

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.7.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All fabric must be free of formaldehyde,
- Jacquard fabrics must not have a float longer than 1 cm.

#### 5.7.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Quilting pattern must be even and securely stitched,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

##### **Stitch Density:**

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm,
- Knitted: 14-16 stitches per 3 cm,
- Overlock bite to be a minimum 0.6 cm.

#### 5.7.3 Seams and Hems

- No raw edges unless otherwise specified,
- All hems to be double turned and lock stitched,
- Seam edges must be over locked or double turned.

##### **Binding:**

- Finish must be neat and even.

#### 5.7.4 Fillings and Waddings

- Filling must be new, clean and free from contamination,
- Filling must be evenly distributed throughout the product,
- Filling must not percolate through the cover fabric.

##### **Children's products only:**

- Products, which contain waddings, fillings, or foam, must be designed so that the filling material is inaccessible.

#### 5.7.5 Components and Embellishments

##### **Children's products only:**

- Beads, sequins, buttons, and similar attachments are not acceptable on children's bed linen as design feature without a risk assessment by the Technologist.

### 5.7.6 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of item or between matching products,
- Smudges or faulty registration of prints is not acceptable,
- Variation in handle/finish is not acceptable.

### 5.7.7 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

## B. Construction Guidelines

### Dimensions:

	Measurements (cms)	Single	Double	King	Super King
<b>Throws</b>	Length		200		
	Width		150		
<b>Bed Cover</b>	Length		260		
	Width		230		
<b>Blankets</b>	Length	230		260	
	Width	220		230	

Accepted tolerance level: +/- 3%

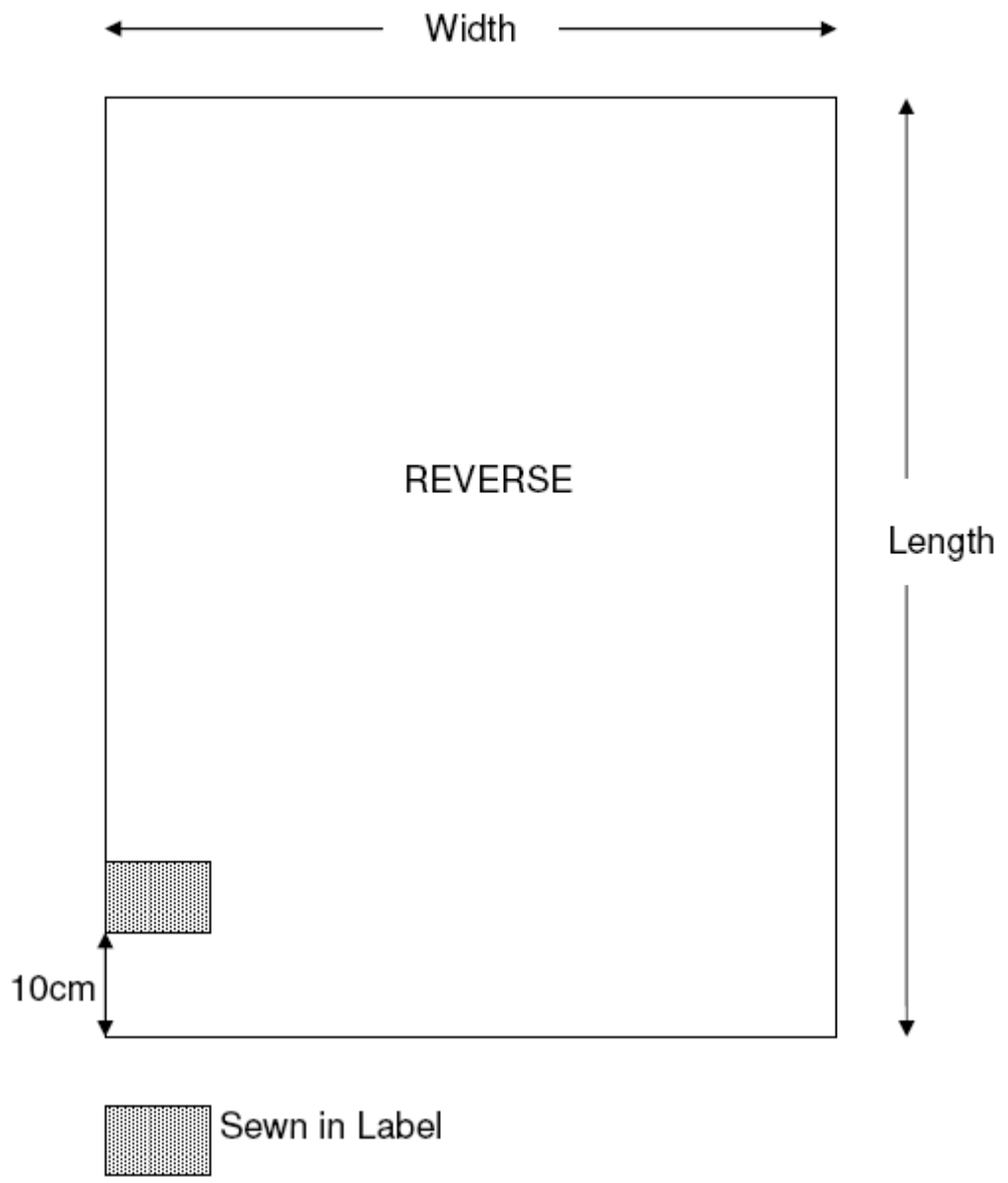
### Sewn in Label:

All items must have a sewn in label with:

- Fibre Composition,
- Wash Instructions,
- Linea Branding,
- SKU/Style Number,
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font),
- Disclaimer label “ Throws should not be used to replace the cover of your upholstery”,

Wash care and brand label to be positioned 10cm from bottom left hand corner on reverse of bedspread, blanket, or throw.

**Example:** Throw



## 5.8 Curtains & Tiebacks Specifications

### A. General Manufacturing Guidelines - CURTAINS & TIEBACKS S05

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.8.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- Curtains and tiebacks must be matched and kept in pairs throughout production,
- Fabric pattern, print, and checks must match across panels and seams.

#### 5.8.2 Stitching

- Core spun thread must be used,
  - Thread to colour match unless otherwise specified,
  - Puckering of stitching and seams is not acceptable,
  - All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

#### Stitch Density:

- Woven: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.8.3 Seams and Hems

- No raw edges unless otherwise specified,
- All hems to be double turned and lock stitched,
- Seam edges must be over locked,
- Hems to be square and constant in depth across the width of the curtain,
- Corners to be mitred and secured with three spot tacks to side seam,
- Spot tacks must not leave an impression on face of curtain.

#### 5.8.4 Construction

##### Header Tape:

- 3 inch pencil pleat heading tape must be used,
- The tape must be securely lock stitched in place, back tacking at start and finish,
- At least 30mm of tape must be turned under at each end and securely stitched down,
- The header tape must not overlap the curtain edges and must be attached 3 mm below the top edge of the curtain.

##### Tab Top:

- Tabs must be constructed with a central seam on the inside of the loop,
- Tabs to be securely sewn into the top of the curtain. Minimum seam allowance 1 cm,
- Tabs must be evenly spaced along top of curtain.

##### Lined:

- Lining to be free at bottom hem and approx. 2 cm shorter than curtain length.

### 5.8.5 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of curtain or matching items,
- Smudges or faulty registration of prints is not acceptable,
- Variation in handle/finish is not acceptable.

### 5.8.6 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

## B. Construction Guidelines

### Dimensions:

Measurements (cms)	137 x 164	183 x 164	229 x 164
Length	137	183	229
Width	164	164	164
Bottom Hem Depth	5	5	5
Side hem Depth	2.5	2.5	2.5

Accepted tolerance level: +/- 3%

Maximum allowable difference between lengths of each curtain in a pair is 0.5 cm

### Sewn in Label:

All bed linen must have a sewn in label with:

- Fibre Composition,
- Wash Instructions,
- Linea Branding,
- SKU/Style Number.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

Wash care and brand label to be positioned 5cm in from left hand side hem, inserted into header tape.

### Important Information:

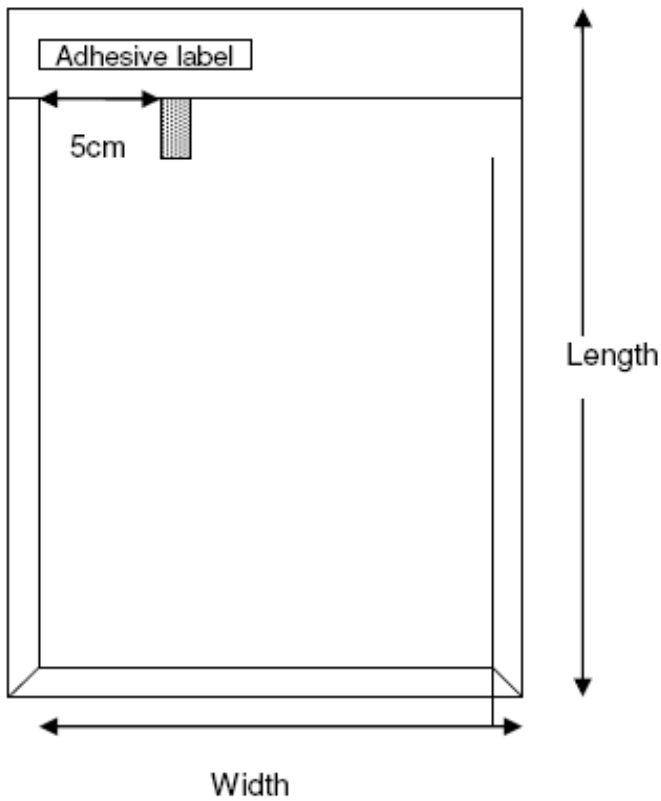
Adhesive label must be attached to header tape stating:

**IMPORTANT** - Once this product has been gathered, refunds or exchange cannot be given except on faulty merchandise.

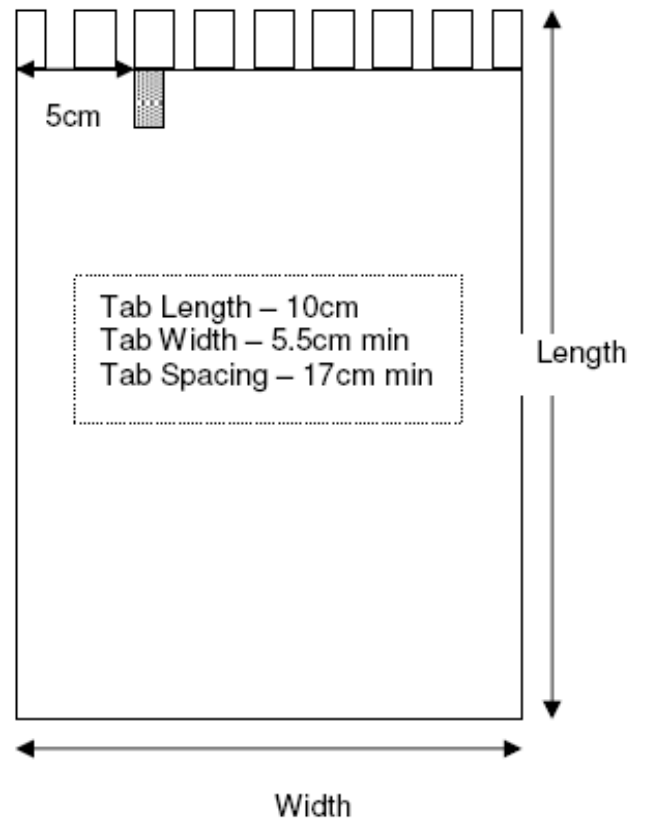
IMPORTANT - Please knot cords at both ends before drawing up tape.


**Example:** Curtains

**Standard**



**Tab Top**



 Sewn in Label

## 5.9 Quilt Specifications

### A. General Manufacturing Guidelines - QUILTS S06

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.9.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All fabrics must meet the air permeability specification for the product,
- Air permeability must be uniform,
- Air permeability must be maintained after one wash,
- Resin and fillers must not be used to obtain air permeability.

#### 5.9.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Quilting pattern must be even and securely stitched,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

#### Stitch Density:

- Woven: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.6 cm.

#### 5.9.3 Fillings and Waddings

- Filling must be new, clean, and free from contamination,
- Filling must be evenly distributed throughout the product,
- Filling must not percolate through the cover fabric,
- Products, which contain waddings, fillings, or foam, must be designed so that the filling material is inaccessible.

#### 5.9.4 Fastenings

- Popper attachment on "All Season" quilts must be plastic not metal.

#### 5.9.5 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- Variation in handle/finish is not acceptable.

#### 5.9.6 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning "**PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN**".

### B. Construction Guidelines

**Dimensions:**

Measurements (cms)	Single	Double	King	Super King
Length	200	200	225	260
Width	135	200	220	220

Accepted tolerance level: +/- 3%

**Sewn in Labels:**

All quilts have a sewn in label with:

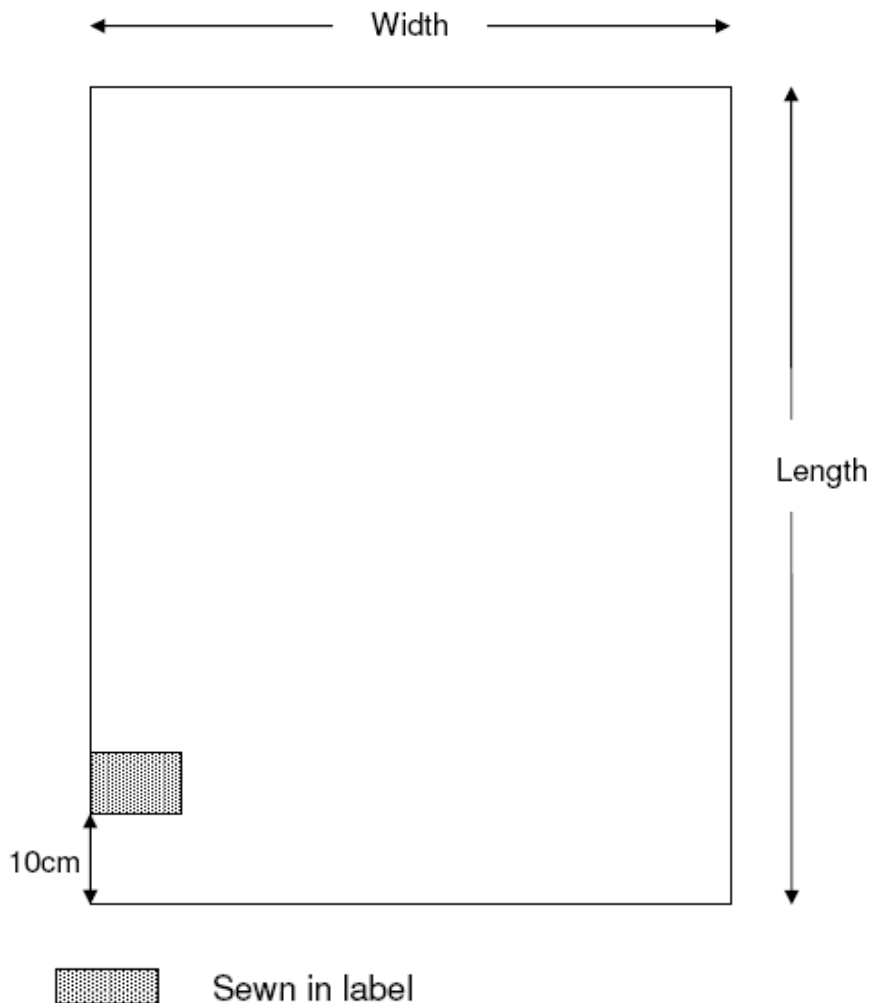
- Fibre Composition,
- Wash Instructions,
- Linea Branding,
- SKU/Style Number.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

Quilts

\_ Must meet the labelling requirements of BS 5335 :1991

Wash care and flammability label to be positioned 10 cm from bottom left hand corner.

**Example: Duvet**



## 5.10 Pillow Specifications

### A. General Manufacturing Guidelines - PILLOWS S07

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.10.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All fabrics must meet the air permeability specification for the product,
- Air permeability must be uniform,
- Air permeability must be maintained after one wash,
- Resin and fillers must not be used to obtain air permeability.

