

Section B: European Flax Checklist for Traders

针对贸易商的 European Flax 的检查表

List of documents to be provided 需要提供的材料清单	Document provided 是否提供材料	Comments 备注
1 GENERAL REQUIREMENTS 一般要求		
Description of the system in place: traceability procedure (written or not) 需要有体系文件：追溯程序（是否书面）	YES / NO	
Possibly, record keeping evidences 记录保留证据（如果适用）	YES / NO	
2 MATERIAL SOURCING 材料来源		
The EUROPEAN FLAX suppliers list, including the date of the last update EUROPEAN FLAX 的供应商清单，包含最近更新日期	YES / NO	
Copy of the valid certificates of EUROPEAN FLAX certified material suppliers or the screenshot of the CELC website showing the certificate validity. EUROPEAN FLAX 认证原料供应商的有效证书复印件，或者 CELC 网站显示证书有效性的截屏	YES / NO	
Description of the receipt checking system in place or an appropriate work instruction. 来料验证系统体系文件，或者适当的工作指导书	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. 审核员抽查采购发票。抽样具有代表性和可靠性，符合 ISO 19011 标准。	YES / NO	
4 GROUP OF PRODUCTS 产品组		
EUROPEAN FLAX® certified products' references list indicating their composition. EUROPEAN FLAX® 认证产品清单，写明成分。	YES / NO	
6 SALES 销售		
Sample of sales invoices, as defined by the auditor. This sample determination is a representative and reliable selection compliant to the ISO 19011 standard. 审核员抽查销售发票。抽样具有代表性和可靠性，符合 ISO 19011 标准。	YES / NO	
During the on-site audit , the auditor may also check an invoices' sample of noncertified products. 现场审核时 ，审核员也可以抽查非认证产品的发票。	YES / NO	
7 VOLUME CONTROL 平衡控制		
Annual accounting summary of material inputs (EUROPEAN FLAX® sourcing) and outputs (EUROPEAN FLAX® sales), for each reference. 所有相关的材料投入（EUROPEAN FLAX® 来源）和产出（EUROPEAN FLAX® 销售）的年度汇总表。	YES / NO	

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:

For the inputs:

- *Supplier invoice reference*
- *quantity received (volume, weight, number of pieces)*
- *Lot number issued by the supplier- Internal lot number*
- For the output:*
- *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*

注：年度汇总表可分为两个表，一个为投入表，一个为产出表。年度汇总表应包括：

对于投入：

- 涉及的供应商发票
- 接收数量（体积、重量、件数）
- 供应商的批号-产出的内部批号
- 涉及的销售发票
- 每张发票涉及的销售数量（体积、重量、件数）
- 每张发票涉及的库存数量（体积、重量、件数）
- 内部批号