



# Labl Fashion

RESPONSIBLE FASHION • DIGITAL EVIDENCE • MARKET ACCESS

www.lablfashion.co.ke • info@lablfashion.co.ke

## CONTROLLED OPERATIONAL MANUAL

# Research, Innovation, Education and Intellectual Property Manual

*Govern applied research, experimentation, education, institutional partnerships, ethics, intellectual property, data and transfer into controlled production.*

| Document control | Approved treatment                                                        |
|------------------|---------------------------------------------------------------------------|
| Document code    | LF-MAN-08                                                                 |
| Owner            | Managing Director / designated manual owner                               |
| Version          | 1.0                                                                       |
| Effective date   | Upon Board/management approval                                            |
| Review           | Annual and after material legal, operational, incident or strategy change |
| Classification   | Controlled internal and approved partner-use document                     |

Labl Fashion LTD | Registration PVT-3QU23XV | Prepared July 2026

# 1. Purpose, scope and authority

Govern applied research, experimentation, education, institutional partnerships, ethics, intellectual property, data and transfer into controlled production.

**SCOPE** Applies to the onsite Garment Research and Innovation Centre, external research, trials, laboratories, universities, TVETs, learners, residencies, publications and research-to-production transfer.

This manual supports the Labl Fashion Strategic Plan and Comprehensive Business Plan 2027–2030. It does not replace applicable Kenyan law, binding customer/partner requirements, professional advice or a more stringent approved control. Where requirements conflict, work must pause and the manual owner must obtain an authorised decision.

## 2. Governing principles

- Research questions arise from defined customer, worker, material, environmental or market problems.
- Failed and limited results are recorded; only successful findings is not evidence governance.
- Human participants, workers, communities and knowledge holders require consent and protection.
- IP, confidentiality, data, samples, publication and benefit terms are agreed before work.
- No method transfers into production without technical, safety, environmental, quality and commercial acceptance.

## 3. Roles and accountability

| Role                                | Core accountability                                                              |
|-------------------------------------|----------------------------------------------------------------------------------|
| Research lead                       | Own agenda, portfolio, methods, ethics and transfer decisions.                   |
| Principal investigator/project lead | Define question, protocol, resources, records, analysis and report.              |
| Ethics/safeguarding reviewer        | Assess people, community, consent, privacy and benefit risks.                    |
| Laboratory/technical reviewer       | Validate methods, equipment, competence, safety and test limitations.            |
| IP/data owner                       | Approve ownership, licences, access, retention, publication and confidentiality. |
| Education lead                      | Design learning outcomes, supervision, assessment and learner welfare.           |
| Production acceptance team          | Decide adoption, further trial, restriction or rejection.                        |

## 4. Standard operating procedure

The following sequence is the minimum controlled workflow. The owner may add risk-based checks, but may not omit a required approval, evidence or safeguard without an authorised exception.

## 4.1 Idea intake

Record problem, user, expected value, prior evidence, risks and sponsor.

## 4.2 Screening

Assess strategic fit, ethics, safety, IP, data, competence, facilities, cost and adoption route.

## 4.3 Protocol approval

Define question, variables, samples, controls, methods, analysis, acceptance and stop rules.

## 4.4 Execution

Authorised people, controlled materials/equipment, deviations, observations and sample genealogy.

## 4.5 Analysis and report

Results, uncertainty, limitations, failed trials, cost and recommendation.

## 4.6 Adoption gate

Technical, quality, safety, environmental, claims, customer and financial acceptance.

## 4.7 Education delivery

Learning outcomes, induction, supervision, practical work, assessment and feedback.

## 4.8 Publication/closure

IP/data review, approvals, archive, dissemination and post-project obligations.

# 5. Control matrix

| Control point       | Required control                                                                           |
|---------------------|--------------------------------------------------------------------------------------------|
| Ethics review       | Proportionate review before involving people, workers, communities or sensitive knowledge. |
| Consent             | Specific, understandable, voluntary and documented; withdrawal and limits explained.       |
| Sample genealogy    | Unique ID, source, condition, custody, use, storage and disposal.                          |
| Deviation           | Recorded with impact assessment; critical deviation stops the work.                        |
| External laboratory | Scope, competence/accreditation status, method and result-use limitations disclosed.       |
| IP/publication      | No disclosure before contractual, customer, community and patent/confidentiality review.   |
| Adoption            | Research result is not production specification until formally transferred and approved.   |