#### 5.10.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Topstitching must be of consistent depth,
- Quilting pattern must be even and securely stitched,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

##### **Stitch Density:**

- Woven: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.10.3 Fillings and Waddings

- Filling must be new, clean, and free from contamination,
- Filling must be evenly distributed throughout the product,
- Filling must not percolate through the cover fabric,
- Products, which contain waddings, fillings, or foam, must be designed so that the filling material is inaccessible.

#### 5.10.4 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- Variation in handle/finish is not acceptable.

#### 5.10.5 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning "**PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN**".

## B. Construction Guidelines

### Dimensions:

Measurements (cms)	Standard	Square	King-size
Length	74	65	90
Width	48	65	48

Accepted tolerance level: +/- 3%

### Sewn in Label:

All pillows must have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- Linea Branding,
- SKU/Style Number.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

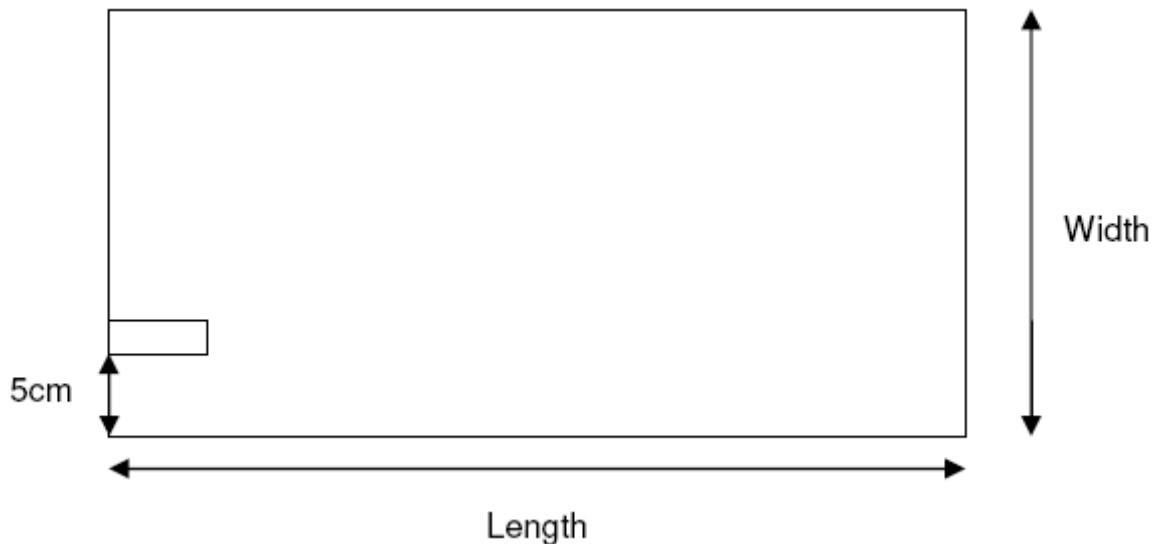
Pillows and Cushion Pads:

- Must meet the labelling requirements of the Furniture & Furnishings (Fire) (Safety)

Regulations 1998- Amended 1989 and 1993. Quilts.

Wash care and flammability label to be positioned 5 cm from bottom left hand corner.

### Example: Pillow



## 5.11 Mattress & Pillow Protector Specifications

### A. General Manufacturing Guidelines - MATTRESS & PILLOW PROTECTOR & MATTRESS TOPPER S08

#### 5.11.1 Fabric / Material

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All fabrics must meet the air permeability specification for the product,
- Air permeability must be uniform,
- Air permeability must be maintained after one wash,
- Resin and fillers must not be used to obtain air permeability.

#### 5.11.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Topstitching must be of consistent depth,
- Quilting pattern must be even and securely stitched,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

#### Stitch Density:

- Woven: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.11.3 Seams / Hems

- All hems to be double turned and lock stitched,
- Selvedge is not acceptable as a hem,
- Seam edges must be over locked.

#### 5.11.4 Fillings and Waddings

- Filling must be new, clean, and free from contamination,
- Filling must be evenly distributed throughout the product,
- Filling must not percolate through the cover fabric,
- Products, which contain waddings, fillings, or foam, must be designed so that the filling material is inaccessible.

#### 5.11.5 Fastenings

##### Elastic:

- Elastic must be securely attached at each end with double stitching,
- Elastic must be durable to washing.

#### 5.11.6 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- Variation in handle/finish is not acceptable.

### 5.11.7 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning “**PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN**”.

## B. Construction Guidelines

### Measurements:

	Mattress Toppers & Protectors				Pillow Protectors
Measurements (cms)	Single	Double	King	Super King	Standard
Length	190	190	200	200	75
Width	90	135	150	180	50

Accepted tolerance level: +/- 3%

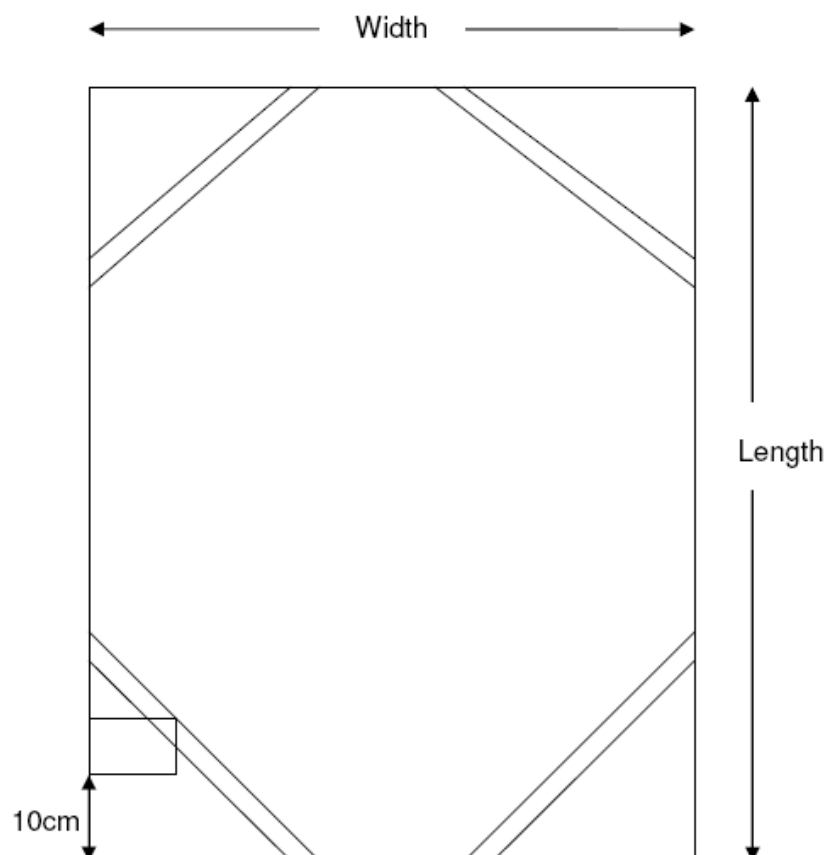
### Labelling:

All quilts have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.

Wash care label to be positioned 10cm from bottom left hand corner.

### Example: Mattress Protector



## 5.12 Cushion Pad Specifications

### A. General Manufacturing Guidelines - CUSHION PADS S09

#### 5.12.1 Fabric / Material

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All fabrics must meet the air permeability specification for the product,
- Air permeability must be uniform,
- Air permeability must be maintained after one wash,
- Resin and fillers must not be used to obtain air permeability.

#### 5.12.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Quilting pattern must be even and securely stitched,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

##### Stitch Density:

- Woven: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.12.3 Fillings and Waddings

- Filling must be new, clean, and free from contamination,
- Filling must be evenly distributed throughout the product,
- Filling must not percolate through the cover fabric,
- Products, which contain waddings, fillings, or foam, must be designed so that the filling material is inaccessible.

#### 5.12.4 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- Variation in handle/finish is not acceptable.

#### 5.12.5 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

## B. Construction Guidelines

### Measurements:

Accepted tolerance level: +/- 3%

**All filled Cushions are classified as upholstery and will need to be tested and labelled in accordance with the Furniture & Furnishings (Fire) (Safety) Regulations and BS5852.**

### Labelling:

All cushion pads must have a sewn in label with:

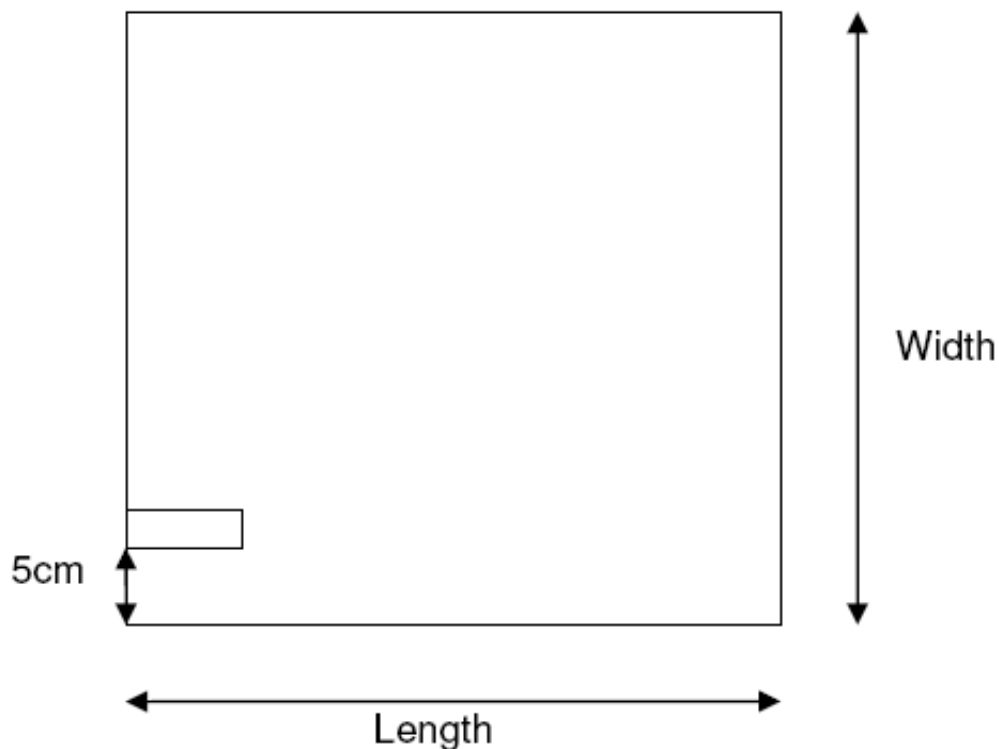
- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

Pillows and Cushion Pads:

- Must meet the labelling requirements of the Furniture & Furnishings (Fire) (Safety) Regulations 1998- Amended 1989 and 1993. Quilts

Wash care and flammability label to be positioned 5cm from bottom left hand corner.

**Example:** Pillow



## 5.13 Cushion Cover Specifications

### A. Construction & Presentation Guidelines - CUSHION COVERS S10

#### 5.13.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended).

##### **Leather and suede:**

- All panels must be cut from the same batch of leather,
- Cut main panels from the firm regions of the skin,
- Panels cut on the belly region of the skin are not acceptable, unless agreed with the Technologist,
- Points of strain must not be cut from the weaker areas of the skin,
- Match the colour, curl and texture of woolskin panels.

#### 5.13.2 Adhesives

##### **Leather and suede:**

- Use of adhesives must be agreed with the Technologist,
- Use only the minimum quantity of adhesive required for the purpose,
- Visible glue marks are not acceptable,
- Adhesives must be resistant to the constituents of the finished material and to the aftercare of the product,
- Adhesives must not degrade,
- Adhesive migration is not acceptable.

#### 5.13.3 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Monofilament thread must not be used,
- Float stitches and thread ends must not exceed 1 cm.

##### **Leather & Suede:**

- Stitch density and needle used must not weaken the leather or increase the possibility of tearing,
- Re-sewing over an existing stitch line is not acceptable,
- Seam jamming over several layers of leather is not acceptable.

##### **Stitch Density:**

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm,
- Knitted: 14-16 stitches per 3 cm,
- Leather: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.6 cm.

#### 5.13.4 Seams / Hems

- All hems to be double turned and lock stitched,
- Seam edges must be over locked,
- Openings must be reinforced at each end with double stitching or bartack. All hems to be double turned and lock stitched.

#### 5.13.5 Embellishments

##### Frills and edges:

- Oxford Edge - corners must be mitred,
- Piping must be neatly finished and securely stitched,
- Raw edges are not acceptable.

##### Children's products only:

- Beads, sequins, buttons, and similar attachments are not acceptable on children's bed linen as design feature unless agreed by the Technologist.

#### 5.13.6 Fastenings

- Buttons to be double lock stitched,
- Buttons to be colour matched to base fabric,
- Zippers to colour matched to base fabric.

#### 5.13.7 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of cushion or matching items,
- Smudges or faulty registration of prints is not acceptable,
- Variation in handle/finish is not acceptable.

#### 5.13.8 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- \_ Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

### B. Construction Guidelines

#### Measurements:

Accepted tolerance level: +/- 3%

#### Labelling:

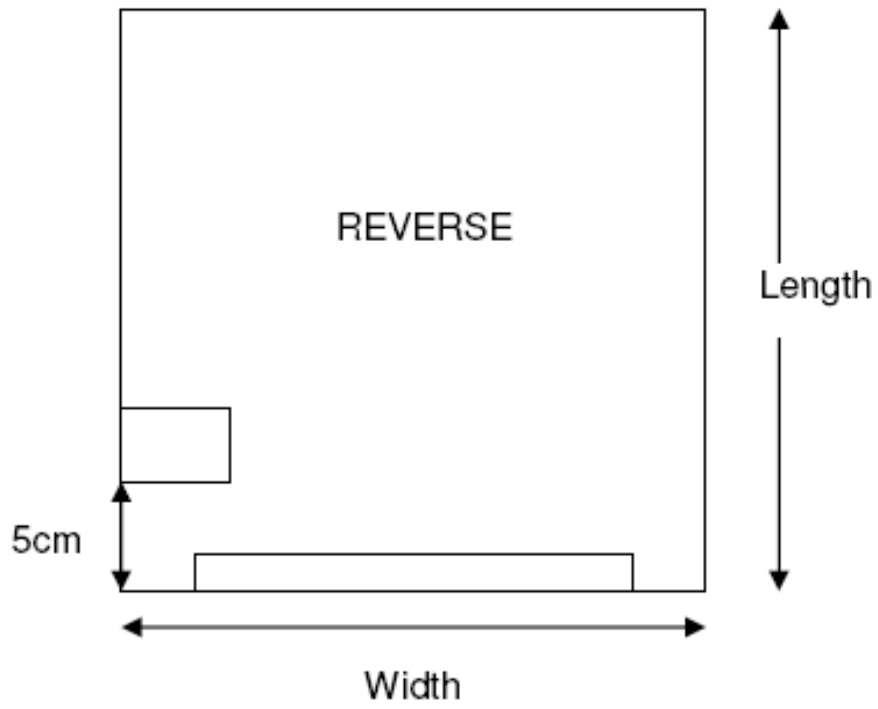
All cushion covers must have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.

Dark coloured & faux suede cushions should have a prominent disclaimer stating **“Not suitable for use on light coloured furnishings”**.

Wash care and brand label to be positioned 5cm from left hand side of cushion cover on the reverse.

**Example:** Cushion Cover



## 5.14 Bean Bag Specifications

### A. General Manufacturing Guidelines - BEAN BAGS S11

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.14.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended).

##### **Leather and suede:**

- All panels must be cut from the same batch of leather,
- Cut main panels from the firm regions of the skin,
- Panels cut on the belly region of the skin are not acceptable, unless agreed with the Technologist,
- Points of strain must not be cut from the weaker areas of the skin,
- Match the colour, curl and texture of woolskin panels.

#### 5.14.2 Adhesives

##### **Leather and suede:**

- Use of adhesives must be agreed with the Technologist,
- Use only the minimum quantity of adhesive required for the purpose,
- Visible glue marks are not acceptable,
- Adhesives must be resistant to the constituents of the finished material and to the aftercare of the product,
- Adhesives must not degrade,
- Adhesive migration is not acceptable.

#### 5.14.3 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Topstitching must be of consistent depth,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

##### **Leather & Suede:**

- Stitch density and needle used must not weaken the leather or increase the possibility of tearing,
- Re-sewing over an existing stitch line is not acceptable,
- Seam jamming over several layers of leather is not acceptable.

