

# European Flax™ Certification Process

Version 3.0



**European  
Flax™** Premium  
linen fibre



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



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The EUROPEAN FLAX™ Certification Process version 3.0 is linked to the EUROPEAN FLAX™ Standard version 3.0, published and effective on the same dates.

Early adoption is encouraged for all entities before the effective date.

All audits and assessments conducted on or after February 17<sup>th</sup> 2024 shall be conducted according to European Flax™ Standard version 3.0.

# DESCRIPTION OF THE EUROPEAN FLAX™ CERTIFICATION PROCESS

## Article 1 | Object

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**THE ALLIANCE FOR EUROPEAN FLAX-LINEN & HEMP** (formerly the «Confédération Européenne du Lin et du Chanvre» or CELC), established as an association, is the only European agro-industrial organisation bringing together and federating all stages of Flax-Linen and Hemp production and processing. Hereafter referred to as «The Alliance».

It promotes the European Flax-Linen and Hemp sector, particularly in the fashion, home and technical product sectors, but also in other sectors.

It offers consumers the guarantee of a premium Flax fibre grown in Western Europe, in terms of origin and traceability, according to the **EUROPEAN FLAX™ Standard**.

**CELC DEVELOPPEMENT** is a commercial company, a wholly owned subsidiary of the Alliance, whose role is to provide the Alliance with technical, administrative, and commercial support to enable it to fulfil its mission.

**EUROPEAN FLAX™** is a registered mark and is the property of the Alliance for European Flax-Linen & Hemp and its subsidiary CELC DEVELOPPEMENT.

This document provides a definition of the **EUROPEAN FLAX™** certification awarding process for companies concerned by the **EUROPEAN FLAX™ standard**.

## Article 2 | EUROPEAN FLAX™ standard

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The **EUROPEAN FLAX™ Standard** defines the EUROPEAN FLAX™ chain-of-custody, and specifies all the stages it applies to, from fibre trader to finished product (last processing in-house or subcontracted) or the last business-to-business transaction, while distinct Specifications apply for cultivation and scutching (see the **EUROPEAN FLAX™ traceability chain** and detailed information in the Standard).

The Standard also defines the Technical criteria against which the organization is going to be verified by conformity assessment.

All reference documents are available on our website: [allianceflaxlinenhemp.eu](http://allianceflaxlinenhemp.eu)

Bureau Veritas Certification primarily uses full time employed auditors so as to place greater emphasis on:

- Stakeholder confidentiality.
- Consistency in terms of approaching audits and standards.
- Auditor availability.

All auditors are qualified in accordance with the ISO 17021 standard requirements. They are all highly experienced both in the fields of industry or services and in management system auditing for the activities concerned.

They are designated for the certification audits according to the three following criteria:

- Expertise in the organization's business area.
- Proximity of the organization's facilities.
- Availability on the certification dates requested by the organization.

Bureau Veritas Certification auditors foster a field-oriented and pragmatic approach. Above all, they evaluate the management system as a tool used by the organization to manage its activities successfully and improve them.

## Article 4 | Certification proposition

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### A. Application

Organizations within the European Union wanting to receive the EUROPEAN FLAX™ certification shall contact the Alliance for European Flax-Linen & Hemp for information and sign with the Alliance the **EUROPEAN FLAX™ Trademark Terms of Use** (downloadable on [allianceflaxlinenhemp.eu](http://allianceflaxlinenhemp.eu)). They shall then send the completed **Request for quotation** (RFQ) to the Alliance.

Organizations outside the European Union shall contact the nearest Bureau Veritas Certification Local Office for information (List on [allianceflaxlinenhemp.eu](http://allianceflaxlinenhemp.eu)), sign with the Alliance the **EUROPEAN FLAX™ Trademark Terms of Use** (downloadable on [allianceflaxlinenhemp.eu](http://allianceflaxlinenhemp.eu)) and send the completed **Request for quotation** (RFQ) to Bureau Veritas Certification Local Office.

The **Request for Quotation** (RFQ) gathers the following pieces of information:

- Organization name, address and phone number
- List of sites to enter the scope of the certification
- Activities carried out (processes, products, clients, etc.)
- Organization structure (number of sites, number of employees, etc.)
- Subcontractors, whenever relevant

## B. Certification Offer

The Alliance for European Flax-Linen & Hemp and Bureau Veritas Certification have defined a unique and global certification price per organization, per site and per activity.

On the basis of the information given by the organization, Bureau Veritas Certification (Local Office) develops a technical and business proposal.

