

# EUROPEAN FLAX® GUIDANCE



**STEP-BY-STEP GUIDE  
FOR COMPANIES  
APPLYING FOR THE  
EUROPEAN FLAX®  
CERTIFICATION**



# CONTENTS

- 1. What is EUROPEAN FLAX® ?**
- 2. EUROPEAN FLAX® for each player in the traceability chain**
- 3. General principles for processors and traders**
- 4. EUROPEAN FLAX® technical documents**
- 5. EUROPEAN FLAX® Application**
- 6. Implementing the EUROPEAN FLAX® Standard**
- 7. EUROPEAN FLAX® marketing tools and assistance**

# 1. What is EUROPEAN FLAX® ?



European  
Flax®  
Premium  
linen fibre

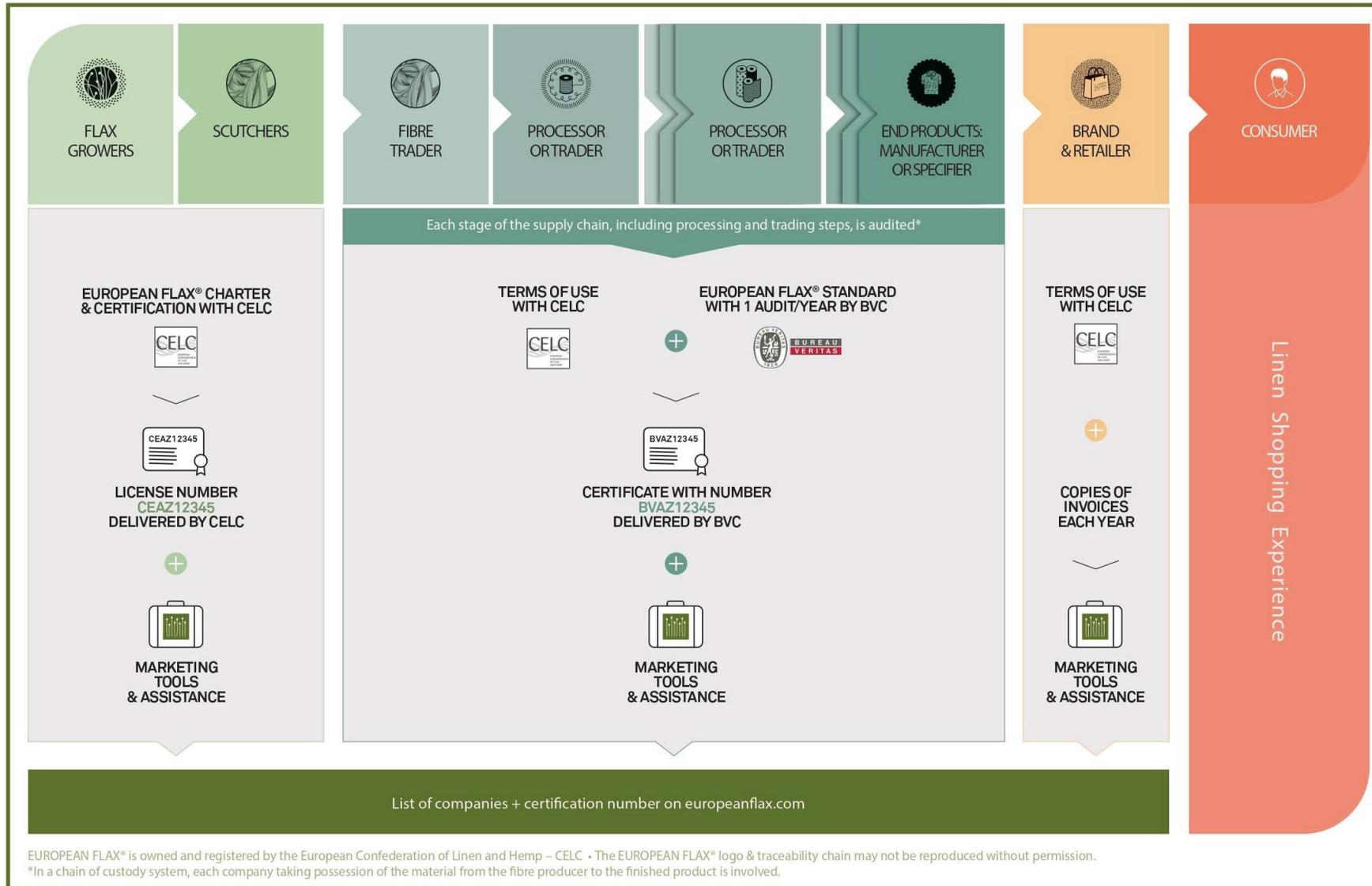


EUROPEAN FLAX® is the guarantee of traceability for premium linen fibre grown in Western Europe. A natural sustainable fibre, cultivated without irrigation\* and GMO free.