##### **Stitch Density:**

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm,
- Knitted: 14-16 stitches per 3 cm,
- Leather: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.14.4 Seams / Hems

- All hems to be double turned and lock stitched,
- Selvedge is not acceptable as a hem,
- Seam edges must be over locked or double turned,
- Envelope hems to be 15 mm minimum,
- Openings must be reinforced at each end with double stitching or bartack. All hems to be double turned and lock stitched.

#### 5.14.5 Construction

- Beans must be within an inner liner bag,
- Zip of liner bag must be attached with puller on inside as a tamper seal,
- Children's products only,
- Beanbags - liner bag must be fully sealed with no access to beans / filling,
- Beanbags - Zip of outer cover must also be sewn with puller on inside as tamper seal.

#### 5.14.6 Components and Embellishments

##### **Frills and edges:**

- Oxford Edge - corners must be mitred,
- Piping must be neatly finished and securely stitched,
- Raw edges are not acceptable.

##### **Children's products only:**

- Beads, sequins, buttons, and similar attachments are not acceptable on children's bed linen as design feature unless agreed by the Technologist.

#### 5.14.7 Fastenings

- Buttons to be double lock stitched,
- Buttons to be colour matched to base fabric,
- Zippers to colour matched to base fabric.

#### 5.14.8 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- No colour variation down the length or across the width of cushion or matching items,
- Smudges or faulty registration of prints is not acceptable,
- Variation in handle/finish is not acceptable.

#### 5.14.9 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

### **B. Construction Guidelines**

#### **Measurements:**

Accepted tolerance level: +/- 3%

## Labelling:

All bean bags must have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

Beanbags:

- Must meet the labelling requirements of the Furniture & Furnishings (Fire) (Safety) Regulations 1998- Amended 1989 and 1993.

Wash care and brand label to be positioned 5 cm from left hand side of cover opening on the Reverse.

## 5.15 Towels Specification

### A. General Manufacturing Guidelines - TOWELS S12

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.15.1 Fabrics

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All fabric must be free of formaldehyde.

#### 5.15.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Topstitching must be of consistent depth,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

##### **Stitch Density:**

- Woven: 12-14 stitches per 3 cm,
- Jersey: 14-16 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.15.3 Hems / Seams

- All hems to be double turned and lock stitched.

#### 5.15.4 Construction

- Header must be same width, as body of towel and differential shrinkage must not occur during washing,
- Header position to be consistent across each size/colour unless otherwise specified,
- Pulls and long loops are not acceptable.

#### 5.15.5 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- There should be no colour variation down the length or across the width of the towel or between matching items,
- Variation in handle/finish is not acceptable.

#### 5.15.6 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

**B. Construction Guidelines**

**Measurements:**

Measurements (cms)	Face	Hand	Bath	Sheet
Length	30	100	127	100
Width	30	50	70	150

Accepted tolerance level: +/- 3%

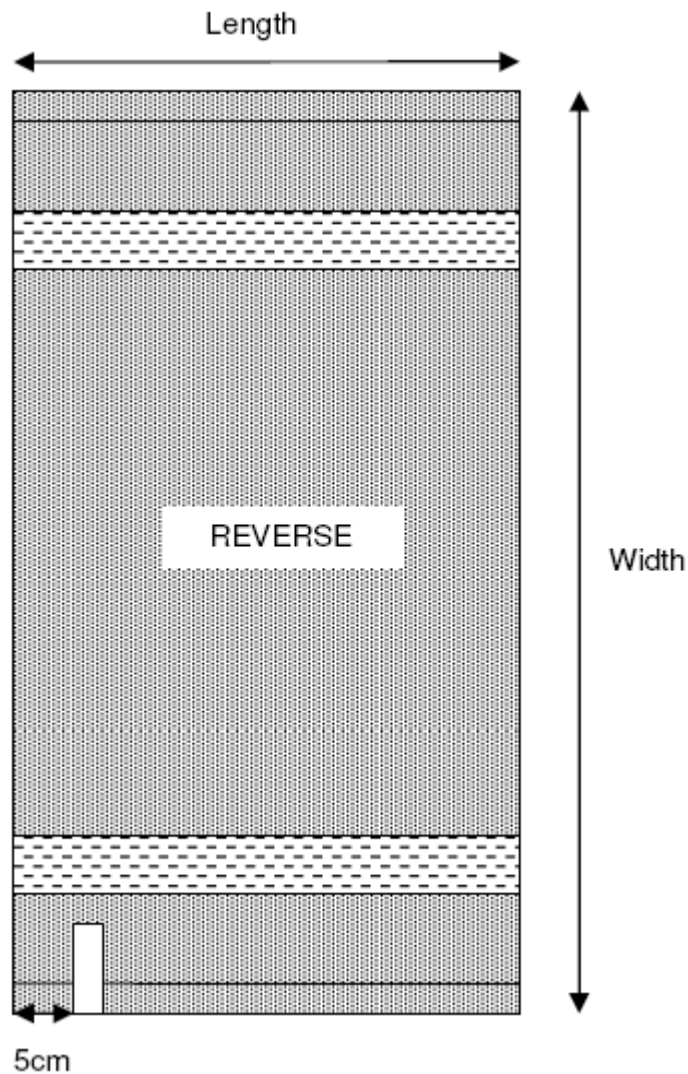
**Labelling:**

All towels must have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

Wash care label to be positioned 5cm from left hand corner on bottom edge of reverse of towel.

**Example:** Hand Towel



## 5.16 Pedestal & Bath Mats Specifications

### A. General Manufacturing Guidelines - BATHMATS & PEDESTAL MATS S13

#### 5.16.1 Fabrics

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- All fabric must be free of formaldehyde.

#### 5.16.2 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Stitching to be straight and even,
- Stitching must be of the correct tension and density,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Monofilament thread must not be used,
- Float stitches and thread ends must not exceed 1 cm.

##### Stitch Density:

- Woven: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.16.3 Hems / Seams

- All hems to be double turned and lock stitched,
- Raw edges are not acceptable,
- Ends must have an overlap of at least 1 cm,
- Finish must be neat and even.

##### Other constructions:

- Bound edge or over locked.

#### 5.16.4 Construction

- Pulls and long loops are not acceptable,
- Backing must be even thickness and colour.

#### 5.16.5 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- There should be no colour variation down the length or across the width of the mat or between matching items,
- Variation in handle/finish is not acceptable.

#### 5.16.6 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning “**PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN**”.

**B. Construction Guidelines**

**Measurements:**

Measurements (cms)	Pedestal Mat	Standard Bath Mat
Length	53	80
Width	50	50

Accepted tolerance level: +/- 3%

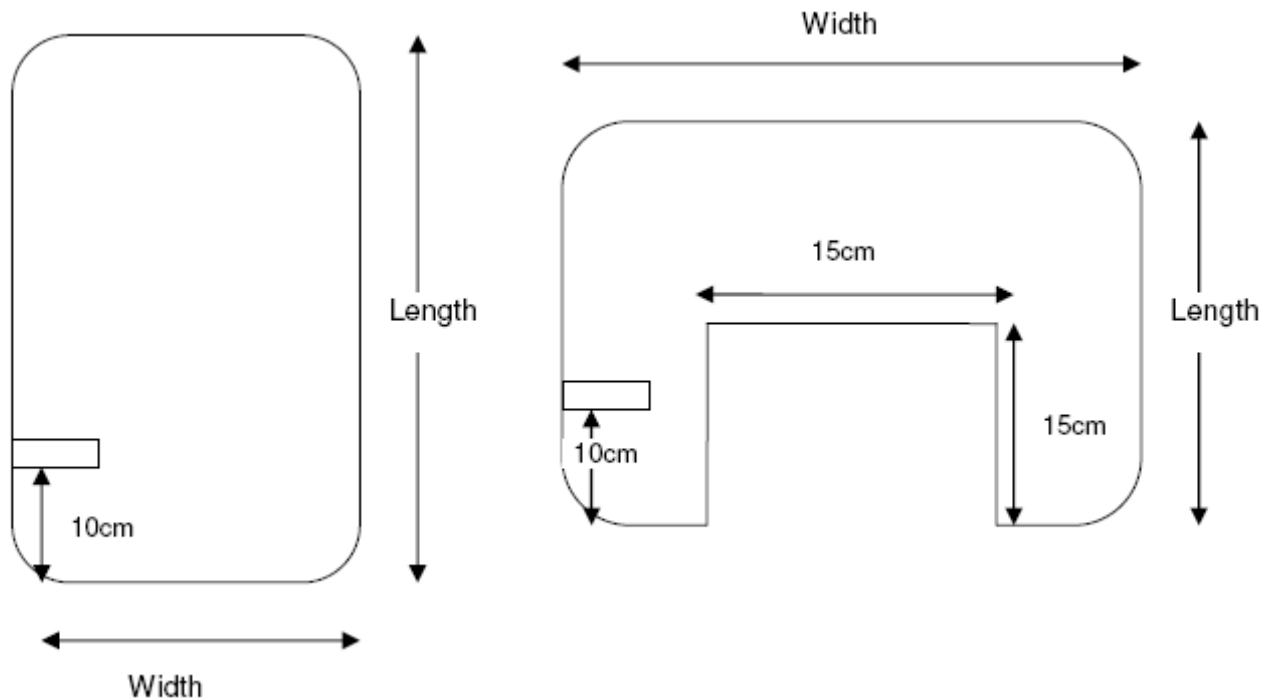
**Labelling:**

All towels must have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

Wash care label to be positioned 10 cm from left hand corner on bottom edge of reverse of mat.

**Example:** Bath Mat & Pedestal Mat



## 5.17 Shower Curtain Specifications

### A. General Manufacturing Guidelines - SHOWER CURTAINS S14

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.17.1 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Topstitching must be of consistent depth,
- Monofilament thread must not be used,
- Float stitches and thread ends must not exceed 1 cm.

#### Stitch Density:

- Woven: 12-14 stitches per 3 cm.

#### 5.17.2 Hems / Seams

- All hems to be double turned and lock stitched,
- Top hem depth - 2.5 cm,
- Side hem – 0.5 cm,
- Bottom hem depth - to fit chain weight,
- Hems to be square and constant in depth across the width of the curtain,
- PVC to be heat sealed.

#### 5.17.3 Construction

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended),
- Prints must not peel, flake or rub off.

#### Tab Tops:

- Tabs must be securely attached and straight to the top of the curtain.

#### 5.17.4 Fastenings

- Eyelets must be rust proof,
- Eyelets along top edge must be reinforced,
- Eyelets must be evenly spaced.

#### 5.17.5 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- There should be no colour variation down the length or across the width of the curtain,
- Variation in handle/finish is not acceptable,
- Plastic hooks to be supplied with curtain where applicable,
- Tiebacks to be included with curtain.

#### 5.17.6 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning “**PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN**”.

**B. Construction Guidelines**

**Measurements:**

Measurements (cms)	Standard	Extra Long
Length	180	210
Width	180	180

Accepted tolerance level: +/- 2%

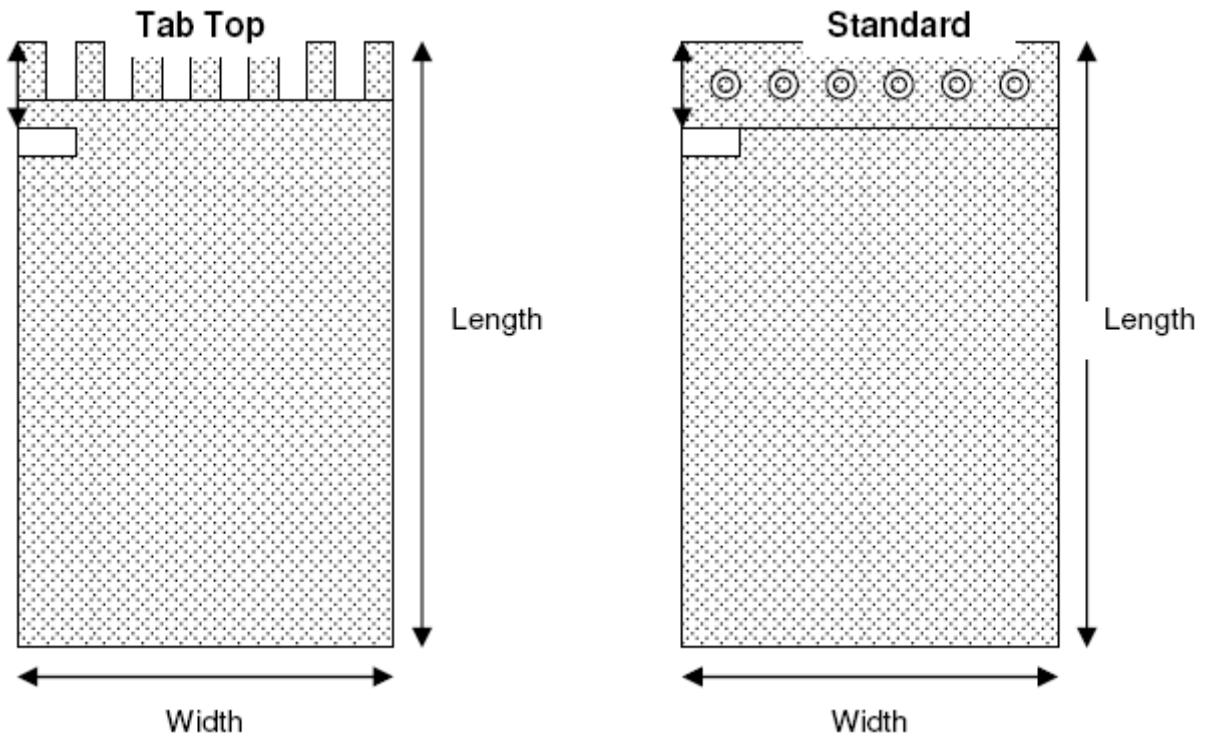
**Labelling:**

All towels must have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

Wash care label to be positioned 10 cm from left hand corner on bottom edge of reverse of mat.

**Example:** Shower Curtains



## 5.18 Bathrobes Specifications

### A. Construction & Presentation Guidelines - BATHROBES S15

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.18.1 Fabric

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended).
- Checks / stripes must match:
- Across centre back seam on hood and shawl collar,
- Pockets must match the body unless otherwise specified,
- Pile fabric to be cut rough down, smooth up.

#### 5.18.2 Stitching

##### General:

- Core spun thread must be used,
- Thread to colour match, unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely fastened and trimmed, loose threads are not acceptable,
- Topstitching must be of consistent depth,
- Float stitches and thread ends must not exceed 1 cm,
- Monofilament thread must not be used.

##### Stitch density:

- Woven fabrics : 12-14 stitches per 3 cm.

#### 5.18.3 Hems / Seams

##### General:

- 5-thread safety stitch construction seams,
- Seam allowance to be 1 cm minimum,
- Lockstitch back tack to secure seam if not enclosed within hem.

##### Toweling fabric:

- Edge to be over locked.

##### Fine fabrics:

- Pin hem overlock edge, turn and lockstitch depth 0.5 cm,
- Double rolled hem double turn and lockstitch depth 1 cm.

##### Heavier weight fabrics:

- Hem edge to be over locked, turned and lock stitched flat, hem depth to be a minimum of 2.5 cm,
- Double turn and lockstitch hem depth to be 2.5 cm,
- Where styling dictates – bound hem edge,
- Stepping at bottom edge of centre front is not acceptable.

## 5.18.4 Construction

### Neck:

- Toweling fabric neck seam to be lock stitched flat,
- Non-pile fabric - neck seam allowance to be enclosed within collar,
- Back neck to be bound.

### Collar:

Facing edges:

- Toweling - 3 thread overlock.
- Non pile fabrics:
- Overlock, turn 0.5 cm, and lockstitch.

### Cuffs:

Fine fabrics:

- Pin hem overlock edge, turn, and lockstitch depth 0.5 cm,
- Double rolled hem double turn and lockstitch depth 1 cm.
- Heavier weight fabrics:
- Cuff edge to be over locked, turned and lock stitched flat, cuff hem depth to be a minimum of 2.5 cm,
- Double turn and lockstitch depth 2.5 cm,
- Where styling dictates – bound cuff edge,
- Separate cuff piece to be attached so that no over locking is visible to the right side.

### Pockets:

- Pocket openings to be bar tacked,
- Drill holes must not be used to mark pocket positions.

### Patch Pockets:

- Pockets must be level.

Fine fabrics:

- Top edges to be double turned and lock stitched.

Heavy weight fabrics:

- Top edges to be over locked, turned and lock stitched,
- Seams must not be visible at top of pocket.