The technical and business proposal established by Bureau Veritas Certification covers the initial audit (year 1) and the surveillance audits (years 2 and 3) supporting the maintenance of the certificate.

The proposition may or not include composition testing, but does not include any potential complementary and additional audit that may be required if the organization management system does not meet the selected standard.

## C. EUROPEAN FLAX™ certification contract

The technical and business proposal accepted and signed by the organization constitutes the certification contract.

On that document, the organization can indicate its preferred time period for the audit. Upon receipt of that document, Bureau Veritas Certification carries out its contract review and prepares the certification audit by setting up the audit team, scheduling the audit timetable (planned on site audit date or documentary audit date).

## Article 5 | Standard conformity assessment

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### A. EUROPEAN FLAX™ audit

- a. The conformity assessment against the **EUROPEAN FLAX™ standard** is performed by Bureau Veritas Certification as follow:
  - Initial/Renewal audit and second Surveillance audit may be performed off-site as documentary audits.
  - The first Surveillance audit performed after initial or renewal audit, shall be performed on-site, except in the following case:
    - The site is involved exclusively in an activity of trading AND does not take physical possession of European Flax™ certified fibre, materials or products.
- b. The organization shall review the following reference documents before the audit (all available on [allianceflaxlinenhemp.eu](http://allianceflaxlinenhemp.eu)):
  - **The EUROPEAN FLAX™ standard** last applicable version,
  - **The EUROPEAN FLAX™ certification process** last applicable version,
  - **The EUROPEAN FLAX™ checklist**, based on the **EUROPEAN FLAX™ standard** last applicable version (see [Annex 1](#)).

- c. The conformity assessment against the **EUROPEAN FLAX™ standard** is an audit based on documents provided by the organization. The mandatory documents that the organization must make available for the audit are detailed in the **EUROPEAN FLAX™ Checklist**.
- d. The EUROPEAN FLAX™ audit covers the organization's subcontractors. During the audit of the subcontractors, the organization works together with their subcontractors to collect all the documents requested and provide them to the auditor.

## B. Non-conformities

Non-conformities always meet the three following criteria:

- They are non-biased and based on a failure to comply with a requirement set forth in the **EUROPEAN FLAX™ standard**.
- They are based on evidence and in no event on presumptions.
- They are understood and accepted by the organization.

The organization may undertake corrective actions in order to resolve non-conformities.

## C. Audit cycle roll-out

### a) Year 1: Initial Audit - Certification granting

The audit starts with an opening meeting as a phone meeting between the auditor and the organization, which allows in particular to:

- Confirm the scope of certification, which will appear on the certificate.
- Check all requested documents that have been provided to the auditor.
- Select samples of purchase and template of sales invoices which have to be provided to the auditor during the audit (in a 2-hours timeframe).
- Check that the organization has performed audits of all their subcontractors before any first production through requested documents.

The auditor proceeds then to the documentary review of the documents provided before and during the audit (sample of selected invoices and complementary information whenever relevant) and selects references to be tested.

*Note: Composition tests are mandatory for processors involved in an activity of spinning, weaving, knitting, production of technical semi-products or any activity with a high risk of fibre blending, either internal or outsourced.*

*Samples shall be transmitted by the organization for composition analysis to one of the accredited laboratories, by using the appropriate form provided by the auditor.*

*Composition tests are not required if there is no European Flax™ production during the audited period.*

The audit ends with a closing meeting as a phone meeting between the auditor and the organization, which allows in particular to:

- Present the audit results and its conclusions.
- Present any non-conformity identified during the audit.

Should the provided documents not be sufficient to finalize the conformity assessment, the auditor may request a complementary audit (on-site or off-site) at the organization expenses.

The auditor writes a report. Non-conformities are identified in this report, if relevant.

The organization shall implement corrections, corrective actions and preventive actions within a maximum of 90 days to close the non-conformities issued during this audit.

Passed this 90-day period, the audit is not valid anymore and the organization shall start a new certification process with a new contract.

### Certification decision and certificate issuance

Once all non-conformities have been resolved the auditor recommends the organization for certification to the Bureau Veritas Certification France EUROPEAN FLAX™ certification committee (Technical Management). The role of this committee is to check that the certification procedures are properly applied and to issue the EUROPEAN FLAX™ certification decision.

Bureau Veritas Certification France Technical Management may request further information or an on-site audit before giving its opinion.

Once a positive certification decision is finalized Bureau Veritas Certification provides to the organization the EUROPEAN FLAX™ certificate and informs the Alliance, so that the Trademark Terms of Use becomes effective, and the organization can receive EUROPEAN FLAX™ marketing tools.