- ✓ The answer to consumer and CSR demands:  
Fibre origin and traceability, Environmental sustainability, Social responsibility, Performance properties
- ✓ The lever built and endorsed by the whole Western European fibre industry in on a common Charter signed by each fibre producer
- ✓ The traceability verified through each step of processing and trading until finished product, for the global industry
- ✓ Marketing tools and assistance, B2B and B2C sales support, trainings...

The EUROPEAN FLAX® mark is registered by the European Confederation of Flax and Hemp [CELC].

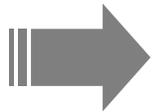
# 2. EUROPEAN FLAX® for each player in the traceability chain



## 2. EUROPEAN FLAX® for each player in the traceability chain

Dedicated processes are implemented for the steps of the traceability chain:

- **You are a fibre producer** (scutcher): follow the requirements in the EUROPEAN FLAX® Charter. EUROPEAN FLAX® license number is directly delivered by CELC.



License number delivered by CELC

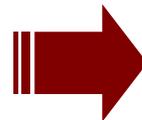
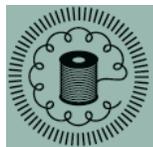


- **You are a Processor or Trader** (all stages from fibre traders to finished product manufacturer): become certified by making a conformity assessment against the EUROPEAN FLAX® Standard.

The certificate is delivered by certification body BUREAU VERITAS (BV), through confidential yearly audits.

Note 1: for Masters of Linen® certified companies in E.U., Centexbel (BE) or Centrocot (IT) may perform both certifications

Note 2: for European traders, spinners, weavers, knitters, CELC Membership is prerequisite for the certification.



Certificate emitted by  
Bureau Veritas Certification



- **You are a Brand or Retailer** buying finished products: you may receive authorization to use the trademark via agreement with CELC and justification of product certification.

# 3. General principles for processors and traders

## Certification body & contacts

EUROPEAN FLAX® certification is mandated to BUREAU VERITAS (BV), the world leader for certification. BV has EUROPEAN FLAX® trained teams in Europe, China, India, Japan, Bangladesh, Taiwan, Vietnam. Other countries are managed by BV France with a local auditor.

BV Contacts: <http://news.europeanflax.com/celc/26-comment-obtenir-european-flax/>

*Note: for Masters of Linen® companies in E.U., Centexbel-BE or Centrocot-IT may perform both certifications.*

## Chain of custody

EUROPEAN FLAX® relies on chain of custody traceability, meaning that every stage of the supply chain taking possession of the material, including processing and trading steps until finished product manufacturer, must be certified to ensure material traceability.

Eligible products: A product may only be certified if it is

- produced/traded by a certified company,
- made of flax/linen supplies that are 100% certified, and has a final composition  $\geq 50\%$  flax/linen.

## Confidentiality

The certification body guarantees total confidentiality of all information about the audited companies. It handles all certification steps, from client offer to yearly audit and certificate issuance.

CELC is involved only at the start to inform (application, Guidance), and the end to publish certificate online, to sign trademark use agreement, and to offer marketing tools & assistance.



## 4. EUROPEAN FLAX® technical documents

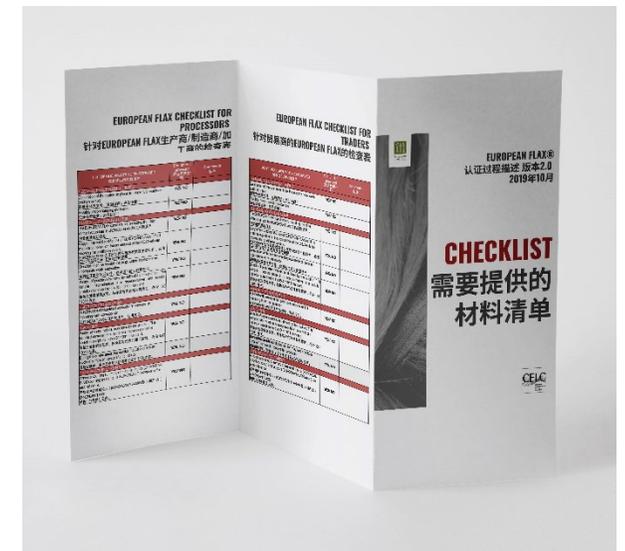
- The **EUROPEAN FLAX® Standard** defines technical criteria that guarantees TRACEABILITY of the EUROPEAN FLAX® Fibre/Product through the whole chain.
  - Procedures that the Company must implement
  - Criteria
  - How the criteria will be verified
- The **EUROPEAN FLAX® Certification Process** describes the process to follow and the conditions to become certified.
  - Application
  - Organization of certification audit (audit year 1)
  - Certification maintenance (audits year 2 and 3)
- Checklists: There are two checklists listing the documents to prepare before and during audits: one for **traders** and one for **processors**. **Companies only trading but outsourcing their processing activities are considered as processors.**