Lightweight fabric:

- Must be interlined to avoid fabric dropping.

### Side Seam Pockets:

- Pocket bag must not roll out,
- Pocket openings to be edge stitched or top stitched,
- Blind stitch, where topstitching can not be used on the pocket edge.
- Fine fabrics:
- Interline or tape opening of pocket.

### Belts:

- Ends to be bagged out,
- Folder construction.

### Children's products only:

- For children under 3 yrs belts must be lock stitch attached along top and bottom edge of sash from side seam to side seam across back of garment,
- Loose sashes are not acceptable for 0 – 3 yrs.

**Belt Loops:**

- Construction to be either 3 ply folder or binder folder.

## Toweling:

- Ends of loops to be inserted side by side.

## Non-pile:

- Ends of loops to be inserted on top of each other.

## Robes with no side seams:

- Loops to be pre circled and attached by 2 rows of lock stitching, 6 mm apart,
- Raw ends are not visible.

**Inside Ties:**

- Double sided satin ribbon,
- Ends of ribbons must be heat-sealed,
- All women's satin wraps to have a centre front belt loop.

## Children's products only:

- Only to be used if requested by Technologist.

**Back Neck Loops:**

- Construction to be either 3 ply binder or binder folder,
- Loops to be either U shaped or flat against seam.

## Men's and Women's:

- Loop to be inserted 3 cm either side of centre back.

## Children's:

- Loop to be inserted 1.5 cm either side of centre back.

**5.18.5 Finish**

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- There should be no colour variation down the length or across the width of the curtain,
- Variation in handle/finish is not acceptable.

**5.18.6 Packaging and Presentation**

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

**B. Construction Guidelines****Measurements:**

Accepted tolerance level: +/- 3%

**Labelling:**

All robes must have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.

All bathrobes should be label as appropriate to NIGHTWEAR (SAFETY) REGULATIONS 1985 LOW FLAMMABILITY TO BS5722 must be printed in black, 10 pt UPPER CASE **KEEP AWAY FROM FIRE** must be printed in red, 10 pt UPPER CASE on a permanent sewn in label.

Wash care label to be positioned 20cm up from bottom hem left side as worn.

## 5.19 Kitchen Textiles Specifications

### A. General Manufacturing Guidelines - KITCHEN TEXTILES S16

(Table linens, Napkins, Fabric Placemats & Coasters, Table Runners, Tea Towels & Oven Gloves)

Unless otherwise requested by House of Fraser buying team, design team or product technology team the following guidelines must be adhered to:

#### 5.19.1 Stitching

- Core spun thread must be used,
- Thread to colour match unless otherwise specified,
- Puckering of stitching and seams is not acceptable,
- All thread ends to be securely finished and trimmed, loose threads are not acceptable,
- Topstitching must be of consistent depth,
- Monofilament thread must not be used,
- Float stitches must not exceed 1 cm.

#### Stitch Density:

- Woven: 12-14 stitches per 3 cm,
- Overlock bite to be a minimum 0.5 cm.

#### 5.19.2 Hems / Seams

##### Table linen, Napkins and Placemats:

- Seams to be a minimum depth of 6 mm,
- Hems are dependent on styling and need to be agreed with the buying department,
- Edges should be over locked - ensuring no raw edges are visible.

##### Kitchen Textiles:

- Hems and seams to be a minimum depth of 6 mm,
- Seam edges must either be:
  - over locked,
  - double turned and lock stitched.

##### Binding:

- Raw edges are not acceptable,
- Ends must have an overlap of at least 1 cm or start and finish at seam join,
- Finish must be neat and even.

#### 5.19.3 Construction

- It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended).

##### Interlinings:

- Delamination is not acceptable,
- Strike-back is not acceptable,
- Interlining colour to be suitable for main body colour.

##### Oven Gloves:

- Must meet the dimensional requirements of BS 6526:1984 (1998).

#### 5.19.4 Finish

- No holes, slubs, tears, stains or dirty marks allowed on fabric,
- There should be no colour variation down the length or across the width of product or between matching items,
- Variation in handle/finish is not acceptable.

#### 5.19.5 Packaging and Presentation

- Pins, staples and metal items are not permitted in packaging,
- All products must be inspected and passed through a metal detector. Metal detection records must be maintained by the manufacturer,
- Plastic bags should carry the warning **“PLASTIC BAGS ARE DANGEROUS. TO AVOID DANGER OF SUFFOCATION KEEP THIS BAG AWAY FROM BABIES AND CHILDREN”**.

### B. Construction Guidelines

#### Measurements:

See diagrams below

Accepted tolerance level: +/- 3%

#### Labelling:

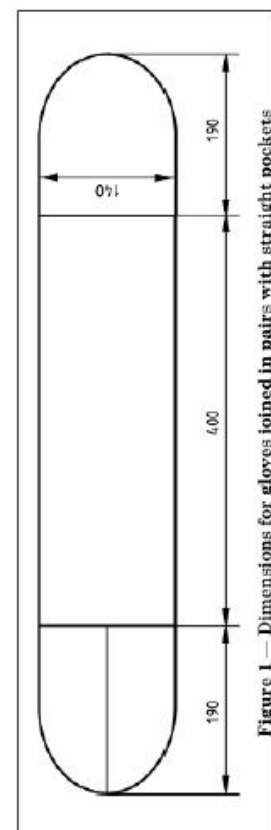
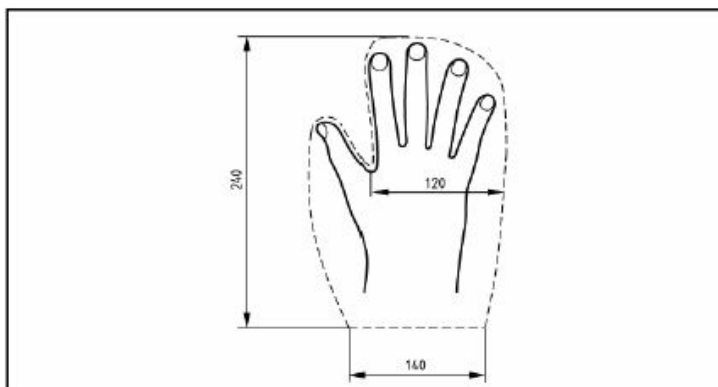
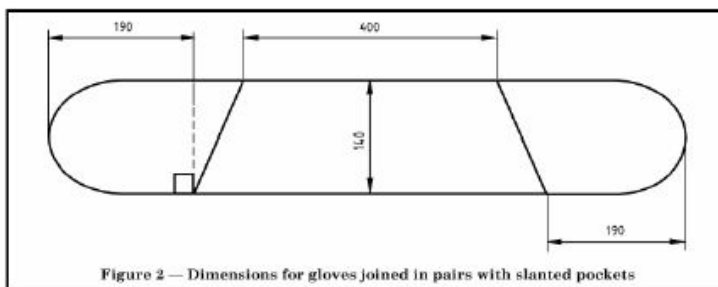
All items must have a sewn in label with:

- Fibre composition,
- Wash Instructions,
- House of Fraser logo or brand name.
- **KEEP AWAY FROM FIRE** (BOLD, Red & minimum 10 pt font)

Wash care label to be positioned 5 cm from left hand corner on bottom edge of reverse of item.

**Oven Gloves & Mitts:** Labelling must meet the requirements of BS 6526:1984 (1998)

#### Example: Oven Gloves & Mitts



# Section 6

# **TESTING**

## 6. Testing

### 6.1 Testing Procedures

Testing ensures that all products sold within House of Fraser meets the consumers demand for safety and expectations of quality and value.

It is the supplier's responsibility to ensure that all the required tests are carried out and results meet House of Fraser specifications. Suppliers are required to provide House of Fraser with an indication of performance at the development stage. This allows us to select alternative fabric/fabrications at an earlier stage without compromising the critical path.

It is the supplier's responsibility to ensure that all products are:

1. fit for purpose,
2. Suitable for intended and foreseeable use,
3. of a satisfactory quality,
4. safe when used in a reasonable manner,
5. conformant to all relevant legal requirements.

Suppliers of House of Fraser Own Brands/Private Label products and Exclusive products are required to provide copies of test reports and complete the product appraisal sheets to the Technologist.

Suppliers of Branded products shall provide a Seasonal Declaration of Compliance, listing the regulations and standards applicable to the products supplied, listing the products supplied, to the Buyer.

The results of the tests must comply with all applicable British, European and International Standards (BS, EN and ISO), UK and EU Regulations, Directives and laws and any additional specifications requested by House of Fraser.

It is the **supplier's responsibility** to ensure that all the required tests are carried out and results meet House of Fraser specifications. Suppliers are required to provide House of Fraser with an indication of performance at the development stage. This allows us to select alternative fabric/fabrications at an earlier stage without compromising the critical path.

All tests are to be carried out by ILAC accredited laboratories (UKAS, HKAS, CNAS or similar), be in English stating the test methods used and be less than 12 months old for first order and renewed at least every 2 years.

Copies of the test reports must be submitted and approved prior to starting production and/or before Gold Seal approval, before shipping can commence. **All testing costs must be paid for by the supplier.**

House of Fraser reserves the right to test or check any order or to request proof that any order conforms to current legislation and Regulations. Proof of conformance may be requested at any stage of production, delivery, sale, or after sale.

Should any party be uncertain of the information detailed in this Testing Manual they should contact a member of the Quality Assurance Department.

### 6.2 Textile Testing Guidelines

#### 6.2.1 Test Report Submission

The supplier is required to submit the test report by e-mail to the departmental Technologist for approval. It is unacceptable to submit an incomplete test report. Where tests fail to meet our requirements you are expected to; submit the tested specimen with the test report and suggest

alternative solutions for the failure.  
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Test report approvals and rejections will be e-mailed to the supplier by the Technologist.

### 6.2.2 Repeat Orders

Where a full test has been carried out within the last 12 months, you will not be required to submit a new test report unless new colours have been booked or otherwise advised by the Product Technologist. In this instance colour fastness tests for the new colour must be submitted for approval.

If however, the fabric for the repeat order is being supplied by a new mill, a full test report is required.

### 6.2.3 Mill Reports

The content and quality of mill reports vary considerably. Therefore, only the following exemptions will apply:

- a. For trial orders and orders under 300 units,
- b. Where the testing methods are similar to those listed in the Testing Manual,
- c. The date of the report is within 12 months.

**Note:** Fibre composition must be verified by an independent laboratory unless the mill spins its own yarn.

**Please consult the Product Technologist if you have any queries about Mill Reports.**

### 6.2.4 Fibre Composition

It is a legal requirement for all textile products to comply with The Textile Products (Indication of Fibre Content) Regulations 1986 (as amended).

The supplier/manufacturer is required to apply an accurate fibre composition within the permissible tolerance of +/-3%. Only fibre names listed in the Regulation can be used. All orders (including trials) must have a fibre composition test carried out unless the fabric is a repeat.

(See section 6.2.2 above, for additional information on repeat orders).

### 6.2.5 Recommended Laboratories – UK

The following preferred test laboratories offer up to 30% discount on standard test costs whether testing is conducted in UK, Hong Kong, China, India, Bangladesh, Pakistan, Korea, Vietnam, Thailand, Singapore and Turkey:-

ITS Intertek Labtest – 30% discount for all countries -  
Robert Hinchcliffe - [robert.hinchcliffe@intertek.com](mailto:robert.hinchcliffe@intertek.com)  
INTERTEK LABTEST (ITS)  
Centre Court, Meridian Business Park  
Leicester LE3 2WR  
Tel: 0116263 0330 Fax: 01162 630311/2

Physical Chemical / Cosmetics Colour fastness Toy Safety Electrical Hard Lines Candles
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SGS - 15% discount UK & India, 20% discount Korea, 30% others above -  
Jayshree.Halai - [Jayshree.Halai@sgs.com](mailto:Jayshree.Halai@sgs.com)  
SGS United Kingdom – Consumer Testing  
Saunders House, 52-53 The Mall, Ealing,  
London W5 3TA,  
Tel: 0203 008 7860 Fax: 0203 008 7870

Physical Chemical / Cosmetics Colour fastness Toy Safety Electrical Hard Lines Candles
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Eurofins Laboratories – 15% discount in Europe and 10% discount in China -  
 Derek Hepburn - [derekhepburn@eurofins.com](mailto:derekhepburn@eurofins.com)  
 Eurofins Laboratories Product Testing  
 D3 Broadoak Business Park  
 Ashburton Road West, Trafford Park  
 Manchester M17 1RW  
 Tel: 0161 868 7600 Fax: 0161 868 7699

Physical Chemical / Cosmetics Colour fastness Toy Safety Electrical Hard Lines Food / Microbiology
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Suppliers have to advise they are supplying House of Fraser to obtain the test discount. The above Laboratories offices in other countries (Poland, Italy etc) may be able to offer discounts. Please contact their UK office.

Other test laboratories that have UKAS, HKAS, CNAS or similar ILAC accreditation are also acceptable but test discounts are not guaranteed:-

**Other Recommended Accredited Laboratories:**

*FIRA	Furniture testing *House of Fraser use FIRA for Own Label product reviews.
SATRA	Furniture Physical Chemical Colour fastness Footwear
Bureau Veritas 31 Kingsland Grange Woolston WARRINGTON WA1 4RW Tel:: 01925 854360 Fax Number: 01925 851654	Physical Chemical Colour fastness Electricals Toy Safety Hard Lines Microbiology
Ceram Research. Queens Road, Penkhull Stoke-on-Trent Staffordshire ST4 7LQ United Kingdom UK customers 0845 026 0902 Fax +44(0)1782 412331 Email enquiries@ceram.com	Ceramicware testing
STR (UK) LTD Specialised Technology Resources (UK) Ltd 10 Portman Road Reading Berkshire, RG30 1EA Tel : 0118 939 8700 Fax: 0118 939 8701	Physical Chemical Colour fastness Toy Safety Electricals Hard Lines Microbiology
Northern Testhouse Unit 1 Scraftoft Business Center Leicester LE7 9TD Tel:0116 241 8811 Fax:0116 241 8070	Arts & Craft Child care articles Cosmetics Toy Safety Food Contact Materials Total Cadmium <b>Fireworks</b>

# Section 7

## **LEGAL**

## 7. Legal Requirements & Regulations

### 7.1 Legal Requirements

It is the supplier's responsibility to ensure that goods supplied to House of Fraser conform to UK and European Regulations, in addition to British Standard Institute (BSI) guidelines and shall indemnify House of Fraser in full for any costs for failing to comply. Suppliers must be fully aware of all current Regulations and Standards applicable to their products.