## 6. Exceptions, incidents and escalation

1. Stop or contain any condition that presents immediate danger, illegality, serious harm, uncontrolled loss, material product risk or unauthorised disclosure.
2. Notify the supervisor/manual owner promptly; preserve people, physical and digital evidence without obstructing urgent care or legal duties.
3. Classify the event, assign an owner, document immediate correction and determine customer, worker, community, regulator, insurer, funder or Board notification.
4. Investigate proportionately, identify contributing and systemic causes, approve corrective/preventive action and verify effectiveness before closure.
5. Record authorised deviations with reason, scope, duration, compensating controls and expiry; repeated exceptions require system change or escalation.

## 7. Records and evidence

Records must be accurate, dated, attributable, legible, protected, retrievable and retained under the approved retention schedule. Personal, customer, community, financial, research and security information receives access proportionate to risk.

| Required record                 | Minimum evidence expectation                                                                                        |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Research idea register          | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Screening and ethics review     | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Protocol and risk assessment    | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Consent and participant record  | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Sample/material genealogy       | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Lab notebook/data file          | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Deviation record                | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Research report                 | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Adoption decision               | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |
| Education attendance/assessment | Owner, date/period, subject, decision/status, source or attachment, approval where required and retention location. |

## 8. Performance indicators and management review

| Indicator                              | Review question                                                                                                           |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Research projects by stage             | What does research projects by stage show about effectiveness, risk, trend, root cause and required decision?             |
| Protocols approved before work         | What does protocols approved before work show about effectiveness, risk, trend, root cause and required decision?         |
| Safety/ethics deviations               | What does safety/ethics deviations show about effectiveness, risk, trend, root cause and required decision?               |
| Research cycle time                    | What does research cycle time show about effectiveness, risk, trend, root cause and required decision?                    |
| Methods adopted into practice          | What does methods adopted into practice show about effectiveness, risk, trend, root cause and required decision?          |
| Failed/limited trials documented       | What does failed/limited trials documented show about effectiveness, risk, trend, root cause and required decision?       |
| Learner competence                     | What does learner competence show about effectiveness, risk, trend, root cause and required decision?                     |
| Partner/project income                 | What does partner/project income show about effectiveness, risk, trend, root cause and required decision?                 |
| Publications with approved limitations | What does publications with approved limitations show about effectiveness, risk, trend, root cause and required decision? |

The manual owner reviews indicators monthly or quarterly according to risk, reports material exceptions through the management pack and proposes changes during annual management review. A positive metric never overrides evidence of harm, legal breach or stakeholder grievance.

## 9. Competence, communication and training

- Identify roles that require induction, supervised practice, formal qualification, refresher training or independent authorisation.
- Assess competence through observed performance, records, tests, work results or authorised sign-off—not attendance alone.
- Communicate changes before their effective date and confirm affected users can access the current controlled version.
- Withdraw access or require supervision where competence has expired, changed or proved insufficient.
- Retain training, assessment, authorisation and refresher records.

## 10. Review, change and approval

| Trigger       | Required action                                                                                                |
|---------------|----------------------------------------------------------------------------------------------------------------|
| Annual review | Confirm continued suitability, legal/contractual alignment, evidence, indicators, incidents and user feedback. |

| Trigger                            | Required action                                                                                |
|------------------------------------|------------------------------------------------------------------------------------------------|
| Material incident or audit finding | Review affected control immediately and implement approved corrective change.                  |
| Legal, market or system change     | Obtain competent review before the new requirement or release becomes effective.               |
| Process/organisation change        | Update roles, records, training, permissions and continuity arrangements.                      |
| Manual revision                    | Issue new version, change summary, approval, effective date and superseded-version withdrawal. |

## Appendix A — Operational templates

The following templates form the minimum annex set. The manual owner may issue controlled electronic equivalents in LaDOS or another approved system.