### b) Year 2: First Surveillance Audit – Maintaining certification

The Surveillance Audits are carried out at least once per calendar year. Bureau Veritas Certification (Local Office) contacts the organization in order to perform the First Surveillance Audit approximately 12 months after the date of the Initial Audit.

The on-site audit starts with an opening meeting which allows in particular to:

- Confirm the scope of certification, which should appear on the certificate.
- Check all requested documents that have been provided to the auditor.
- Select samples of purchase and sales invoices which have to be provided to the auditor during the audit.
- Check that the organization has performed audits of all their subcontractors through requested documents.

During the on-site audit, the auditor:

- Checks consistency between information/documents provided during initial/renewal audit and the on-site implementation.
- Checks maintenance of conformity against the **EUROPEAN FLAX™ standard**.
- Selects references to be tested.
- Shall audit a sample of the organization's subcontractors on-site during additional audit time according to sampling rules of subcontractors defined in [Article 7](#).

*Note: Composition tests are mandatory for processors involved in an activity of spinning, weaving, knitting, production of technical semi-products or any activity with a high risk of fibre blending, either internal or outsourced.*

*Samples shall be transmitted by the organization for composition analysis to one of the accredited laboratories, by using the appropriate form provided by the auditor. Composition tests are not required if there is no European Flax™ production during the audited period.*

The audit ends with a closing meeting which allows in particular to:

- Present the audit results and its conclusions, subject to the validation of fibres' composition tests results.
- Present any non-conformity identified during the audit.

The auditor writes a report. Non-conformities are identified in this report, if relevant.

The audit report is finalized when the auditor receives the fibres' composition tests of references selected during the audit.

The organization shall implement corrections, corrective actions and preventive actions within a maximum of 90 days to close the non-conformities issued during this audit.

Passed this 90-day period, if the non-conformities are not closed, the certificate is suspended (see conditions in [article 11](#)).

## Certification decision and certificate maintenance

Once all non-conformities have been closed the auditor recommends the organization for the maintenance of the certification to the Bureau Veritas Certification France EUROPEAN FLAX™ certification committee (Technical Management). The role of this committee is to check that the certification procedures are properly applied and to confirm the EUROPEAN FLAX™ certification maintenance.

Bureau Veritas Certification France Technical Management may request further information or an on-site audit before giving its opinion.

### c) Year 3: Second Surveillance audit – Maintaining certification

The Surveillance Audits are carried out at least once per calendar year. Bureau Veritas Certification (Local Office) contacts the organization in order to perform the Second Surveillance Audit approximately 12 months after the date of the First Surveillance Audit.



The audit starts with an opening meeting as a phone meeting between the auditor and the organization, which allows in particular to:

- Confirm the scope of certification, which should appear on the certificate.
- Check all requested documents that have been provided to the auditor.
- Select samples of purchase and sales invoices which have to be provided to the auditor during the audit.
- Check that the organization has performed audits of all their subcontractors through requested documents.
- Checks maintenance of conformity against the **EUROPEAN FLAX™ standard**.
- Selects references to be tested.

*Note: Composition tests are mandatory for processors involved in an activity of spinning, weaving, knitting, production of technical semi-products or any activity with a high risk of fibre blending, either internal or outsourced.*

*Samples shall be transmitted by the organization for composition analysis to one of the accredited laboratories, by using the appropriate form provided by the auditor.*

*Composition tests are not required if there is no European Flax™ production during the audited period.*

The audit ends with a closing meeting which allows in particular to:

- Present the audit results and its conclusions, subject to the validation of fibres' composition tests results.
- Present any non-conformity identified during the audit.

The auditor writes a report. Non-conformities are identified in this report, if relevant.

The audit report is finalized when the auditor receives the fibres' composition tests of references selected during the audit.

The organization shall implement corrections, corrective actions and preventive actions within a maximum of 90 days to close the non-conformities issued during this audit.

Passed this 90-day period, if the non-conformities are not closed, the certificate is suspended (see conditions in [article 11](#)).

## Article 6 | **Renewal audit**

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The renewal audit should be carried out before the end of the certification cycle.

Bureau Veritas Certification (Local Office) sends the **Request for Quotation** (RFQ) to be completed to the organization at least six months before the previous certificate expires.

On the basis of the information given by the organization, Bureau Veritas Certification (Local Office) develops a technical and business renewal proposal.

The technical and business proposal accepted and signed by the organization constitutes the certification renewal contract.