The guidelines offered under this section are based on extracts from the original documents, which are subject to revision and amendment without notice. It is strongly recommended you purchase copies of the relevant documents from HMSO bookshops. [www.hmso.gov.uk](http://www.hmso.gov.uk)

**Suppliers of specialist products are required to demonstrate their expert knowledge, including risk assessment procedures and due diligence within their Supply Chain.**

### 7.2 Fibre Composition

#### The Textile Products (Indications of Fibre Content) Regulations (1986)

A list of the **ONLY** permissible fibre names

Wool

Alpaca, Llama, camel, cashmere, mohair, angora, vicuna, yak, guanaco, beaver, otter, Followed or not by the name 'wool' or 'hair'

Animal or horse hair

Cashgora

Silk

Cotton

Kapok

Flax or linen

Hemp

Jute

Abaca

Alfa

Coir

Broom

Ramie

Sisal

Sunn

Henequen

Maguey

Acetate

Names corresponding to the material of which the fibres are composed, e.g. metal (metallic, metallised), asbestos, paper, followed by the word 'yarn' or 'fibre'

Modal

Protein

Triacetate

Viscose

Aramid

Acrylic

Chlorofibre

Fluorofibre

Modacrylic

Polyamide or nylon

Polyimide

Polyester

Polyethylene

Polypropylene

Polycarbamide

Polyurethane

Vinylal

Trivinyll

Elastodiene

Elastane

Glass fibre

Lyocell

Alginate

Cupro

Elastomulties

Elastolefin

Elastomultiester

## 7.3 Furniture & Soft Furnishing

<p><b>FURNITURE &amp; SOFT FURNISHINGS</b></p>	<p><b>REGULATIONS</b></p> <ul style="list-style-type: none"> <li><b>The Furniture and Furnishings (Fire) (Safety) Regulations 1988</b></li> </ul>	<p><b>COMPLIANCE PERMANENT LABELLING (Stitched)</b></p> <p>The label should be securely stitched to the product and attached so that it cannot be removed without either damaging the product or the furniture:</p> <ul style="list-style-type: none"> <li><b>Required on all new furniture, pillows, scatter cushions, seat pads and loose and stretch covers for furniture,</b></li> <li><b>All throws intended to be used as loose covers for furniture must carry a permanent label.</b></li> </ul> <p><b>N.B:</b>  <b>Mattresses and bedbases are not required to bear these labels but should have a permanent label stating compliance with BS 7177 or BS 6807</b></p>
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### EXAMPLES OF PERMANENT LABELS

Both the long and short versions are acceptable

<p><b>CARELESSNESS CAUSES FIRE</b></p> <p>A N Other Ltd. AB1 2XY</p> <p>AB 1234</p> <p>1 March 1990</p> <p>This article contains CM Foam which passes the specified test. All upholstery is cigarette resistant</p> <p>All cover fabric is cotton and is match resistant</p> <p>This article does not include a Schedule 3 interliner</p>	<ul style="list-style-type: none"> <li>a. The Caution</li> <li>b. Name and postal code of the first supplier in the United Kingdom</li> <li>c. Batch number or identification number</li> <li>d. Date manufactured or imported</li> <li>e. Description of filling material(s)</li> <li>f. Description of covering material(s)</li> <li>g. Whether or not the article includes a fire resistant interliner</li> </ul>	<p><b>CARELESSNESS CAUSE FIRE</b></p> <p>Batch/ID No DF 1234</p> <p>To comply with The Furniture and Furnishings (Fire) (Safety) Regulations;          This article does not include a Schedule 3 interliner</p> <p>All foams, fillings, and composites have been tested to ensure compliance with the relevant ignitability test. All covers and fillings have been tested to ensure that they are cigarette resistant. All covers have been tested to ensure that they are match resistant</p> <p>Further details are available from your retailer</p>	<ul style="list-style-type: none"> <li>a. The Caution</li> <li>b. Batch number or identification number</li> <li>c. Whether or not the article includes a fire resistant interliner</li> <li>d. Summary of the measures taken to ensure compliance with the regulations</li> </ul>
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(FURNITURE & SOFT FURNISHING CONTINUED)

**DISPLAY LABELLING (Kimble)**

The display labels must be attached to the furniture in a prominent position so that the label will be clearly visible at the point of sale.

Furniture sold as a collection of items, such as three piece suites and dining chairs must carry the appropriate display labels on each individual item.

- Required on all furniture, excluding mattresses, bedbases, pillows, scatter cushions, seat pads and stretch and loose covers for furniture.

**THROWS** – Not intended to be used as a loose cover for furniture:

Must carry label:  
**WARNING: THROWS SHOULD NOT BE USED TO REPLACE THE COVER OF YOUR UPHOLSTERY.**

**EXAMPLES OF DISPLAY LABELS**



**White triangle with red border:**

- Appropriate to new furniture with a limited range of cover fabrics. The cover is not match resistant, but the furniture has an interliner which passes the specified test,
- The furniture meets the filling requirements and is cigarette resistant.

**White triangle with red border;**

- Appropriate to new furniture which meets the filling requirements and is cigarette resistant.


**White square with green border:**

- Appropriate to new furniture which meets the filling requirements and is both cigarette and match resistant.

## 7.4 Cosmetics and Toiletries

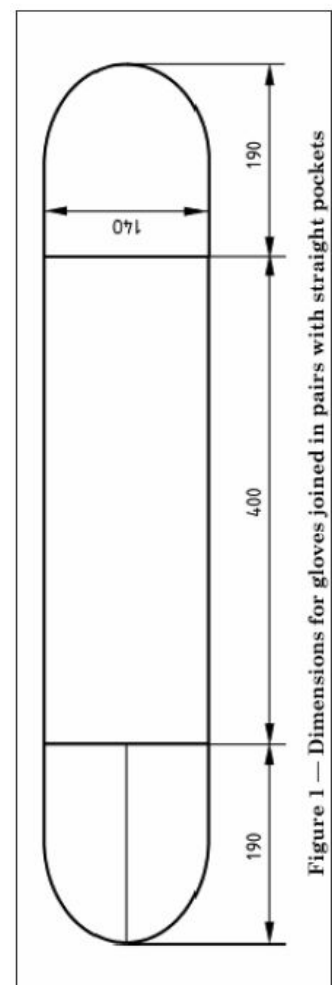
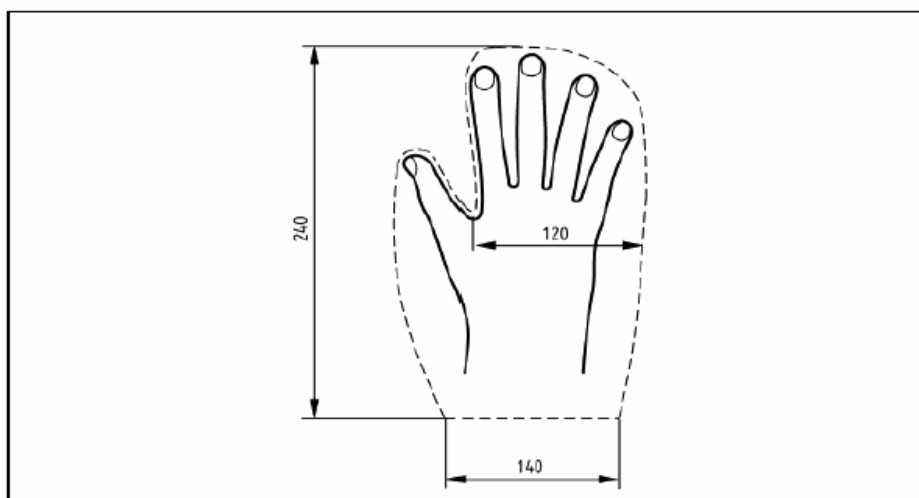
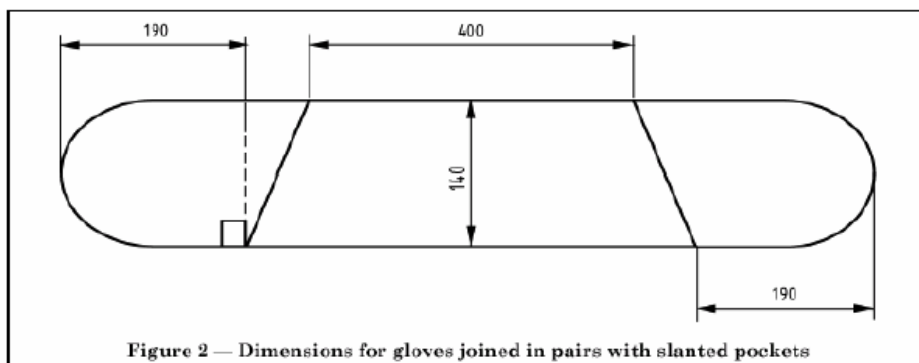
COSMETICS & TOILETRIES	REGULATIONS	COMPLIANCE
	<ul style="list-style-type: none"> <li>• The Cosmetics Products (Safety) Regulations 2004,</li> <li>• The Cosmetics Products (Safety) Regulations 2005,</li> <li>• The General Product Safety Regulations 2005,</li> <li>• Food Imitation (Safety) Regulations 1989.</li> </ul>	<ul style="list-style-type: none"> <li>• List of ingredients required on product, should be visible, indelible and easily legible.</li> <li>• List of ingredients to be in descending order of weight.</li> <li>• Generally all cosmetics should carry the warnings:               <ul style="list-style-type: none"> <li>- For External Use Only,</li> <li>- Keep Away From Eyes,</li> <li>- Not Suitable For Children Under 7 Years,</li> </ul> </li> <li>• Supplier/manufactures name and address should be on packaging.</li> <li>• Product should not be likely to be confused with food, should not have the appearance, smell or texture of food.</li> <li>• Volume information labels to be greater than 4 mm high.</li> </ul>

## 7.5 Lighting


<p><b>LIGHTING</b></p>	<p><b>REGULATIONS</b></p> <ul style="list-style-type: none"> <li>• <b>BS EN 60598: 2004 Luminaires. General Requirements and Testing,</b></li> <li>• <b>The General Product Safety Regulations 2005.</b></li> </ul>	<p><b>COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>• <b>All lighting must carry the CE mark:</b></li> </ul>  <ul style="list-style-type: none"> <li>• <b>All lighting must carry the name and or recognized logo of either the supplier brand or House of Fraser. The address or post code of either the supplier or House of Fraser.</b></li> <li>• <b>Must have a correct cable label.</b></li> <li>• <b>Must have correct warnings on packaging.</b></li> <li>• <b>Must have a secure durable lamp wattage label on the lamp holder also showing lamp type.</b></li> <li>• <b>Appropriate user installation instructions are required for fixed luminaires.</b></li> </ul>
	<p><b>LIGHTING CHAINS</b></p>	<ul style="list-style-type: none"> <li>• <b>Appropriate assembly instructions are required when there is a degree of self assembly.</b></li> <li>• <b>Must have a UK plug with appropriate labelling.</b></li> <li>• <b>Instructions must be relevant to the product they are supplied with.</b></li> <li>• <b>If a replacement fuse bulb is supplied with the lighting chain is this clearly identifiable</b></li> </ul>

## 7.6 Oven Gloves

OVEN GLOVES	REGULATIONS	COMPLIANCE
	<ul style="list-style-type: none"> <li>• <b>BS 6526:1998 Domestic Oven Gloves – Requirements and Test Methods</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Oven gloves shall be permanently marked with the following information:</b> <ul style="list-style-type: none"> <li>- <b>The number and date of this British Standard, i.e. BS 6526:1998</b></li> <li>- <b>The name, trademark, or other means of identification of the manufacturer or supplier</b></li> <li>- <b>Instructions or any precautions concerning care; including appropriate care labelling symbols in accordance with BS EN 23758</b></li> </ul> </li> </ul>




## 7.7 Pencils and Graphic Instruments

<p><b>PENCILS &amp; GRAPHIC INSTRUMENTS</b></p>	<p><b>REGULATIONS</b></p> <ul style="list-style-type: none"><li>• EN 71 Pt 1, 2 &amp; 3</li></ul> <p><b>Adult Pens</b></p> <ul style="list-style-type: none"><li>• THE PENS AND GRAPHIC INSTRUMENT (SAFETY) REGULATIONS 1998</li></ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"><li>• EN71 Pt 3</li><li>• BS7272- 1 &amp; 2: 2000 SPECIFICATION FOR END CAPS AND END CLOSURES</li></ul>	<p><b>Applies to products designed or intended, whether or not exclusively, for use in play by children under 14 years of age:</b></p> <ul style="list-style-type: none"><li>• <b>Must carry the C E mark:</b></li></ul>  <ul style="list-style-type: none"><li>• <b>Must carry the name and or recognized logo of either the supplier brand or House of Fraser. The address or post code of either the supplier or House of Fraser.</b></li><li>• <b>Must carry appropriate warnings where necessary.</b></li><li>• <b>ALL PEN TOPS MUST HAVE VENTILATION HOLES</b></li></ul>
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<p><b>TOYS</b></p> <p><b>TOY DEFINITION</b> Any product designed or intended, whether or not exclusively, for use in play by children under 14 years of age.</p> <p>Exclusions from the regulations should carry the warning: “this is not a toy” or state that it is a collectors item , a specialist item or for decorative use only.</p>	<p><b>THE TOY SAFETY DIRECTIVE 2009/48/EC</b></p> <p>Exclusions to this are:</p> <ol style="list-style-type: none"> <li>1. Decorative objects for festivities and celebrations</li> <li>2. Products for collectors, provided that the product or its packaging bears a visible and legible indication that it is intended for collectors of 14 years of age and above. Examples of this category are: <ol style="list-style-type: none"> <li>(a)detailed and faithful scale models;</li> <li>(b)kits for the assembly of detailed scale models;</li> <li>(c)folk dolls and decorative dolls and other similar articles;</li> <li>(d)historical replicas of toys; and</li> <li>(e)reproductions of real fire arms.</li> </ol> </li> <li>3. Sports equipment, including roller skates, inline skates, and skateboards intended for children with a body mass of more than 20kg</li> <li>4. Bicycles with a maximum saddle height of more than 435 mm, measured as the vertical distance from the ground to the top of the seat surface, with the seat in a horizontal position and with the seat pillar set to the minimum insertion mark</li> <li>5. Scooters and other means of transport designed for sport or which are intended to be used for travel on public roads or public pathways</li> <li>6. Electrically driven vehicles which are intended to be used for travel on public roads, public pathways, or the pavement thereof</li> <li>7. Aquatic equipment intended to be used in deep water, and swimming learning devices for children, such as swim seats and swimming aids.</li> </ol>	<ol style="list-style-type: none"> <li>8. Puzzles with more than 500 pieces</li> <li>9. Guns and pistols using compressed gas, with the exception of water guns and water pistols, and bows for archery over 120 cm long</li> <li>10. Fireworks, including percussion caps which are not specifically designed for toys</li> <li>11. Products and games using sharp-pointed missiles, such as sets of darts with metallic points</li> <li>12. Functional educational products, such as electric ovens, irons or other functional products operated at a nominal voltage exceeding 24 volts which are sold exclusively for teaching purposes under adult supervision</li> <li>13. Products intended for use for educational purposes in schools and other pedagogical contexts under the surveillance of an adult instructor, such as science equipment</li> <li>14. Electronic equipment, such as personal computers and game consoles, used to access interactive software and their associated peripherals, unless the electronic equipment or the associated peripherals are specifically designed for and targeted at children and have a play value on their own, such as specially designed personal computers, key boards, joy sticks or steering wheels</li> </ol>
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	<p><b>WARNINGS</b></p> <ul style="list-style-type: none"> <li>• Not suitable for children under 36 months due to small parts – Choking Hazard!</li> <li>• May contain sharp functional edges <i>with relevant age suitability</i></li> <li>• Chemical hazard warnings <i>with relevant age suitability</i> adult supervision to be recommended</li> </ul> <p><b>INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>• Battery operated toys</li> </ul> <p>If warnings and instructions are only on the packaging and not the actual product it must clearly state “this information must be kept for future reference”</p>	<p>For all items considered to be a possible choking hazard</p> <p>e.g. toys containing scissors, blades, tool kits, specialist equipment, compass, pencil sharpener, pins and needles THIS LIST IS NOT EXHAUSTIVE AND COMMON SENSE SHOULD PREVAIL</p> <p>e.g. science kits containing chemicals, cosmetics including temporary tattoos and body/face paints, craft kits containing glue THIS LIST IS NOT EXHAUSTIVE AND COMMON SENSE SHOULD PREVAIL</p> <p>Must clearly state battery type, size and quantity and instructions for replacing the battery.</p> <p>Must state the crossed out wheellie bin symbol and the battery chemical symbol as necessary EG:</p>  <p>Pb</p> <p>Must state instructions for the safe disposal and recycling at local authority or retailer collection sites.</p>
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# APPENDICES

