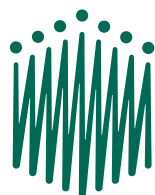


European Flax™ Checklist for subcontractors' internal audits

Version 3.1



**European
Flax™** Premium
linen fibre



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

CHECKLIST FOR SUBCONTRACTORS' INTERNAL AUDITS

DOCUMENTS TO COLLECT BY CONTRACTING ORGANIZATION FROM SUBCONTRACTORS	DOCUMENT PROVIDED	COMMENTS
C.7.1. PREREQUISITE		
<ul style="list-style-type: none"> Documents presenting the shareholder structure of the subcontractor. <p><i>Subcontractors processing EUROPEAN FLAX™ products shall not have common ownership with the contracting organization.</i></p>	YES / NO	
C.7.4 AGREEMENT WITH THE SUBCONTRACTOR		
<ul style="list-style-type: none"> Agreement for each subcontractor registered in the up-to-date List of Subcontractors at the time of organization's relevant audit. <p><i>NB: The agreements are signed by the subcontractors.</i></p> <p><i>The agreements include requirements a, b, c, and d:</i></p> <ol style="list-style-type: none"> <i>The subcontractor ensures the traceability of the EUROPEAN FLAX™ certified material from the input to the output.</i> <i>The subcontractor shall identify EUROPEAN FLAX™ certified material at each step of the process through physical separation and/or permanent identification mark.</i> <i>The subcontractor accepts the possibility of on-site controls by the organization and/or Bureau Veritas Certification.</i> <i>The subcontractor engages not to outsource processing unless the organization is informed and accepts it.</i> 	YES / NO	
C.7.5 INTERNAL AUDIT OF SUBCONTRACTORS BY THE ORGANIZATION		
<ul style="list-style-type: none"> The written traceability procedures of the subcontractor (join copy) The training tools provided by subcontractor to its staff The attendance sheet of subcontractor's staff to training sessions on traceability systems and procedures, signed and dated <p><i>Internal audit report demonstrates that:</i></p> <ol style="list-style-type: none"> <i>The subcontractor has written traceability procedures and that the employees are aware of the procedures and implement them</i> 	YES / NO	
<ul style="list-style-type: none"> The on-site verification (when applicable) and/or thanks to pictures of subcontractor's physical segregation, physical markers etc. <p><i>Internal audit report demonstrates that: (...)</i></p> <ol style="list-style-type: none"> <i>That, from the input to the output, at each step of the production process:</i> <ul style="list-style-type: none"> <i>The certified material is physically segregated in space and/or time and/or identification (e.g., sticker, non-removable marking, dedicated zones, etc.).</i> <i>The certified material is tracked by documentary and/or software system.</i> 	YES / NO	
<ul style="list-style-type: none"> The verification of a sample of minimum 3 records from global listing of production orders. <p><i>Internal audit report demonstrates that: (...)</i></p> <ol style="list-style-type: none"> <i>on a sample of production orders associated with the production of certified products, that traceability is ensured.</i> 	YES / NO	

DOCUMENTS TO COLLECT BY CONTRACTING ORGANIZATION FROM SUBCONTRACTORS	DOCUMENT PROVIDED	COMMENTS
C.7.7 PRODUCTION ORDERS AND DELIVERY NOTES OF SUBCONTRACTED PROCESSES		
<ul style="list-style-type: none"> Verification of a sample of 3 records from listing of past EUROPEAN FLAX™ production orders and delivery notes for certified products (if applicable). <p><i>Production orders and delivery notes for each lot of subcontracted EUROPEAN FLAX™ certified material shall be clearly identified as such and shall be recorded.</i></p>	YES / NO	
C.7.8 EUROPEAN FLAX™ CERTIFIED SUBCONTRACTORS		
<ul style="list-style-type: none"> Via screenshot of Alliance Directory of certified companies + date allianceflaxlinenhemp.eu/en/directory-certified-companies <p><i>In case of EUROPEAN FLAX™ certified subcontractors, verification that the certificate is valid during the audited period and that the scope of certification for the outsourced services.</i></p>	YES / NO	