

Section B:
European Flax Checklist for Traders

List of documents to be provided	Document provided	Comments
1 GENERAL REQUIREMENTS		
Description of the system in place: traceability procedure (written or not)	YES / NO	
Possibly, record keeping evidences	YES / NO	
2 MATERIAL SOURCING		
The EUROPEAN FLAX suppliers list, including the date of the last update	YES / NO	
Copy of the valid certificates of EUROPEAN FLAX certified material suppliers or the screenshot of the CELC website showing the certificate validity.	YES / NO	
Description of the receipt checking system in place or an appropriate work instruction.	YES / NO	
Sample of purchase invoices, as defined by the auditor. This sample determination is a representative and reliable selection compliant to the ISO 19011 standard.	YES / NO	
4 GROUP OF PRODUCTS		
EUROPEAN FLAX® certified products' references list indicating their composition.	YES / NO	
6 SALES		
Sample of sales invoices, as defined by the auditor. This sample determination is a representative and reliable selection compliant to the ISO 19011 standard.	YES / NO	
During the on-site audit , the auditor may also check an invoices' sample of noncertified products.	YES / NO	
7 VOLUME CONTROL		
Annual accounting summary of material inputs (EUROPEAN FLAX® sourcing) and outputs (EUROPEAN FLAX® sales), for each reference.	YES / NO	
<p><i>Note: The annual accounting summary may include 2 separated tables, one for the inputs and one for the outputs. The annual accounting summary shall include:</i></p> <p><i>For the inputs:</i></p> <ul style="list-style-type: none"> - Supplier invoice reference - quantity received (volume, weight, number of pieces) - Lot number issued by the supplier- Internal lot number <p><i>For the output:</i></p> <ul style="list-style-type: none"> - Sales invoice(s) reference(s) - Quantity sold (volume, weight, number of pieces) per invoice reference - Quantity in stock (volume, weight, number of pieces) per invoice reference - Internal lot number 		