Please download these documents before your 1<sup>st</sup> audit and before each maintenance audit, in case of updates:

[www.europeanflax.com](http://www.europeanflax.com) > CELC > European Flax > How to obtain



C - Technical criteria for Companies	
<b>1 GENERAL REQUIREMENTS</b>	
1.1	The Company shall have procedures in place that ensure the traceability system. Procedures may be written or not.
1.2	The company shall establish and maintain during at least 3 years records showing conformity to the requirements of this standard, in particular: purchase invoices, suppliers list, suppliers' certificates, production records, sale invoices, tests results...
1.3	The company shall ensure that <b>only certified flax/linen</b> is used as inputs in certified products.



## 5. EUROPEAN FLAX® Application

### ■ How to fill the RFQ – Request for Quotation ?

- ✓ **The RFQ will enable BV to establish the scope of certification and the cost:**
  - based on the standard cost established globally;
  - plus possible overcosts in case of on-site audits with multiple sites or subcontractors and distance.
- ✓ **Company's sites: please indicate the sites owned by your company, that shall be included into your certification scope;** meaning that they do/will process materials that you intend to certify.
- ✓ **Subcontractors: please indicate the subcontractors, that shall be included into your certification scope;** meaning that they do/will, on your behalf, process materials that you intend to certify.  
*Definition of a subcontractor in the European Flax® Standard: see p23 of this Guidance.*
- ✓ **Note: the scope, the company's sites and the subcontractors may be modified or extended if required by the company in the following years.** If there are changes throughout the certification cycle, please inform BV before planning the next audit.
- ✓ **Composition tests : once certified, processors must have composition tests performed yearly by an accredited laboratory.** After each audit (except initial) the auditor will select product samples to send for testing. The cost of the tests can be included in your BV certification offer to facilitate (not applicable in Asia).
- ✓ **Please send your RFQ, and the questions you may have, to both:**
  - **CELC:** Ms. Marie DEMAEGDT [textile@europeanflax.com](mailto:textile@europeanflax.com) - Direct tel + 33 1 42 21 88 68
  - **BV:** contacts on <http://news.europeanflax.com/celc/26-comment-obtenir-european-flax/>

# 6. Implementing the EUROPEAN FLAX® Standard

## 1 GENERAL REQUIREMENTS

- ✓ **Procedures** must be in place to **ensure the traceability system**.
  - ✓ **Records** must be kept for at least **3 years** : keep purchase invoices, suppliers list, suppliers' certificates, production records, sale invoices, tests results
  - ✓ **ONLY** EUROPEAN FLAX® certified flax/linen is used as inputs **in certified products**.
  - ✓ **If non-certified flax/linen** is present in the company, a physical **segregation** in space and/or time and/or identification is in place.
- 
- All these points must be **formalized in procedures and applied** on the ground.
  - Verification: the auditor will ask, as in Checklist:

1 GENERAL REQUIREMENTS	How to get prepared for the audit:
Description of the system in place: traceability procedure (written or not)	The company must be ready to explain the procedures, verbally or in writing. See example on page 25 of this Guidance.
Possibly, record keeping evidences	The auditor may ask for recorded documents of previous years

# 6. Implementing the EUROPEAN FLAX® Standard

## ■ 2 MATERIAL SOURCING

- ✓ To ensure **validity of suppliers' certificates**, the company checks on [europeanflax.com](http://europeanflax.com) > European Flax > labeled companies, and establishes and maintains an **up-to-date list of EUROPEAN FLAX® suppliers, which**
  - includes suppliers' **names; certificate numbers; certificate expiration date**.
  - is updated at least once a year and includes **last update** date
- ✓ On **receipt of certified material**, the company **checks on purchase invoices** the following claims :
  - Each certified material is clearly identified by the claim « **EUROPEAN FLAX® certified** ».
  - The supplier **certificate number** appears on the invoice.
  - The **exact product composition and percentages** appear on the invoice.

