

European Flax™ Checklist



**European
Flax™** Premium
linen fibre



**Alliance for European
Flax-Linen & Hemp**

DOCUMENTS TO BE PROVIDED	DOCUMENT PROVIDED	COMMENTS
C.1. GENERAL REQUIREMENTS		
"Written and up-to-date procedures that define the traceability management system covering the EUROPEAN FLAX™ and MASTERS OF LINEN™ certified materials and European Flax products. These procedures include sourcing, handling, production, invoicing, and shipping activities and the identification and management of non-conforming products. "	YES / NO	
"Record keeping evidences showing conformity to the requirements of this standard, in particular: <ul style="list-style-type: none"> • purchase invoices, • suppliers lists, • suppliers' certificates, • production records, • sale invoices, • composition test results, • subcontractor list, • subcontractor audit reports."	YES / NO	
Staff training records on the relevant organization's procedures defining the traceability management system (training material, attendance sheet).	YES / NO	
Evidence of the certificate Manager appointment.	YES / NO	
Alliance for European Flax-Linen & Hemp Membership evidence.	YES / NO	
C.2. MATERIAL SOURCING		
The up-to-date list of EUROPEAN FLAX™ and MASTERS OF LINEN™ certified suppliers and non-certified flax-linen suppliers, including the date of the last update.	YES / NO	
Evidence of the verification of the suppliers' certificates validity on www.europeanflax.com (screenshot of certified suppliers database is accepted).	YES / NO	
Description of the receipt checking system in place or an appropriate work instruction.	YES / NO	
Annual accounting summary of all linen-flax input materials (EUROPEAN FLAX™ and MASTERS OF LINEN™ certified and non-certified materials)	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	
C.3. PRODUCTS COMPOSITION		
Technical specification sheets of each product reference.	YES / NO	
Description of the calculation method of the fibre content percentages for each simple product reference.	YES / NO	
Description of the calculation method of the fibre content percentages for each multi-part product reference.	YES / NO	
Annual accounting summary of all linen-flax input materials (EUROPEAN FLAX™ and MASTERS OF LINEN™ certified and non-certified materials) and of all linen-flax output products (EUROPEAN FLAX™ certified and non-certified products), defining the reporting period.	YES / NO	

DOCUMENTS TO BE PROVIDED	DOCUMENT PROVIDED	COMMENTS
If applicable, evidence of the absence of EUROPEAN FLAX™ certified production over the audited period.	YES / NO	
"To be provided after the initial audit: If the company intends to sell products already in stock as EUROPEAN FLAX™ certified once it is certified, results of the fibres' composition tests performed by one of the BFA accredited laboratories on the EUROPEAN FLAX™ products selected by the auditor."	YES / NO	Not applicable for traders
"To be provided after the surveillance/renewal audit: Results of the fibres' composition tests performed by one of the BFA accredited laboratories on the EUROPEAN FLAX™ products selected by the auditor."	YES / NO	Not applicable for traders
The up-to-date list of EUROPEAN FLAX™ products including the date of the last update.	YES / NO	
C.4. ON-SITE TRACEABILITY		Not applicable for traders without physical possession of certified materials and products
"Written and up-to-date procedures that define the traceability management system covering the European Flax and Masters of Linen certified materials and EUROPEAN FLAX™ products. These procedures include sourcing, handling, production, invoicing, and shipping activities and the identification and management of non-conforming products. "	YES / NO	
Evidence of the physical segregation in space and/or time and/or identification implemented (for example photos)	YES / NO	
Evidence of physical identification and tracking of certified materials (for example photos, screenshots of the software system)	YES / NO	
Sample of production orders and traceability documents associated to the productions, as defined by the auditor.	YES / NO	
C.5. SALES		
Annual accounting summary of all Flax-Linen output products (EUROPEAN FLAX™ certified and non-certified products).	YES / NO	
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	
Relevant justification if there is no certified transaction between the last audit and the current audit.	YES / NO	
C.6. VOLUME CONTROL		
Annual accounting summary of all Flax-Linen input materials (EUROPEAN FLAX™ and MASTERS OF LINEN™ certified and non-certified materials) and of all linen-flax output products (EUROPEAN FLAX™ certified and non-certified products), defining the reporting period.	YES / NO	
If applicable, the explanation on the conversion factor (input/output, conversion rate , material yield).	YES / NO	

DOCUMENTS TO BE PROVIDED	DOCUMENT PROVIDED	COMMENTS
C.7. SUBCONTRACTOR		Not applicable for traders, except for traders subcontracting the storage and logistics of certified materials and products
Documents presenting the shareholder structure of the contracting organisation and of the subcontractors.	YES / NO	
The last up-to-date list of subcontractors approved by Bureau Veritas.	YES / NO	
The traceability procedure of each subcontractor	YES / NO	
The agreement signed with each subcontractor	YES / NO	
Audit report of each audit that the organization performed on all of their subcontractors.	YES / NO	
If subcontractors hold their own valid EUROPEAN FLAX™ certificates, the evidence of the verification of the subcontractors' certificates validity on www.europeanflax.com. (screenshot of certified suppliers database is accepted)	YES / NO	
Sample of production orders and delivery notes for each lot of subcontracted EUROPEAN FLAX™ certified material, as defined by the auditor.	YES / NO	
For an organization acting only as a subcontractor providing services to EUROPEAN FLAX™ certified organizations and applying for its own EUROPEAN FLAX™ certification: evidence that there has been no purchase or sale of EUROPEAN FLAX™ certified materials and products over the audited period.	YES / NO	
C.8. MULTISITES		
Evidence of the common ownership link between the organization and the sites included in the multi-site organization.	YES / NO	
Evidence of the certificate Manager appointment	YES / NO	
Written and up-to-date procedures established by the organization for managing the multisite certification.	YES / NO	
The up-to-date list of all sites included in the scope of certification, including the date of the last update.	YES / NO	
The latest version of the organization's valid EUROPEAN FLAX™ certificate.	YES / NO	
If the organization has decided to remove a site from its certificate scope since the last audit, evidence of the notification of Bureau Veritas within 5 working days.	YES / NO	