## Appendix i

<b>HOUSE OF FRASER HOME SAMPLE SUBMISSION</b>		
<b>SEAL STAGE</b>	<b>SAMPLE REQUIREMENTS</b>	<b>SIZES REQUIRED</b>
<b>RED SEAL</b>	<p>1. Samples to be made in the correct fabrication/fabric quality and trims. Where this is not possible supplier must indicate discrepancy on the sample.</p> <p>2. All samples submitted to have the following information attached to the samples:-</p> <ul style="list-style-type: none"> <li>- Suppliers style number.</li> <li>- HOF reference.</li> <li>- Fabric quality reference number, fibre content details and finishes.</li> <li>- Co ordinates to be submitted together.</li> </ul> <p>Red Seal samples must be accompanied by:</p> <ul style="list-style-type: none"> <li>- Supplier Self Evaluation Sheet</li> <li>- Test Reports</li> <li>- Component test reports (Where applicable)</li> <li>- Care instructions for approval</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- <b>If minor changes are made, the sample will be approved and a silver seal will be requested.</b></li> <li>- <b>Where no or minimal changes are made, we will approve the sample as a silver seal and authorise you to go to production and submit a gold seal sample</b></li> </ul> <p><b><i>Make comments will be sent to you by the Technologist Confirmation of care labelling will be sent to you by the Technologist on receipt of a test report.</i></b></p>	<p><b>X2 Hard Home X2 Soft Home</b></p> <p><b>Samples representing each size, colour &amp; designed to be submitted unless otherwise agreed by Technologist</b></p> <p><b>Samples to be approved against House of Fraser Make Standards</b></p> <p><b>Buyer/Designer &amp; Technologist to confirm acceptance or request further samples requirements for make approval</b></p>
<b>SILVER SEAL</b>	<p>1. If silver seal samples be requested. These should:</p> <ul style="list-style-type: none"> <li>- Have information attached as required on Red seal.</li> <li>- Be in the correct fabrication/fabric quality</li> <li>- Co ordinates to be submitted together.</li> </ul> <p><b>NOTE: Pre –Production samples will be requested where necessary</b></p> <p><b><i>Make comments will be sent to you by the Technologist Confirmation of care labelling will be sent to you by the Technologist on receipt of a test report.</i></b></p>	<p><b>X2 Hard Home X2 Soft Home</b></p> <p><b>Samples representing each size, colour &amp; designed to be submitted unless otherwise agreed by Technologist</b></p> <p><b>Buyer/Designer &amp; Technologist to confirm acceptance or request further samples requirements for make approval</b></p>
<b>GOLD SEAL (Production)</b>	<p>1. Gold Seal samples must be submitted to arrive at House of Fraser at least 7 working days prior to shipment date for imported goods or delivery date for UK and landed goods.</p> <p>Gold seals:-</p> <ul style="list-style-type: none"> <li>- Must be representative of bulk.</li> <li>- To have the correct presentation details (including point of sale packaging), hanger, labelling and ticketing.</li> <li>- Co ordinates to be submitted together.</li> <li>- <b>Bulk fabric test reports must be submitted for approval prior to cutting.</b></li> </ul> <p>2. A gold seal sample checklist will be sent to the supplier confirming approval or rejection.</p> <p>3. Deliveries into Excel can only be made if the supplier has received the checklist indicating Gold seal approval by both the Buying department and the Technologist.</p>	<p><b>X2Hard Home X2 Soft Home</b></p> <p><b>Samples representing each size, colour &amp; designed to be submitted unless otherwise agreed by Technologist</b></p> <p><b>Buyer/Designer &amp; Technologist to confirm acceptance or request further samples requirements for make approval</b></p>
<b>ALL SAMPLES TO BE SENT TO THE RELEVANT BUYING DEPARTMENT</b>		

# Appendix ii

## Supplier Self Evaluation Form

HOUSE OF FRASER

SUPPLIER SELF EVALUATION - PRIVATE LABEL

A separate Supplier Self Evaluation form to be completed for each unit \*\*

Your organisation is a:

Products bought by HoF \_\_\_\_\_

**GUIDANCE NOTES**

**Supplier or Agent**

i) By means of a flow chart, illustrate your relationship with your suppliers

ii) Provide the address and contact details of your trading office

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Home workers\*\***

If your supply chain includes home workers, you are not required to complete a self assessment for each unit. You are only required to confirm the existence of home workers in Part II

**PART I - CAPABILITIES**

**1 Supplier Name and Physical Address**

Factory name	_____		
Contact	_____		
Factory address	_____		
Country	_____		
Years established	_____	Length of relationship with manufacturer	_____

**2 Premises**

Are the premises? (circle)

When was the building constructed? \_\_\_\_\_

Is the overall maintenance of the factory acceptable? YES/NO

Is the factory vertical? YES/NO      If **YES** describe set up \_\_\_\_\_

Is there a dormitory on site? YES/NO      Is there a canteen or food preparation area on site? YES/NO

**3 Product Category - Indicate % of products manufactured**

Soft Lines							
Towels/bathrobes	%	Bean bags/Floor cushions	%	Curtains inc shower curtains	%	Bed linen inc bed spreads	%
Throws/Blankets	%	Quilts/Duvets	%	Pillows	%	Cushions	%
Kitchen textiles	%	Other (specify)			%		%
Hard Lines							
Cookware	%	Dining	%	Christmas	%	Electrical	%
Home ware	%	Bath ware	%	Toys	%	Furniture	%
Glassware	%	Candles	%	Lighting	%	Floor coverings	%
Other (specify)			%		%		%
Apparel - Woven			Apparel - Knits				
Children's Wear	%		Children's Wear	%			
Womenswear	%		Womenswear	%			
Menswear	%		Menswear	%			

**4 Existing Customers**

Name	Country	Product types	Approximate % manufactured



<b>11</b>	<b>Components</b>	<p>How are components stored and controlled? _____</p> <p>Are deliveries inspected on receipt? YES/NO</p> <p>Is documentation maintained? YES/NO</p>
<b>12a</b>	<b>Production Unit (Sewn textiles &amp; leather goods only)</b>	<p>Is machinery regularly serviced? YES/NO</p> <p>Condition of machinery? <input type="text" value="Poor"/> <input type="text" value="Satisfactory"/> <input type="text" value="Good"/></p> <p>Sewing room system <input type="text" value="Straight line"/> <input type="text" value="Group"/> <input type="text" value="Flexible"/></p> <p>Number of production lines/groups? _____</p> <p>What storage is used for work in progress? _____</p> <p>Is there a needle replacement policy? YES/NO</p> <p>How long are the records kept? _____</p> <p>How long has the policy been in place? _____</p> <p>Are all metal/sharp items distributed and accounted for? YES/NO</p> <p>What metal detecting facilities do you have? _____</p> <p>Are the levels of work in progress acceptable? YES/NO</p> <p>Are there any bottlenecks in production? YES/NO</p> <p>Is the lighting? <input type="text" value="Poor"/> <input type="text" value="Satisfactory"/> <input type="text" value="Good"/></p> <p>How often are the floors and surfaces cleaned in the factory? _____</p>
<b>12b</b>	<b>Production Unit (Non textiles)</b>	<p>Describe and attach the production process work flow _____</p> <p>Condition of machinery? <input type="text" value="Poor"/> <input type="text" value="Satisfactory"/> <input type="text" value="Good"/></p> <p>What storage is used for work in progress? _____</p> <p>Is there a cross contamination avoidance policy? YES/NO</p> <p>Who maintains the cross contamination records? _____</p> <p>How long has the policy been in place? _____</p> <p>How long are the records kept? _____</p> <p>Are all metal/sharp items distributed and accounted for? YES/NO</p> <p>What metal detecting facilities do you have? _____</p> <p>Are the levels of work in progress acceptable? YES/NO</p> <p>How often are the floors and surfaces cleaned in the factory? _____</p>
<b>13</b>	<b>Final Inspection</b>	<p>Are inspections? <input type="text" value="Random"/> <input type="text" value="100%"/> <input type="text" value="BS6001"/></p> <p>What identification methods are used to identify defective products? _____</p> <p>Is a record maintained of fault rates? YES/NO</p> <p>Is repaired work re inspected? YES/NO</p> <p>What storage is used for work in progress? _____</p>
<b>14</b>	<b>Packing</b>	<p>Is the area clean and orderly? YES/NO</p> <p>Does HoF provide you with sufficient packing requirements? YES/NO</p>
<b>Where possible submit/attach photographs of production unit</b>		

**PART II Social Compliance**

Does your company have a Social Compliance Programme in place?	YES/NO
Does your company have a Health and Safety Policy in place?	YES/NO
If <b>YES</b> submit a copy with this evaluation	(Submit)
If <b>NO</b> Social Compliance Programme &/or Health & Safety Policy is in place, Are you working towards creating a policy?	YES/NO
Does your Social Compliance Programme apply to all facilities regardless of location?	YES/NO
Does your Social Compliance Programme reference compliance to local and national legal Regulations?	YES/NO
Do you have a copy of House of Fraser's Ethical Sourcing Policy (ESP)?	YES/NO
Has the factory been audited in the last 24 months?	YES/NO
If <b>YES</b> , provide a summary of the remediation programme implemented	_____
_____	
Total number of employees	<input type="text" value="Full time"/> <input type="text" value="Contract"/> <input type="text" value="Temporary"/>
Regular working hours a week?	_____ Working days in a week ? _____
What system do you use to record working hours?	_____
Legal minimum wage in location	_____ Overtime hours worked a week _____
Do you employ home workers?	YES/NO
How many shifts operate in the factory?	_____
Are employees paid?	<input type="text" value="Daily"/> <input type="text" value="Weekly"/> <input type="text" value="Monthly"/>
Legal minimum age of employment in location?	_____
How do you verify the age of an applicant?	YES/NO
Do workers have the right to join or not join a recognised association?	YES/NO
Is there one or more unions present on site?	YES/NO
If <b>YES</b> , please provide details about the union	_____
Is appropriate PPE (Personal protective equipment) provided to workers where necessary?	YES/NO
What types of PPE do you provide to employees?	_____
Is health and safety training provided?	YES/NO

**PART III Environmental**

**POLICIES & PROCEDURES**

Does your company have an Environmental Policy in place?	YES/NO
If <b>YES</b> please submit a copy of this policy	_____
If <b>NO</b> Environment Policy is in place, Are you working towards creating a policy?	YES/NO
Does your Environmental Policy apply to all facilities regardless of location?	YES/NO
Does your policy reference compliance to local and national legal Regulations?	YES/NO
Does your site have any relevant environmental management systems in place?	YES/NO
If <b>YES</b> please provide details	_____
Is your environmental management system audited?	YES/NO
If <b>YES</b> please give the date of your last audit and who it was conducted by	_____
Is there a person responsible for environmental issues in your organisation?	YES/NO
If <b>YES</b> please supply contact details	_____
Does your company assess the risk their processes have on the environment?	YES/NO
Do you have action plans in place to address key environmental issues?	YES/NO
<b>WASTE</b>	
Has your company identified the type of waste produced on site?	YES/NO
If <b>YES</b> what waste is produced?	_____
Do you keep records of the amount of waste produced?	YES/NO
How is waste stored?	_____
Are waste storage facilities correctly labelled and suitable for the waste collected in them?	YES/NO
Is waste disposed of in a legally approved facility?	YES/NO
Is there a policy to reduce, recycle and reuse materials where feasible?	YES/NO
If <b>YES</b> please give details	_____
Does your site generate hazardous waste?	YES/NO
If <b>YES</b> please give details	_____

**WATER**

Do you monitor and measure water consumption? YES/NO

Do you monitor and measure water wastage? YES/NO

Where is waste water discharged? \_\_\_\_\_

Is waste water pre-treated before discharging? YES/NO

**ENERGY**

Do you monitor and measure energy consumption? YES/NO

Do you have an energy minimization policy? YES/NO

If **YES** please give details \_\_\_\_\_

Do you use renewable energy in any of your processes? YES/NO

If **YES** please give details \_\_\_\_\_

Do you monitor and measure the carbon emissions of your organization? YES/NO

Do you offset your carbon emissions? YES/NO

If **YES** please give details \_\_\_\_\_

Do you evaluate the life cycle of your products with regard to their eventual disposal? YES/NO

If **YES** please give details \_\_\_\_\_**POLLUTION**

Are there any pollution risks involved in any processes during production? YES/NO

If **YES** please give details \_\_\_\_\_

Are there effective controls for those risks? YES/NO

If **YES** please give details \_\_\_\_\_

Do you have a policy for the efficient use of raw materials? YES/NO

If **YES** please give details \_\_\_\_\_**OTHER**

Do you have an animal testing policy? YES/NO

If **YES** please give details \_\_\_\_\_

Do you have a restricted chemical policy? YES/NO

If **YES** please give details \_\_\_\_\_

Do you have a timber sourcing policy? YES/NO

If **YES** please give details \_\_\_\_\_

<b>Evaluator:</b>	<b>Position Held:</b>	<b>Date:</b>
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**PART III HoF Internal Use**

Update 'Supplier Response Database' YES/NO

Audit requested? YES/NO

Has ESP been sent to supplier? YES/NO

Audit Company CSCC/Other (Specify)

Is additional information required? YES/NO

**PLEASE NOTE: ADDITIONAL DETAILS MAY BE REQUESTED BASED ON THE INFORMATION YOU HAVE PROVIDED ON THIS FORM**

# Appendix iii

## Work Sheet (Product Appraisal Sheet)

**HOUSE OF FRASER HS 01 TOWELS & BATH ROBES**

SUPPLIER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 REFERENCE: \_\_\_\_\_ DESCRIPTION: \_\_\_\_\_

**REGULATORY REQUIREMENTS**  
 The Sale & Supply of Goods to Consumers Regulations 2002 - Batch Supply of Goods Act 1986 - Sale of Goods Act 1979 - Trade Descriptions Act 1968 - General Product (Safety) Regulations 2005 - The Textile Products (Labelling of Fibre Content) Regulations 2002 - Consumer Protection (Recycling) Regulations 2005

A GENERAL PRODUCT EVALUATION FOR ALL OF HS 01	YES	NO	PACKAGING (ESSENTIAL) REQUIREMENTS REGULATIONS 2005
1. Does the labelling & presentation comply with the following regulations?			Use the minimum volume and weight necessary to give the required level of safety, hygiene and appearance to the product and its container. Be designed, produced and constructed so as to: (a) reduce or recover by material, energy or composting/biodegradability
2. Does the product have a photo-curable ink which is required for durability, safety, appearance?			
3. Are the product's components made of materials that need to be labelled? (e.g. sea salt, skin, essential oils)?			
4. Does the product/embellishment suggest any requirement for any additional testing or different performance standards?			
5. Is there a need for any special wording on labels e.g. wash dark colours separately, wash in a large capacity machine?			
6. Is there a risk of contact staining of embellishments or dyes?			
7. Is the product appropriately packaged, labelled & sealed, with appropriate warnings?			
8. Would packaging or presentation suggest this could need to conform to the higher regulations?			
9. Does the product carry a relevant warning sign? (e.g. KAPF)			
10. For reusable products check for recycling de content			

**HLA-1006 UNIT PRODUCT RISK ASSESSMENT CATEGORY (As per manufacturer)**

1	2	3
LOW	MEDIUM	HIGH

TECHN/LOGIST/DATE

B MANDATORY TESTS FOR CONSIDERATION OF ALL OF HS 01 PRODUCTS	TYP	METHOD	REQUIREMENT	PASS/FAIL/COMMENTS
1. Fibre Composition		BS 6847:1998 ISO 10305	C: 4 5: 4	
2. Dimensional stability (washing)		BS EN 9227: 1994	C: 3% TO C: 7% TO C: 10% (Shrink TO C: 10% MAX)	
3. Appearance after laundering (Woven fabrics)		HTM A	Visual Assessment	
4. Tear strength (Woven fabrics)		BS EN ISO 13077-1: 2000	100N	
5. Sewing Properties: Seam strength		BS EN ISO 13054-1: 2002	Seam opening @ 10 kg	
6. Colour fastness to washing		BS EN ISO 116: CON: 1997	C: 4 & 5: 4	
7. Colour fastness to water		BS EN ISO 116: CON: 1996	C: 4 & 5: 4	
8. Colour fastness to rubbing (wet & dry)		BS EN ISO 116: X12: 2002	Max: 4 (Dry: 4)	
9. Colour fastness to light		BS EN ISO 116: X02: 1998	5	
10. Colour fastness to chlorine bleach		BS EN ISO 116: CON: 1997	C: 4 & 5: 4	

ALL REPORTS AND DOCUMENTATION MUST BE HELD BY THE SUPPLIER AND BE MADE AVAILABLE TO HOUSE OF FRASER FOR REFERENCE WHEN REQUESTED

All details must be completed

Supplier to complete product evaluation when reviewing product

Products are subdivided into categories.

Each category has a separate product appraisal sheet, suppliers should always check to ensure they are using the correct sheet for their product

Product Risk Assessment

Supplier to confirm compliance against a list of requirements

Mandatory Testing Requirements (Product Specific)

Example: Product Appraisal Sheet Cont.