➤ Verification: the auditor will ask, as in Checklist:

2 MATERIAL SOURCING	How to get prepared for the audit:
The EUROPEAN FLAX suppliers list, including the date of the last update	As detailed above
Copy of the valid certificates of EUROPEAN FLAX certified suppliers or the screenshot of the CELC website showing certificate validity.	As shown on next page
Description of the receipt checking system in place or an appropriate work instruction	The company must be ready to explain procedures, verbally or in writing. See example on page 25
Sample of purchase invoices, as defined by the auditor.	See examples on next pages

# A potential EUROPEAN FLAX supplier ? Check the validity of the company's EUROPEAN FLAX® certificate.

Either ask for a copy of the company's EUROPEAN FLAX certificate and check the elements in yellow

Or check the EUROPEAN FLAX database: [europeanflax.com](http://europeanflax.com) > CELC > European Flax > labeled companies and check Company, Activity, Certificate, Date



FR | EN

Profile Search

## European LINEN & HEMP

J'AIME LE LIN

[News](#) [CELC](#) [European Linen](#) [Textile](#) [Composite](#) [European Hemp](#) [Press](#) [Tools](#) [Blog](#)

**WHO ARE WE?** > **LABELED COMPANIES**

**EUROPEAN FLAX®** >

- » What is EUROPEAN Flax®?
- » How to obtain EUROPEAN Flax®?
- » [Labeled Companies](#)

This database lists companies certified according to their certification scope and the corresponding validity date :

- flax fibre producers (scutchers) receive a license number from CELC, numbered CE + 2 letters + 5 figures, with no time limit
- processors and traders of flax/linen as yarn/fabric/finished product receive from auditing body Bureau Veritas (BV) a Certificate, numbered BV + 2 letters + 5 figures, with a validity of 3 years, renewable.

Alternatively, for Masters of Linen® certified spinners/weavers/knitters the Certificate is numbered CE + 3 letters + 4 figures.

Company	Activity	Certificate	Date	Country	Contact
XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	BVXXXXXXXXXX	XX/XX/XX	XXXXXXXX	<a href="#">Contact</a>
XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	BVXXXXXXXXXX	XX/XX/XX	XXXXXXXX	<a href="#">Contact</a>
XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	BVXXXXXXXXXX	XX/XX/XX	XXXXXXXX	<a href="#">Contact</a>
XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	BVXXXXXXXXXX	XX/XX/XX	XXXXXXXX	<a href="#">Contact</a>

Example of EUROPEAN FLAX  
Supplier list that is conform with  
the EUROPEAN FLAX Standard.

- Updated at least once a year and includes last update date

	A	B	C
1	<b>EUROPEAN FLAX Supplier list</b>		<b>Last update</b>
2			XX/XX/XXXX
3			
4	<b>Certified company name</b>	<b>Certificate number</b>	<b>Certificate valid until</b>
5	COMPANY 1	BVFR123456	XX/XX/XXXX
6	COMPANY 2	BVFR123457	XX/XX/XXXX
7	COMPANY 3	BVFR123458	XX/XX/XXXX
8			
9			

- Names

- Certificate numbers

- Suppliers' certificate expiration date

Example 1 of purchase invoice that is conform with the EUROPEAN FLAX Standard.

Invoice Number :	INVXXXXXXX
Invoice Date:	XX/XX/XX

## PURCHASE INVOICE

	<b>FROM:</b>	<b>TO:</b>
Company Name:	MY SUPPLIER'S NAME	MY COMPANY'S NAME
Adress:	MY SUPPLIER'S ADDRESS	MY COMPANY'S ADDRESS
Phone:	VAT XXXXXXXXXXXX XXX XXXX XX XX XX	VAT XXXXXXXXXXXX XXX XXXX XX XX XX

On receipt of certified material, the company checks these elements on purchase invoices.

PRODUCT DESCRIPTION	COMPOSITION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1/26 Blue Yarn	100% Linen	XXX kgs	XX EUR	XXX EUR
EUROPEAN FLAX® CERTIFIED				
1/26 White Yarn	100% Linen	XXX kgs	XX EUR	XXX EUR
EUROPEAN FLAX® CERTIFIED				
Total:		XXX kgs		XXX EUR

EUROPEAN FLAX® Certificate Number BVFRXXXXXX

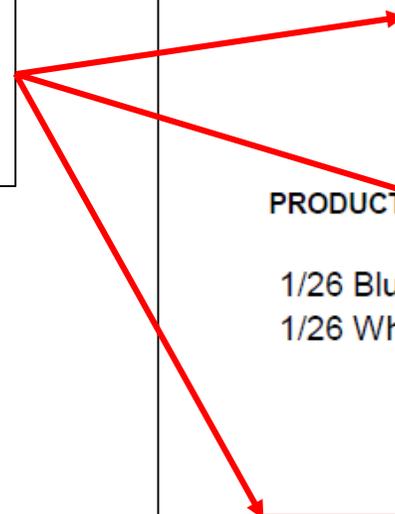
Example 2 of purchase invoice that is conform with the EUROPEAN FLAX Standard.

