

## APPENDIX 2 [AVAILABLE AS A DOWNLOAD]

### EXAMPLE TEMPLATE FOR BILL OF MATERIALS (INCLUDE PHOTO OF PRODUCT FOR REFERENCE):

**Vegan Products** NOTE: For each and every component that is dyed or finished using chemicals a separate Ingredient List must be completed (see Tabs) along with a signed Declaration confirming that all chemical ingredients have been checked with the manufacturer to ensure that they do not contain chemicals derived from animals.

#### 1. Bill of Materials

|                               |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|
| Item Number                   |  |  |  |  |  |
| Description                   |  |  |  |  |  |
| Supplier                      |  |  |  |  |  |
| Technologist                  |  |  |  |  |  |
| Colour                        |  |  |  |  |  |
| PO Number (for batch control) |  |  |  |  |  |

| No. | List of Components  | Generic Substrate type  | Specific Substrate type              | Component Supplier Name            | Vegan Product Declaration Received | Date |
|-----|---|---|--------------------------------------|------------------------------------|------------------------------------|------|
|     | List EACH AND EVERY component - all materials & trims including all 'hidden' components such as shanks, interlinings, stiffenings, backers, edge paints & adhesives/glues | Textile, Synthetic Leather, Rubber, Plastic, Metal, Wood, adhesive, paint | Cotton, polyester, PU, PVC, TPR, etc | Name of supplier of each component | Yes / No                           |      |
| 1   |   |   |                                      |                                    |                                    |      |
| 2   |   |   |                                      |                                    |                                    |      |
| 3   |   |   |                                      |                                    |                                    |      |
| 4   |   |   |                                      |                                    |                                    |      |
| 5   |   |   |                                      |                                    |                                    |      |
| 6   |   |   |                                      |                                    |                                    |      |
| 7   |   |   |                                      |                                    |                                    |      |
| 8   |   |   |                                      |                                    |                                    |      |
| 9   |   |   |                                      |                                    |                                    |      |
| 10  |   |   |                                      |                                    |                                    |      |
| 11  |   |   |                                      |                                    |                                    |      |
| 12  |   |   |                                      |                                    |                                    |      |

|   |          |        |       |
|---|----------|--------|-------|
|   |          | Signed | Dated |
| Has this product been produced in a factory with any animal derived components within the factory? (i.e.: leather, glues containing animal derived components etc.) | Yes / No |        |       |