11. Colour fastness to salt water	BS EN ISO 105 - G02:1999	C: 4 5: 4	
12. Colour fastness to perspiration	BS EN ISO 105 - G04: 1998	C: 4 5: 4	
13. Neoprene	BS 7097 - 3: 1999	150N (min)	
14. Charitable pile loss after washing	HTM A	Max 5%	
15. Pile durability	As House Text Method B	4	
16. Piled or corded			
17. Flame resistance	BS EN ISO 14184: 1999	Pass 30 sec Released 400mg	
18. Flammability testing	BS 5722: 1991	Meet the Relevant Safety Regulations	

**GUIDANCE NOTES**

BOTH OUTER & LINING FABRICS MUST BE TESTED

If bathrobes are to be sold as 'Highwear', then flame safety regulations would apply

Consideration to be given as to possible use at swimming pools or at the beach and additional colour fastness completed as required

ALL REPORTS SHOULD HAVE "KEEP AWAY FROM FIRE" ON THEIR SEWN IN LABELS (In Red, Capitals & Min 10pt font)

**PACKAGING & LABELLING INFORMATION**

□ △ ▽ ⊃ ⊙ ⊠

**ADDITIONAL COMMENTS**

SUPPLIER REPRESENTATIVE: \_\_\_\_\_ DATE SUBMITTED TO HOF: \_\_\_\_\_  
 SIGNED BY TECHNOLOGIST: \_\_\_\_\_ DATE OF COMPLETION: \_\_\_\_\_

ALL REPORTS AND DOCUMENTATION MUST BE HELD BY THE SUPPLIER AND BE MADE AVAILABLE TO HOUSE OF FRASER FOR REFERENCE WHEN REQUESTED

Technologist to add additional guidance notes here as necessary

Supplier &/or Technologist can enter any additional comments here as applicable

Supplier to input proposed labelling & instructions here

Technologist & Supplier to confirm acceptance of test reports, labelling & instructions by signing & dating here

## **Appendix iv**

### **Ethical Sourcing Policy (ESP)**

The Group prides itself on being able to offer its customers the newest products in all areas of the business. The Group's buyers continually search for new and exciting products from different parts of the world, and have, over the years, developed long-term relationships with many suppliers. As a result, the Group has consistently offered its customers high quality products.

To further this, the Group has developed an Ethical Sourcing Policy (ESP), and has appointed a third party social compliance auditor, Cal Safety Compliance Corporation (CSCC), to carry out audits. The Group's Quality Assurance department will remain responsible for the Policy, initiating audits and monitoring remediation programmes.

The Group acknowledges the importance of responsible sourcing and the promotion of fair and safe working conditions within its supply chain. The Group's ESP recognises the complexity of its supply chain, diversity of product lines and the global citizens who produce them. The intention is to promote high ethical standards within the supply chain without imposing unachievable conditions. The Group's aim is to understand the diversity of its supply chain, embrace local cultures and, through its trading relationships, support livelihoods.

The Group recognises that global influences on employment conditions and human rights are continually changing. In order to keep up-to-date with these changes and developments, we will review our policies periodically.

#### **Sourcing Principles**

The Group offers a wide range of goods: clothing, home furnishings, gifts, cosmetics, footwear and food. To create and produce this range of products, most suppliers have their own complex supply chains and the Group aims to understand the diverse components within them. We are aware of the complexity of our supply chain and aim to understand the diverse needs within it. House of Fraser is committed to ensuring our suppliers look at ways of improving the working standards and environment of their workers.

Since the Group is not the direct employer of such workers within these supply chains, it appreciates that achieving our objectives will not be a simple task. There are many constraints on the Group's ability to raise working conditions, particularly where local governments do not enforce the law. However, the Group aims to overcome these constraints through innovative partnerships and a process of continuous improvement.

Where non-compliance is reported, the ESP team will discuss a remediation programme with the supplier and agree a review of the changes within a realistic period. Where a supplier is unable or unwilling to make the proposed changes, the Group will disengage from that supplier without hesitation.

The ESP is communicated to all Group employees involved in the procurement of products. This is to ensure a collective and active role in influencing good practices, in addition to encouraging open and honest dialogue with our suppliers.

#### **Our Approach**

The Group's policy framework is necessarily complex, as it recognises the diversity of its product lines and the global citizens who produce these products. The approach is therefore realistic, objective and geared towards continuous improvement. In our relations with suppliers, we do not intend to impose unachievable conditions, which may be counter-productive to the workers and suppliers' interests or which may encourage dishonesty amongst the Group's supply chain. Instead, it endeavours to realise the diversity of our supply chain, embrace local cultures and, through our trading relationships, support livelihoods.

#### **The Ethical Sourcing Code (ESC)**

It will be the supplier's responsibility to communicate and implement the Group's ESP within their supply chain. The supplier must assign a senior manager with the responsibility of implementing the code.

Where previous audits have been carried out against a different code, the Group will review such policy to establish compatibility with its own Policy. The ESC will be founded on, and will comprise, the following principles:-

## **1. Forced Labour**

1.1 No forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with the employer. However, employers may make copies of the workers documents for purposes of keeping records.

1.3 Where workers are required by law to lodge deposits or identity papers, these must be returned to the worker promptly following the termination of employment contract. The holding of such papers should not be used to restrict free movement of workers.

## **2. Health and Safety**

2.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

2.2 Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

2.3 Access to clean sanitary facilities and to visibly placed potable water shall be provided. No limits shall be imposed on the number of times workers can take drinks of water or use sanitary facilities.

2.4 If accommodation is provided, this should be safe and clean.

2.5 A sanitary food storage area shall be provided.

2.6 The company observing the code shall assign responsibility for health and safety to a senior management representative.

## **3. Wages and Benefits**

3.1 The terms and conditions of employment should be made clear to the worker, either in writing or verbally in a way in which the workers understand them.

3.2 Wages must be paid according to the national law or industry benchmark, whichever is the same, or greater than the minimum wage.

3.3 Wages must be paid at regular intervals according to the national law or industry benchmark, whichever affords greater benefit.

3.4 Deductions from wages not provided for by national law shall not be permitted without the expressed permission of the worker concerned.

## **4. Working Hours**

4.1 Workers shall not work in excess of the lesser of (a) the limits on regular and overtime hours allowed by local and national law, or (b) 60 hours a week on a regularly scheduled basis, including overtime. Only under extraordinary business circumstances, and where permitted by national and local law, may 72 hours a week be permitted as an absolute maximum.

4.2 Workers shall be guaranteed one day off every consecutive seven-day period.

4.3 Overtime shall be voluntary only and workers shall be paid in accordance with national law.

## **5. Child Labour**

No children younger than the greater of 15 years of age, or 14 where the local law allows such exception consistent with International Labour Organization (ILO) guidelines, or the minimum age established by national and local law.

5.1 In the event that child labour is found, the supplier should not terminate their employment but look for ways of remediation.

5.2 There shall be no new recruitment of child labour.

5.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

## **6. Equal Treatment**

6.1 There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

## **7. Freedom of Association**

7.1 Workers', without distinction, have the right to join or not to join trade unions, workers associations and bargain collectively.

7.2 The employer adopts an open attitude towards the activities of trade unions and their organizational activities.

7.3 Where this right is restricted by law, the supplier should facilitate the development of parallel means for independent and free association and bargaining such as a workers' council.

## **8. Discipline**

8.1 Deductions from wages as a disciplinary measure shall not be permitted.

8.2 All disciplinary measures shall be recorded.

8.3 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

## **Monitoring the ESC**

The purpose of audits is to monitor, inspect and assess the implementation of the ESC. The Group's own-label suppliers are responsible for the auditing, monitoring, reporting and implementation of corrective action plans within their supply chains.

All manufacturing and processing units are subject to random factory compliance monitoring. New suppliers are required to complete a self-evaluation assessment on their sourcing principles and production capabilities, followed by an audit against the Group's ESP, [as necessary](#). Existing suppliers will be requested to submit an up-to-date social audit report supported by detailed remediation plans for non-compliances.

The Group will review the data provided in the Supplier Self Evaluation reports and advise any actions and plan any audits deemed necessary by the Technologist, or use independent consultants with a local presence, to verify the accuracy of the reporting and assess the progress on any remediation programme in place if necessary. Suppliers must ensure that access to all the factory premises is not restricted and must provide all the information requested by the auditors for verification.

Suppliers will maintain on file, all documentation necessary to demonstrate compliance with the Group's ESP, it being acknowledged that all information provided will be used in the strictest confidence.

## Appendix iv

# TIMBER SOURCING POLICY (TSP)

### Principles

The House of Fraser (Stores) Ltd Timber Sourcing Policy constitutes Part II of the House of Fraser Ethical Sourcing Policy and applies to both own bought and branded timber product. The main objective of the policy is to encourage the promotion and enhancement of environmental sustainability and good forest management amongst House of Fraser suppliers.

We recognize that our suppliers have their own complex supply chains and we aim to understand the diverse needs within it. House of Fraser has adopted a step-wise approach in implementing the TSP with the eventual goal of suppliers achieving recognised certification.

Where non-compliance is reported, we will discuss the proposed remediation programme with the supplier and agree a review of the changes within a realistic period. Where a supplier is unable or unwilling to make the proposed changes, House of Fraser will disengage from that supplier without hesitation.

The House of Fraser TSP is communicated to all employees involved in the procurement of timber products. This is to ensure we take a collective and active role in influencing good practices, in addition to encouraging open and honest dialogue with our suppliers.

The TSP applies to both own bought and branded timber products and contains guidelines on timber sourcing for all products supplied to House of Fraser.

### Our Approach

Our approach is realistic, objective and geared towards continuous improvement. In our relations with suppliers, we do not intend to impose unachievable conditions which may be socially and economically counterproductive for the workers or which may encourage dishonesty amongst our supply chain. Instead, we endeavour to realize the diversity of our supply chain, embrace local cultures and through trading relationships, enhance environmental sustainability and good forest management.

### TIMBER SOURCING CODE

It is the supplier's responsibility to communicate and implement our TSP within their supply chain. The supplier must assign a senior manager with the responsibility of implementing the code. All suppliers are required to comply with each principle within the Timber Sourcing Code for all timber products supplied to House of Fraser.

Where a supplier already holds a Chain of Custody (CoC) certificate, or is sourcing from an external CoC certified source, House of Fraser will review the standards of the certification scheme used to establish compatibility with our policy.

The code is founded on, and comprises the following principles:-

#### 1. Known and Legal Origins

##### 1. Known and legal origins

1.1 All timber products supplied to House of Fraser shall originate from a known forest source, with evidence to demonstrate at a minimum the country of forest origin.

1.2 For timber products originating from high risk countries (as listed in Appendix I), evidence to demonstrate that the forest origin is a legal source is required as a minimum (see Monitoring and Certification, below).

#### 2. Compliance with Legislation

##### 2. Compliance with local and national legislation

2.1 Suppliers must be able to ensure that timber products supplied to House of Fraser originate from forest sources which are managed in compliance to all applicable local and national legislation. Where sourcing is from a high risk country (as listed in Appendix II), the appropriate levels of evidence is required (see Principle 4). Where sourcing from a low risk country, evidence of country source is sufficient.

### **3. International Regulations**

#### **3. Compliance with International Regulations**

3.1 For all manufacture of House of Fraser products, the use of timber species within Appendix I of CITES is prohibited. (Please see Annex II of this policy)

3.2 Use of species contained within Appendix II and III of CITES, as well as those species listed as Critically Endangered or Endangered on the IUCN Red List, shall only be accepted by House of Fraser with documented evidence that it is sourced from a certified forest area. (Please see Annex II of this policy)

#### **4. Sourcing from High Risk Countries**

4.1 Where timber is sourced from a 'high risk' country as listed in Annex I of this policy, the supplier is required to provide evidence that all timber or timber products are fully traceable from forest source to point of sale and have been sourced from an accepted House of Fraser verification scheme (see Monitoring and Certification).

4.2 Where timber or timber products are sourced from countries not contained within appendix II, evidence of country of origin is sufficient.

### **Monitoring and Certification**

In implementing the TSP, suppliers are responsible for the auditing, monitoring, reporting and implementation of corrective action plans within their supply chains.

House of Fraser recommends that suppliers undergo CoC certification as this ensures that all activities within the supply chain; administration, purchasing, production and sales are accurately documented. In addition CoC provides assurance that the timber products originates from well managed certified forests.

House of Fraser currently endorses the FSC and PEFC certification schemes. However where neither FSC nor PEFC certification is available, House of Fraser will consider other forms of verification in a preferential step-wise manner:

**Category 1-** National certification schemes whose principles are compatible with those set out in this policy. Where available, this is the preferred form of assurance.

**Category 2-** Independent schemes to verify progress towards forest certification, which meets the requirements of this policy. Where no other forms of certification are available, this form of assurance is preferred.

**Category 3-** Assurance of known and legal source. This category will only be accepted with an agreed remedial scheme in place for the specified supplier.

Additionally, House of Fraser uses independent consultants to verify the accuracy of evidence provided for compliance to the policy, reporting and to assess the progress on any remediation programme in place. Suppliers must ensure that access to all facilities within the supply chain is not restricted and must provide all the information requested by the independent consultant for verification.

Suppliers will maintain on file, all documentation necessary to demonstrate compliance with the House of Fraser Timber Sourcing Policy.

All information provided is used in confidence.

## **ANNEX I**

### **High Risk Areas for Timber Sourcing**

Countries in which there is a risk of illegal timber harvesting or where there are other environmental or social concerns about the sourcing of timber products:

#### **Eastern Europe**

1. Estonia
2. Latvia
3. Russia
4. Bulgaria
5. Ukraine
6. Lithuania

#### **Africa**

1. Cameroon
2. Equatorial Guinea
3. Gabon
4. Ghana
5. Liberia
6. Congo Brazzaville
7. Côte d'Ivoire
8. Democratic Republic of Congo
9. Central African Republic

#### **Asia Pacific**

1. China
2. Indonesia
3. Malaysia
4. Papua New Guinea
5. Burma
6. Philippines
7. Thailand
8. Vietnam

#### **Latin America**

1. Brazil
2. Ecuador
3. Peru
4. Honduras
5. Bolivia
6. Guyana

N.B. This list is not exhaustive.

**ANNEX II**  
**Tree species in CITES Appendices and EU Wildlife Trade Regulation**

Species	Common name(s)	1.1.1.1.1.1.1 Native region	Use
<b>1.1.1.1.1.1.2 CITES Appendix I/ EU Wildlife Trade Regulation Annex A</b>			
<i>Abies guatemalensis</i>	Guatemala fir	Central America	Timber
<i>Araucaria araucana</i>	Monkey Puzzle	Argentina, Chile	Timber
<i>Balmea stormiae</i>	Ayuque	Central America, Mexico, Brazil	Timber
<i>Dalbergia nigra</i>	Brazilian rosewood Bahia rosewood	Central America, South America, Brazil	Timber
<i>Fitzroya cupressoides</i>	Alerce, Chilean false larch, Patagonian cypress	Argentina, Chile	Timber
<i>Pilgerodendron uviferum</i>	Chilean cedar, Pilgerodendrib	Argentina, Chile	Timber
<i>Podocarpus parlatorei</i>	White pine, Palatore's Podocarp	Argentina, Bolivia, Peru	Timber
<b>1.1.1.1.1.1.3 CITES Appendix II/ EU Wildlife Trade Regulation Annex B</b>			
<i>Aquilaria malaccensis</i>	Agarwood, aloeswood, eaglewood or gaharu	S. Asia, S.E. Asia	Timber/ medicinal
<i>Caryocar costaricense</i>	Ajo, Garlic tree	Columbia, Costa Rica, Panama, Venezuela	Timber
<i>Gonystylus spp.*</i>	Ramin	S.E. Asia	Timber/ medicinal
<i>Gyrinops spp.*</i>	Agarwood, aloeswood, eaglewood or gaharu	S. Asia, S.E. Asia	Timber/ medicinal
<i>Guaiacum spp.</i>	Lignum Vitae	Honduras, Nicaragua, Panama, Mexico, West Indies, Colombia, Venezuela	Timber
<i>Oreomunnea pterocarpa</i>	Caribbean walnut	Central America, Mexico	Timber
<i>Pericopsis elata</i>	Afrormosia, African satinwood, African teak	West Africa	Timber
<i>Platymiscium pleiostachyum</i>	Cristobal, Granadillo, Quira macawood	Costa Rica, Panama	Timber
<i>Podophyllum hexandrum</i>	Himalayan May-apple	Himalaya	Medicinal
<i>Prunus africana</i>	African cherry, Blackwood, Red stinkwood, Red ivory	Tropical Africa, Madagascar	Timber/ medicinal
<i>Pterocarpus santalinus</i>	Red sandalwood, Saunderswood,	India	Timber/ medicinal

	Algum, Almug,		
<i>Swietenia humilis</i>	Mexican mahogany, Honduras mahogany	Central America	Timber
<i>Swietenia macrophylla</i> (all populations in the Americas)	Big-Leaf mahogany	S. America	Timber
<i>Swietenia mahagoni</i>	Caribbean mahogany	Caribbean	Timber
<i>Taxus chinensis</i> *	Chinese yew	S. Asia, China	Timber/ medicinal
<i>Taxus cuspidate</i> *	Japanese yew	China, Japan, Korea, Russia Far East	Timber/ medicinal
<i>Taxus fauna</i> *	Chinese yew	China	Timber/ medicinal
<i>Taxus sumatrana</i> *	Chinese yew	Philippines and Indonesia	Timber/ medicinal
<i>Taxus wallichiana</i>	Himalayan yew	S. Asia	Timber/ medicinal
<b>1.1.1.1.1.1.4 CITES Appendix III/ EU Wildlife Trade Regulation Annex C</b>			
<b>1.1.1.1.1.1.2 Cedrela odorata</b> (Population of Colombia and Peru)	Central American cedar, Spanish cedar	Peru, Colombia	Timber
<i>Dipteryx panamensis</i> (Costa Rica)	Almendro, eboe, tonka bean tree	Costa Rica, Panama, Colombia	Timber
<i>Magnolia liliifera var. obovata</i>	Safan, Magnolia	Bhutan, China, India, Nepal, Papua New Guinea	Timber
<i>Podocarpus neriifolius</i> (Nepal)	Black pine, Brown pine, yellow wood	China, Nepal	Timber
<i>Tetracentron sinense</i> (Nepal)		Central and Western China, North Burma, Nepal	Timber

Note:

\* Inclusion to Appendix II at the 13<sup>th</sup> Conference of Party, October 2004

Sources of information:

CITES Appendices (17 February 2005) <http://www.cites.org/eng/app/appendices.shtml>

CITES World, Official Newsletter of the Parties, December 2004

<http://www.cites.org/eng/news/world/14.pdf>

Traffic Europe, Looking Under the Veneer Implementation manual on EU timber trade control: focus on CITES-listed trees, March 2004

[http://www.traffic.org/publications/Looking\\_Under\\_the\\_Veneer\\_TEUR04.pdf](http://www.traffic.org/publications/Looking_Under_the_Veneer_TEUR04.pdf)

CITES UK, February 2005 [http://www.ukcites.gov.uk/pdf\\_files/GN15%20Timber.pdf](http://www.ukcites.gov.uk/pdf_files/GN15%20Timber.pdf)

## **APPENDIX v**

### **Restricted Substances Policy & Reach**

This Restricted Substances Policy (RSP) details House of Fraser's requirements on the use of chemicals in consumer products, packaging materials, and processes.