Invoice Number :	INVXXXXXXXX
Invoice Date:	XX/XX/XX

## PURCHASE INVOICE

	<b>FROM:</b> MY SUPPLIER'S NAME	<b>TO:</b> MY COMPANY'S NAME
Company Name:	MY SUPPLIER'S ADDRESS	MY COMPANY'S ADDRESS
Address:	VAT XXXXXXXXXXXX XXX XXXX XX XX XX	VAT XXXXXXXXXXXX XXX XXXX XX XX XX
Phone:	EUROPEAN FLAX® Certificate Number BVFRXXXXXXXX	

On receipt of certified material, the company checks these elements on purchase invoices



PRODUCT DESCRIPTION	COMPOSITION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1/26 Blue Yarn	100% Linen	XXX kgs	XX EUR	XXX EUR
1/26 White Yarn	100% Linen	XXX kgs	XX EUR	XXX EUR

Total: **XXX kgs**                      **XXX EUR**

ALL THESE PRODUCTS ARE EUROPEAN FLAX® CERTIFIED

## 6. Implementing the EUROPEAN FLAX® Standard

### ■ 3 PRODUCTS COMPOSITION

- ✓ EUROPEAN FLAX® **certified products** can only present the following **composition** :
  - at **least 50% of the product is linen/flax** (the other 50% can be another fiber, like cotton or wool for example).
  - **100%** of this linen/flax **is EUROPEAN FLAX® certified**.
- ✓ The exact **composition and percentages** are mentioned on the labels of certified products.

Once certified, during each audit the **auditor selects a sample of EUROPEAN FLAX® products** to be sent for fibre **composition tests** to an accredited laboratory.

These tests apply to **processing companies and companies using subcontractors for processing activities**. They do not apply for scutchers, fibre pre-processors, traders selling non-transformed materials and finished products manufacturers.

Accredited laboratories by CELC's Bast Fibre Authority include European Flax certification bodies Bureau Veritas (BVCPS), Centexbel, Centrocot. Contact details and addresses to send samples will be advised by the certification body.

# 6. Implementing the EUROPEAN FLAX® Standard

## ■ 4 GROUP OF PRODUCTS

- ✓ The company establishes and updates its EUROPEAN FLAX® products **references list** with **exact fibre composition** for each product reference.

Example of EUROPEAN FLAX product reference list that is conform with the EUROPEAN FLAX Standard.

Products sold by the company

Products are always composed of **at least 50%** of linen/flax (and **all this linen/flax is certified EUROPEAN FLAX**)

	A	B	C	D
1	EUROPEAN FLAX product reference list			<b>Last update</b>
2				XX/XX/XXXX
3				
4	<b>Product reference</b>	<b>Product description</b>	<b>Product fibre composition</b>	
5	PRODUCT 1	DESCRIPTION PRODUCT 1	100% Linen	
6	PRODUCT 2	DESCRIPTION PRODUCT 2	100% Linen	
7	PRODUCT 3	DESCRIPTION PRODUCT 3	100% Linen	
8	PRODUCT 4	DESCRIPTION PRODUCT 4	50% Linen, 50% Cotton	
9	PRODUCT 5	DESCRIPTION PRODUCT 5	70% Linen, 30% Cotton	
10	PRODUCT 6	DESCRIPTION PRODUCT 6	70% Linen, 20% Wool, 10% Cotton	
11				
12				
13				
14				

## 6. Implementing the EUROPEAN FLAX® Standard

### ■ 5 PRODUCTION CHAIN

- ✓ The company implements and maintains a **traceability system** for tracking raw material, components, products and sub-products that are EUROPEAN FLAX® certified throughout the production chain ensuring that no mix with non-selected material occur during production chain. This system includes :
  - **traceability procedures (see example on page 24 of this guidance);**
  - **tracking of material** at each steps of the production process through documentary and/or software system;
  - **verification** of production orders and traceability documents associated with the material.
  - **physical identification** (e.g., sticker, non-removable marking, etc.) next to the lot number.

*NB 1: The material sold as EUROPEAN FLAX® certified cannot originate from a mix between certified Flax/linen and non-certified Flax/linen.*

*NB 2: In case production is subcontracted, refer to chapter 8 SUBCONTRACTOR (p22 of this Guidance)*

# 6. Implementing the EUROPEAN FLAX® Standard

## ■ 6 SALES

- ✓ On sales invoices,
  - each certified material is clearly identified with the **claim «EUROPEAN FLAX® certified»** distinguishing it from non-certified material;
  - the **exact composition and percentages** of each certified products is specified;
  - the company's EUROPEAN FLAX® **certificate number** appears.
  
- ✓ It has to be clear which products are EUROPEAN FLAX® certified.
  
- Examples of invoices: see next 2 pages
  
- Verification: during audit, the auditor will ask to verify a sample of sales invoices, which he will define as a representative and reliable selection compliant to the ISO 19011 standard. The auditor may also check some invoices of noncertified products.

Example 1 of sales invoice that is conform with the EUROPEAN FLAX Standard.