### A.1 Research idea form

| Field                  | Required entry                                                                            |
|------------------------|-------------------------------------------------------------------------------------------|
| Reference and date     | Unique number, date/time and related customer/project/order/partner/person as applicable. |
| Owner and participants | Responsible owner, contributors, reviewer and approval authority.                         |
| Facts/evidence         | Objective information, source, attachments, system references and limitations.            |
| Decision/action        | Decision, conditions, immediate control, actions, due dates and status.                   |
| Verification/closure   | Verifier, effectiveness evidence, closure date and residual issue.                        |

### A.2 Protocol template

| Field                  | Required entry                                                                            |
|------------------------|-------------------------------------------------------------------------------------------|
| Reference and date     | Unique number, date/time and related customer/project/order/partner/person as applicable. |
| Owner and participants | Responsible owner, contributors, reviewer and approval authority.                         |
| Facts/evidence         | Objective information, source, attachments, system references and limitations.            |
| Decision/action        | Decision, conditions, immediate control, actions, due dates and status.                   |
| Verification/closure   | Verifier, effectiveness evidence, closure date and residual issue.                        |

### A.3 Ethics and safeguarding screen

| Field                  | Required entry                                                                            |
|------------------------|-------------------------------------------------------------------------------------------|
| Reference and date     | Unique number, date/time and related customer/project/order/partner/person as applicable. |
| Owner and participants | Responsible owner, contributors, reviewer and approval authority.                         |
| Facts/evidence         | Objective information, source, attachments, system references and limitations.            |
| Decision/action        | Decision, conditions, immediate control, actions, due dates and status.                   |
| Verification/closure   | Verifier, effectiveness evidence, closure date and residual issue.                        |

### A.4 Consent form

| Field                  | Required entry                                                                            |
|------------------------|-------------------------------------------------------------------------------------------|
| Reference and date     | Unique number, date/time and related customer/project/order/partner/person as applicable. |
| Owner and participants | Responsible owner, contributors, reviewer and approval authority.                         |
| Facts/evidence         | Objective information, source, attachments, system references and limitations.            |
| Decision/action        | Decision, conditions, immediate control, actions, due dates and status.                   |
| Verification/closure   | Verifier, effectiveness evidence, closure date and residual issue.                        |

### A.5 Sample genealogy record

| Field                  | Required entry                                                                            |
|------------------------|-------------------------------------------------------------------------------------------|
| Reference and date     | Unique number, date/time and related customer/project/order/partner/person as applicable. |
| Owner and participants | Responsible owner, contributors, reviewer and approval authority.                         |
| Facts/evidence         | Objective information, source, attachments, system references and limitations.            |
| Decision/action        | Decision, conditions, immediate control, actions, due dates and status.                   |
| Verification/closure   | Verifier, effectiveness evidence, closure date and residual issue.                        |

## A.6 Research report template

| Field                  | Required entry                                                                            |
|------------------------|-------------------------------------------------------------------------------------------|
| Reference and date     | Unique number, date/time and related customer/project/order/partner/person as applicable. |
| Owner and participants | Responsible owner, contributors, reviewer and approval authority.                         |
| Facts/evidence         | Objective information, source, attachments, system references and limitations.            |
| Decision/action        | Decision, conditions, immediate control, actions, due dates and status.                   |
| Verification/closure   | Verifier, effectiveness evidence, closure date and residual issue.                        |

## A.7 Production adoption gate

| Field                  | Required entry                                                                            |
|------------------------|-------------------------------------------------------------------------------------------|
| Reference and date     | Unique number, date/time and related customer/project/order/partner/person as applicable. |
| Owner and participants | Responsible owner, contributors, reviewer and approval authority.                         |
| Facts/evidence         | Objective information, source, attachments, system references and limitations.            |
| Decision/action        | Decision, conditions, immediate control, actions, due dates and status.                   |
| Verification/closure   | Verifier, effectiveness evidence, closure date and residual issue.                        |

## A.8 Learning assessment

| Field                  | Required entry                                                                            |
|------------------------|-------------------------------------------------------------------------------------------|
| Reference and date     | Unique number, date/time and related customer/project/order/partner/person as applicable. |
| Owner and participants | Responsible owner, contributors, reviewer and approval authority.                         |
| Facts/evidence         | Objective information, source, attachments, system references and limitations.            |
| Decision/action        | Decision, conditions, immediate control, actions, due dates and status.                   |
| Verification/closure   | Verifier, effectiveness evidence, closure date and residual issue.                        |

## Appendix B — Approval

This manual becomes controlled when approved by the authorised Labl Fashion authority. Printed copies are uncontrolled unless specifically registered.

| Approved by | Capacity                          | Signature | Date |
|-------------|-----------------------------------|-----------|------|
|             | Board Chair / delegated authority |           |      |
|             | Managing Director / Venture Lead  |           |      |
|             | Manual owner                      |           |      |