This RSP is intended to protect the environment, as well as House of Fraser's employees and customers from exposure to potentially harmful substances.

The RSP applies to both own label and branded suppliers and should be applied to all products supplied to House of Fraser.

Existing legal requirements have targeted specific substances to be banned or restricted from products, packaging materials, & processes. The elimination of potentially toxic or hazardous substances is the first step in providing environmentally conscious products.

#### **1. Marketing & Use Directive (76/769/EEC)**

The objective of the Marketing & Use Directive was to protect the general public and the environment from certain dangerous substances and preparations and to ensure the proper functioning of the internal market.

The EU has drawn up a list of substances and preparations to which restrictions on marketing and use apply.

The Directive manages the safety risk imposed by certain dangerous chemicals either by banning or restricting their use. These banned or restricted chemicals are defined in a complete list contained in the Master Directive 76/769/EEC and its amendments

All manufacturers are obligated to comply with the restrictions for use of the chemicals mentioned in the Directive.

Additionally individual product types (e.g. Toys, Cosmetic & Food etc) will have their own specific list of allowed and prohibited chemicals and these should be referred to as required.

#### **Prohibited & Restricted Substances**

The Directive gives information on the current relevant legal requirements for bringing products onto the market. The Directives listed within the Master Directive specify banned substances and the acceptable limits for the use of other chemicals.

The Directives should be used to ensure information on these substances is taken into account for product planning, development and design.

The following tables are provided for information only and do not replace applicable legal provisions. It is the supplier's responsibility to check and comply with all relevant National and International Directives & Regulations.

**IMPORTANT: Compliance & Monitoring**

All House of Fraser suppliers should ensure products are certified to ensure compliance with legal requirements.

Test reports and certification should be made available to House of Fraser upon request.

**List of Restricted Substances**  
**Home (Non Electrical), Apparel & Accessories**

**Table 1 – Prohibited & Restricted Substances**

<b>Material</b>	<b>Restricted Limit</b>
Aliphatic Chlorohydrocarbons	Prohibited
Antimony & its compounds	Restricted
Arsenic & its compounds	Prohibited
Asbestos	Prohibited
Azo-Colourants	Restricted
Barium	Restricted
Beryllium & its compounds	Prohibited
Benzene	Restricted
Brominated Dioxins & Furans	Limits based on sum of substances by group: see Table 3
Cadmium & it's compounds	Restricted
CFC's & Halons	Prohibited
Short Chain Chlorinated Paraffins	Restricted
Chlorinated Dioxins & Furans	Limits based on sum of substances by group: see Table 3
Creosotes	Prohibited
Formaldehyde	Restricted
Hexavalent Chromium & its compounds	Prohibited
Lead & it's compounds	Restricted
Mercury & its compounds	Restricted
Nickel	Restricted
NPEs	Prohibited
PBBs	Prohibited
PCBs & PCTs	Prohibited
Phenols - Pentachlorophenol (PCP) & Salts	Prohibited
PFOS	Prohibited
PAH's	Restricted
Phthalate Plasticisers	Restricted
Polybrominated Biphenyls	Prohibited
Polybrominated Diphenyl Ethers	Prohibited
Toluene & Trichlorobenzene	Prohibited
Tar Oils	Prohibited
Tetrabromobisphenol A	Prohibited
Thiourea	Prohibited
Tri Phosphate	Restricted
Tributyl Tin, Tributyl Tin Oxide & Triphenyl Tin	Restricted

**List of Restricted Substances**  
**Home (Non Electrical), Apparel & Accessories**

**Table 2 – Azo Dyes**

<b>Azo Dyes</b>	0-Aminoazotoluene	4-amino-azo-benzene
	0-Anisidine	
	2,4,5-Trimethodylaniline	
	2-Naphthylamine	
	3,3'-Dichlorobenzidine	3,3'-Dimethyl-4,4'-diaminodiphenylmethane
	3,3'-Dimethoxybenzidine	
	3,3'-Dimethylbenzidine	
	4,4-methodylenedi-o-toluidine	
	6-methodoxy-m-toluidine	
	4,4-methodylene-bis- (2-chloro-aniline)	
	4,4-oxydianiline	
	4,4-thiodianiline	
	4-methodyl-m-phenylenediamine	
	4-Amino azobenzene	
	4-Chloro-o-toluidine	
	5-nitro-o-toluidine	
	Benzidine	
	o-toluidine	
	p-Chloroaniline	
	4-methoxy-m-phenylenediamine	
4,4-methylenedianiline	4,4'-Diamino-diphenylmethane	
Biphenyl-4-ylamine	4-aminobiphenyl xenylamine	

**Table 3 – Dioxins & Furans**

<b>Dioxins &amp; Furans</b>	<b>Group 1</b>
	2,3,7,8 – Tetrachloro-dibenzo-p-dioxin
	1,2,3,7,8-Pentachloro-dibenzo-p-dioxin
	2,3,7,8-Tetrachlorodibenzofuran
	2,3,4,7,8-Pentachlorodibenzofuran
	<b>Group 2</b>
	1,2,3,4,7,8-Hexachloro-dibnzo-p-dioxin
	1,2,3,7,8,9-Hexachlorodibenzo-p-dioxin
	1,2,3,6,7,8-Hexachlorodibenzo-p-dioxin
	1,2,3,7,8-Pentachlorodibenzofuran

	1,2,3,4,7,8-Hexachlorodibenzofuran
	1,2,3,7,8,9-Hexachlorodibenzofuran
	2,3,4,6,7,8-Hexachlorodibenzofuran
	<b>Group 3</b>
	1,2,3,4,6,7,8-Heptachloro-dibenzo-p-dioxin
	1,2,3,4,6,7,8,9-Octachloro-dibenzo-p-dioxin
	1,2,3,4,6,7,8-Heptachloro-dibenzofuran
	1,2,3,4,7,8,9-Heptachloro-dibenzofuran
	1,2,3,4,6,7,8,9-Octachloro-dibenzofuran
	<b>Group 4</b>
	2,3,7,8-Tetrabromo-dibenzo-p-dioxin
	1,2,3,7,8-Pentabromodibenzo-p-dioxin
	2,3,7,8-Tetrabromodibenzofuran
	2,3,4,7,8-Pentabromodibenzofuran
	<b>Group 5</b>
	1,2,3,4,7,8-Hexabrom-dibenzo-p-dioxin
	1,2,3,7,8,9-Hexabromdibenzo-p-dioxin
	1,2,3,6,7,8-Hexabromdibenzo-p-dioxin
	1,2,3,7,8-Pentabromdibenzofuran

**Table 4 – Phthalates**

<p>bis (2-ethylhexyl) phthalate (DEHP) CAS No 117-81-7 Einecs No 204-211-0</p> <p>dibutyl phthalate (DBP) CAS No 84-74-2 Einecs No 201-557-4</p> <p>benzyl butyl phthalate (BBP) CAS No 85-68-7 Einecs No 201-622-7</p>	<p>Shall not be used as substances or as constituents of preparations, at concentrations of greater than 0,1 % by mass of the plasticised material, in toys and childcare articles.</p> <p>Such toys and childcare articles containing these phthalates in a concentration greater than the limit mentioned above shall not be placed on the market.</p>
<p>di-“isononyl” phthalate (DINP) CAS No 28553-12-0 and 68515-48-0 Einecs No 249-079-5 and 271-090-9</p> <p>di-“isodecyl” phthalate (DIDP) CAS No 26761-40-0 and 68515-49-1 Einecs No 247-977-1 and 271-091-4</p> <p>di-n-octyl phthalate (DNOP) CAS No 117-84-0 Einecs No 204-214-7</p>	<p>Shall not be used as substances or as constituents of preparations, at concentrations of greater than 0,1 % by mass of the plasticised material, in toys and childcare articles which can be placed in the mouth by children.</p> <p>Such toys and childcare articles containing these phthalates in a concentration greater than the limit mentioned above shall not be placed on the market.’</p>

## **REACH Regulation (EC) No. 1907/2006 REACH Directive 2006/121/EC**

REACH is short for Registration, Evaluation, Authorisation and Restriction of Chemicals and is an EU Regulation for the management of chemicals and substances. REACH will eventually reform the whole EU approach to regulating chemicals; REACH requires all manufacturers; importers and downstream users to assess and register the chemicals they use so that it can be determined if these uses are safe or whether the use of certain chemicals needs to be restricted because of their adverse affect on human health or the environment.

### **What does REACH mean for House of Fraser?**

REACH will have an impact throughout the supply chain on packaging, products and preparations. The Regulations sets out a number of obligations for producers and importers of “articles”. The provision is set out as a safety clause to ensure that there will not be any unknown substances coming on the market via an article produced outside the EU. [Suppliers can offset their responsibilities as End Users where the chemicals, substances, fragrances are sourced from European manufacturers or suppliers and obtain REACH registration reports and declarations of conformity and SDS sheets from their European sources.](#)

Retailers are producers when they are selling products under own label, [or End User where the article, chemicals or substances are shown to be sourced through the supply chain from European sources.](#) In which case House of Fraser is required to ensure that the manufacturer of a product has registered the use of the substance contained in the product as necessary.

### **REACH Requirements:**

#### **Registration**

- All producers and importers of chemicals in volumes of 1 tonne or more per year and per producer/importer must register them with the EU Chemicals Agency
- Information regarding their properties, uses, and instructions for safe handling must be submitted to the EU Chemical Agency.
- This safety information must also be passed onto downstream users (manufacturers that use these chemicals in their production processes).
- Non-confidential information can be made available to the public.

#### **Evaluation**

- The EU Chemicals Agency and/or Public authorities will evaluate registration dossiers and highlight substances of concern, requesting more information where necessary.
- Animal testing proposals will be scrutinized by the EU Chemicals Agency and/or public authority.

#### **Authorization**

- Use-specific authorization is required for all chemicals that are known to cause cancer, mutations, or problems with reproduction or that accumulate in human bodies and the environment.

- Authorization for use will only be granted by the EU Chemical Agency to companies that show that the risks are adequately controlled or if social and economic benefits outweigh the risks where there are no suitable alternatives or technologies.

### **Restrictions**

- Use of certain dangerous substances will continue to be restricted in the EU until the current Directive is revoked and replaced as of 31 May 2009 by the REACH regulation.
- REACH will eventually mean that clearer procedures will be in place and decisions on the use of certain chemicals will be able to be taken more quickly.

When importing products from outside the EU, suppliers will be required to perform the following administrative checks: -

- Identify all chemicals, substances, fragrances used in all products
- Identify which are from European sources and those from Non-European Sources.
- Work out the total of each chemical used (Non-EU Sourced)
- Define if they are dangerous and if the total amount used exceeds the thresholds stipulated in the Regulation.
- Find out if the chemical is already been registered for that end use ([Registration of substances sourced from European suppliers/manufactures is the responsibility of the European supplier/manufacturer who must forward the relevant copies to all End Users](#)), if not the EU Chemical Agency should be contacted for further advice (<http://ec.europa.eu/echa/>). Please note that the process of "Pre-registering" a chemical [commenced from](#) June 2008. Before then it was not possible to start the registration process.
- Once Pre-registered, a company will have a time window of between 2 and 7 years to complete full registration depending on the chemicals concerned. However if the company did not pre-register by Dec 2008, they will need to complete a full registration before sale, [unless the item is new on the market](#).

## **2. RoHS: The Restriction of the use of certain Hazardous Substances in Electrical and Electronic Equipment 2006**

The Restriction of the use of certain Hazardous Substances in electrical and electronic equipment (RoHS) Regulation aims to limit the environmental impact of electrical and electronic equipment when it reaches the end of its life.

It does this by minimizing the use of hazardous substances and ensuring the harmonization of legislation controlling hazardous substances in electrical and electronic equipment across the Community.

A producer may not place new Electrical and Electronic Equipment (EEE) on to the EU market that contains any of the following substances in amounts exceeding the set maximum concentration values:

- Lead
- Cadmium
- Mercury
- Hexavalent Chromium
- Polybrominated Biphenyls (PBB)
- Polybrominated Diphenyl Ether (PBDE)

**Maximum Concentration Values:**

For the purpose of the RoHS Regulations, a maximum concentration value of up to 0.1% by weight homogenous materials for lead, mercury, Hexavalent chromium, PBB and PBDE, and of up to 0.01% by weight in homogenous materials for cadmium will be permitted in the manufacture of new EEE.

There is no prescribed method to demonstrate compliance, but producers can base compliance on material declarations and/or material analysis.

EEE covered by the RoHS Regulations:

- Large Household Appliances
- Small Household Appliances
- IT and Telecommunications Equipment
- Consumer Equipment
- Lighting Equipment (Including electric light bulbs and household luminaires)
- Electrical and Electronic Tools (With the exception of large scale stationary industrial tools)
- Toys, Leisure and Sports Equipment
- Automatic Dispensers

*Exemptions include products where electricity is not the main power source, products where electrical/electronic components are not needed to fulfill the primary function, items placed on the market before 1<sup>st</sup> July 2006, Batteries, Medical devices, & Military equipment. Please check with the latest RoHS Directive and amendments for latest exemptions.*

**Compliance:**

A producer shall at the request of the enforcement authority submit within 28 days of the date of request, technical documents, or other information showing that EEE placed on the market complies with the requirements of the regulations.

A producer shall ensure that he retains the technical documents or other information for a period of 10 years from the date that he places EEE on the market

### **3. Classification, Labelling & Packaging (CLP) Regulations.**

Suppliers are responsible for ensuring that products containing or sold with chemicals or fragrances comply with the UK CHIP Regulations and the European CLP Regulations for classification and that the product or its packaging includes the relevant hazard symbol(s) and Health and Safety phrases and list of ingredients as specified in the CLP Regulations, as necessary.

Suppliers are responsible for the notification of chemicals or fragrances to the CLP regulations and to provide evidence of this to House of Fraser.

Suppliers are responsible for continual review all chemicals or fragrances and to advise House of Fraser of any chemical or fragrance that is prohibited and/or needs changing and plan corrective actions to replace this.

#### **IMPORTANT: Compliance & Monitoring**

All House of Fraser suppliers shall ensure products are certified to ensure compliance with legal requirements.

Test reports and certification shall be made available to House of Fraser upon request.