Invoice Number :	/INVXXXXXX
Invoice Date:	XX/XX/XX

## SALES INVOICE

<p><b>FROM:</b></p> <p><i>MY COMPANY'S NAME</i></p> <p><b>Company Name:</b></p> <p><i>MY COMPANY'S ADDRESS</i></p> <p><b>Adress:</b></p> <p><i>VAT XXXXXXXXXXXX</i></p> <p><b>Phone:</b></p> <p><i>XXX XXXX XX XX XX</i></p>	<p><b>TO:</b></p> <p><i>MY SUPPLIER'S NAME</i></p> <p><b>MY SUPPLIER'S NAME</b></p> <p><i>MY SUPPLIER'S ADDRESS</i></p> <p><b>MY SUPPLIER'S ADDRESS</b></p> <p><i>VAT XXXXXXXXXXXX</i></p> <p><b>VAT XXXXXXXXXXXX</b></p> <p><i>XXX XXXX XX XX XX</i></p> <p><b>XXX XXXX XX XX XX</b></p>
--	---

These elements must appear on sales invoices.

PRODUCT DESCRIPTION	COMPOSITION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1/26 Blue Yarn	100% Linen	XXX kgs	XX EUR	XXX EUR
<b>EUROPEAN FLAX® CERTIFIED</b>				
1/26 White Yarn	100% Linen	XXX kgs	XX EUR	XXX EUR
<b>EUROPEAN FLAX® CERTIFIED</b>				
Total:		<b>XXX kgs</b>		<b>XXX EUR</b>
<b>EUROPEAN FLAX® Certificate Number BVFRXXXXXX</b>				

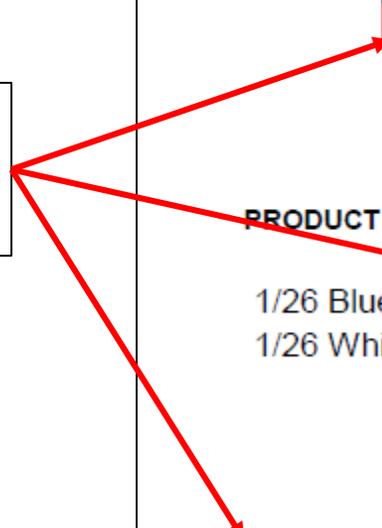
Example 2 of sales invoice that is conform with the EUROPEAN FLAX Standard.

Invoice Number :	INVXXXXXX
Invoice Date:	XXXXXX

## SALES INVOICE

	<b>FROM:</b> MY COMPANY'S NAME	<b>TO:</b> MY SUPPLIER'S NAME
Company Name:	MY COMPANY'S ADDRESS	MY SUPPLIER'S ADDRESS
Address:	VAT XXXXXXXXXXXX	VAT XXXXXXXXXXXX
Phone:	XXX XXXX XX XX XX	XXX XXXX XX XX XX
	My EUROPEAN FLAX® Certificate Number BVFRXXXXXX	

These elements must appear on sales invoices.



PRODUCT DESCRIPTION	COMPOSITION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1/26 Blue Yarn	100% Liner	XXX kgs	XX EUR	XXX EUR
1/26 White Yarn	100% Liner	XXX kgs	XX EUR	XXX EUR

Total: **XXX kgs**                      **XXX EUR**

ALL THESE PRODUCTS ARE EUROPEAN FLAX® CERTIFIED

# 6. Implementing the EUROPEAN FLAX® Standard

## ■ 7 VOLUME CONTROL

- ✓ The company makes an **annual accounting summary** of material **inputs** (EUROPEAN FLAX® certified sourcing) and **outputs** (EUROPEAN FLAX® certified sales)
- ✓ If relevant, for each reference there is an explanation on the **conversion factor** (input/output conversion rate , material yield).
- ✓ The annual accounting summary contains for the inputs:
  - supplier invoice reference
  - quantity received (volume, weight, number of pieces)
  - lot number issued by the supplier
  - internal lot number
- ✓ The annual accounting summary contains for the outputs:
  - 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

## Example of EUROEPAN FLAX inputs annual accounting summary extract.

EUROEPAN FLAX certified sourcing:						
Date purchase invoice	Supplier invoice reference	Product description	Supplier lot number	Supplier	Internal lot number	Quantity received (kg)
09/08/2019	IV190878	product1	LTEF2345	SUPPLIER1	EF119	285,00
10/09/2019	IV190999	product1	LTEF2786	SUPPLIER1	EF119	328,00
11/08/2019	F190880	product2	LTEF27-8907	SUPPLIER2	EF219	281,00
18/09/2019	F190997	product3	LTEF56-6508	SUPPLIER2	EF319	66,00
23/09/2019	I1909232	product4	XX2999	SUPPLIER3	EF419	829,00
20/10/2019	INV1910201	product5	YY29235	SUPPLIER4	EF519	789,00
					<i>Total:</i>	2 578,00

## Example of EUROEPAN FLAX output annual accounting summary extract.

EUROEPAN FLAX certified sales:						
Date sale invoice	internal lot number	Sales invoice reference	Product description	Client	Quantity sold (kg)	Quantity in stock (kg)
09/09/2019	EF119	INV19092	productA	CLIENT1	450,00	163,00
11/09/2019	EF219	INV19093	productB	CLIENT2	281,00	0,00
18/09/2019	EF319	INV19094	productC	CLIENT3	66,00	0,00
23/10/2019	EF419	INV19101	productD	CLIENT4	455,00	374,00
20/11/2019	EF519	INV19111	productE	CLIENT5	789,00	0,00
				<i>Total:</i>	2 041,00	537,00

## 6. Implementing the EUROPEAN FLAX® Standard

### ■ 8 SUBCONTRACTOR

*Using a subcontractor means outsourcing a work on certified flax/linen material. Purchase and sale of certified products are managed by the Company, not the subcontractor. The material remains the property of the certified company. Invoicing between the subcontractor and the Company is only related to the outsourced activities.*

- ✓ The certified company ensures that its subcontractors working European Flax certified materials are in conformity with the technical criteria related to **on-site traceability**. This means the **subcontractors must implement and maintain a traceability system** for tracking raw material, components, products and sub-products that are EUROPEAN FLAX® certified throughout the production chain ensuring that **no mix with non-selected material** occur during production chain.
- ✓ The company establishes and maintains an **up-to-date list of relevant subcontractors** and informs the certification body of any changes.

# 6. Implementing the EUROPEAN FLAX® Standard

## ■ 8 SUBCONTRACTOR

- ✓ The certified company establishes an agreement with the subcontractor working on EUROPEAN FLAX® materials, that they sign, and where it acknowledges the following requirements:
  - The subcontractor ensures the traceability of the EUROPEAN FLAX® certified material from the input to the output.
  - The subcontractor shall identify EUROPEAN FLAX® certified material at each step of the process through physical separation and/or permanent identification mark.
  - The subcontractor accepts the possibility of on-site controls by the company and/or Bureau Veritas.
  - The subcontractor engages not to outsource processing unless the company is informed and accepts it.
- ✓ The company shall **audit all their subcontractors** on the above requirements of the standard at least once a year and the **audit reports are recorded**. This means that the company shall make reports of these audits to ensure that all the requirements are met and continue to be met every year permitting to ensure traceability of the European Flax material. For verification during these audits, the company may construct a checklist of the points that must be checked at their subcontractor's site during these audits based on the European Flax standard requirements and adapted to their context.
- ✓ **Production orders** and **delivery notes** for each lot of subcontracted EUROPEAN FLAX® certified material shall be recorded.

## Example of EUROPEAN FLAX traceability procedure.

If your company uses subcontractors for processing EUROPEAN FLAX products, also include it in the procedure.

### EUROPEAN FLAX® procedure

#### 1. Purchase of EUROPEAN FLAX materials.

##### Purchasing Responsible:

When planning on purchasing EUROPEAN FLAX material, choose from EUROPEAN FLAX supplier list.

How to proceed for establishing and/or maintaining list of EUROPEAN FLAX suppliers:

- Identify potential EUROPEAN FLAX suppliers.
- Ask them for their certificate
- Ensure that suppliers of certified material have a valid certificate by checking validity date on [www.europeanflax.com](http://www.europeanflax.com).
- Establish and/or maintain the up-to-date list of EUROPEAN FLAX® suppliers including suppliers' names, certificate numbers, and certificate expiration date.
- The supplier list is to be updated at least once a year and includes the last update date.

How to proceed when receiving EUROPEAN FLAX material:

On receipt of certified material, the Purchasing Responsible checks on purchase invoices that:

- Each certified material is clearly identified by the claim « EUROPEAN FLAX® certified ».
- The supplier certificate number appears on the invoice.
- The exact product composition and percentages appear on the invoice and products are composed at least 50% of linen/flax.

Once received and validated, the EUROPEAN FLAX material is registered in XXXXX software system. Purchase invoice reference, lot number issued by the supplier, and the quantity received (volume, weight, number of pieces) are recorded in XXXXX software. An internal lot number is attributed and this number starts with EF to track the material as EUROPEAN FLAX (ex: lot n°EF12345). Materials that are not certified are attributed a lot number starting with NC.

EUROPEAN FLAX materials are physically stored in a separate compartment from the non-certified materials. Purchasing Responsible always welcome the arrivals with the operations team and ensures that the document with the lot number starting by EF is stuck to the right lot.

All the employees are also trained to receiving material processes, in case the Purchasing Responsible is on leave.

#### 2. Processing of EUROPEAN FLAX materials.

##### Production Responsible:

The material sold EUROPEAN FLAX® certified cannot originate from a mix between certified flax/linen and non-certified flax/linen, therefore, traceability of EUROPEAN FLAX® certified material throughout the whole production chain.

Tracking of material is ensured at each steps of the production process through XXXX software system. On receipt of a European Flax order, the Production Responsible ticks the box “*this product will be sold as European Flax*” before choosing inputs. The inputs proposed will only be EUROPEAN FLAX certified lots. The Production Responsible also verifies that the lot chosen starts by EF.

##### Production Operators:

Once the design of the products and inputs are finalized, Production Operators:

- Receive a production order document indicating where to pick the material.
- Pick the lots, verify that it starts by EF.
- Verify that all machinery is empty of any material.
- Turn on production.
- Sticks the production order document on the machinery.

Once production is done, the Production Operators rights on the production order document the mention “*DONE*” and stores the product in a dedicated space with the document stuck on it. The product is then packed, and stickers are stuck on each box. The lot number starting with EF appears clearly on it. The production order document is returned to the office.

#### 3. Sales of EUROPEAN FLAX products.

##### Invoicing representative:

On receipt of the production order document and on receipt of a client order, the invoicing representative creates in XXXXX software the sales invoice reference, the quantity sold, and the quantity in stock.

When creating sales invoices, the invoicing representative clearly identifies the certified material with the claim «EUROPEAN FLAX® certified» distinguishing it from non-certified material; specifies the exact composition and percentages of each certified products and checks that the company's EUROPEAN FLAX® certificate number appears.

#### 4. Records.

All records are kept in the system for at least 5 years.]

# MARKETING TOOLS & ASSISTANCE

## STORYTELLING & STORYPROVING + IMAGE BANK



## ASSISTANCE FOR RETAIL & TRADE SHOW PROMOTIONS



## TRAININGS: ACADEMIC & RETAIL





**European Flax.**  
Premium linen fibre

# DEDICATED MARKETING TOOLS

## STATIONERY



## LOGO

Multilingual



## TEXT FOR LABELS

Standardized multilingual templates



## WEBSITE



## EMAIL SIGNATURE

Béatrice POTEZ



T. +33 (0)2 35 32 03 71  
F. +33 (0)2 35 32 48 28  
[bpotez@liniere-bosc-nouvel.fr](mailto:bpotez@liniere-bosc-nouvel.fr)  
[www.groupepestele.com](http://www.groupepestele.com)  
LINIERE DE BOSCO NOUVEL  
Route de Valmartin – 76690 LE BOCASSE

## CONSUMER LEAFLET

Multilingual template, ready-for-print



# ABOUT CELC – The European Confederation of Flax and Hemp

## The federating authority of the flax/linen agroindustry in the world

The European Confederation of Flax and Hemp (CELC) is the only European agro-industrial organisation federating all the stages of production and transformation of flax and hemp. Founded in 1951, It is the privileged spokesperson for 10,000 European enterprises across 14 countries, overseeing fibre development from plant to finished product.

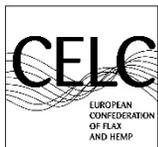
The only European organisation of reference, CELC encourages dialogue with national and European public authorities. As a think tank and place of market analysis, dialogue and strategic orientation, CELC presides over an industry of excellence in a globalised context.

This mission is guaranteed by EUROPEAN FLAX®, the traceability certification of premium-quality flax fibre sustainably grown in Western Europe, for all its applications with each transformation stage audited by third party Bureau Veritas. This traceability, when each processing step is performed by European companies until yarn and fabric, is certified as MASTERS OF LINEN®, a registered trademark and a club of textile excellence.

CELC creates an environment conducive to industrial enterprise competitiveness following a three-pronged approach comprising information, defence and promotion. This internationally-focused multichannel strategy stimulates innovation and builds on the performance of natural fibres with proven environmental qualities. A corpus of actions facilitated, produced and promoted by its dedicated platform CELC Développement.

## EUROPEAN FLAX® CELC CONTACT

Ms. Marie DEMAEGDT Textile & Sustainability Director [textile@europeanflax.com](mailto:textile@europeanflax.com) - Direct line + 33 1 42 21 88 68



15 rue du Louvre - 75001 Paris - France  
Tel : +33 (0)1 42 21 06 83 - Fax : +33 (0)1 42 21 48 22  
[communication@europeanflax.com](mailto:communication@europeanflax.com)  
[textile@europeanflax.com](mailto:textile@europeanflax.com)  
[www.europeanflax.com](http://www.europeanflax.com)