The audit is performed at least three months before the previous certificate expires. The organization shall implement corrections, corrective actions and preventive actions, to close the non-conformities issued during this renewal audit, before the previous certificate expires. Audit process is the same as for the initial certification.

## Article 7 | Outsourcing processing of EUROPEAN FLAX™ certified fibre and product

An organization may outsource work on certified fibres/products and in that case subcontractors shall be part of the scope of certification. The organization shall work with a subcontractor only after ensuring that all criteria of the applicable **EUROPEAN FLAX™ Standard** related to subcontractors are complied with.

Activities that are subcontracted appear on the certificate, but the subcontractors do not. However, they appear in an Appendix of the audit report sent to the organization after the audit.

The organization may only start working with a subcontractor after it has been subject to a review of conformity by Bureau Veritas Certification, and it appears in the approved report Appendix.

The organization may request to Bureau Veritas Certification a review of conformity between audits to approve subcontractors.

### Sampling rules of subcontractors for on-site audits

During the First Surveillance audits, Bureau Veritas Certification samples in the list of the organization's subcontractors for on-site visits, as follows:

SUBCONTRACTED ACTIVITY	RISK	SAMPLING OF SUBCONTRACTORS
Transportation and warehouse.	Negligible	No on-site audit required.
Finished product manufacturing, fabric finishing (dyeing, printing etc.), embroidery, yarn dyeing, rescutching (short fibres), hackling (long fibres) .	Low	No on-site audit required.
Weaving, knitting	Medium	$0,6\sqrt{n}^*$
Spinning, fibre preparation, cottonizing	High	$\sqrt{n}^*$

*\*n= number of subcontractors covering these subcontracted activities. Subcontractors that hold their own valid EUROPEAN FLAX™ certificate with a scope covering the subcontracted activity may not be taken into account for the definition of the sample to be audited on-site.*

An organization may include two or more sites in the scope of the certificate only if the sites have a common ownership link with the organization.

### **AUDIT REALIZATION**

Bureau Veritas Certification performs the evaluation of all the sites included in the certification scope of a multisite organization during each audit.

During First Surveillance audit of the organization where applicable, the auditor visits on-site all the sites included in the certification scope, except in the following case:

- The site is involved exclusively in an activity of trading AND does not take physical possession of European Flax™ certified fibre, materials or products.

### **EXCLUSION RULES**

A non-conformity issued to the organization, not closed within 90 days, will result in the suspension of the entire certificate.

A non-conformity issued to one of the organization's sites, not closed within 90 days, will result in the suspension of that particular Site, but it will not necessarily result in the suspension of the entire certificate.

### **MULTISITE CERTIFICATE**

Bureau Veritas Certification assigns a unique sub-code to the organization and each site included in the scope of the multisite certificate, which consists of the organization's EUROPEAN FLAX™ certificate number and a letter, such as BVFRXXXXX-A.

Each site included in the certification scope of a multisite organization appears in the Appendix of the certificate specifying its activities, its own sub-code and its address.

## Article 9 | **Extension of the scope of certification**

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At any time the certification scope may be extended or reduced in order to:

- Include or remove sites in the scope of certification.
- Include or remove activities carried out within the organization.

The extension is generally carried out as part of the surveillance audits in order to minimize any extra costs it may generate.

Depending on the circumstances Bureau Veritas Certification can launch a specific audit in order to validate the certification extension.

When the extension is foreseeable the certification contract provides for such a disposition. Otherwise, an amendment to the contract will be executed so as to tailor audit times and the sites to be audited accordingly.

Bureau Veritas Certification reserves the right to suspend or withdraw a certificate that has been issued at any time during its period of validity.

A certificate can be suspended in any of the following cases:

- The organization does not provide admissible responses within the announced deadlines following non-conformity reports.
- The organization makes improper use of the certification marks EUROPEAN FLAX™.
- The organization does not follow terms determined by the Alliance for European Flax-Linen & Hemp, in particular the **EUROPEAN FLAX™ Trademark Terms of Use** and the graphic charter.
- The organization does not comply with the technical and business agreements signed with Bureau Veritas Certification.
- The organization does not allow the conduct of the surveillance or renewal audits within the calendar year as defined in Article 5, especially when invoices are not paid within the contractual deadlines.

During the suspension time period the organization immediately ceases to make any use of any EUROPEAN FLAX™ trademarks, or to sell any products labelled or marked using the EUROPEAN FLAX™ trademarks, or to make any claims that imply that they comply with the requirements for certification.

The time period for a suspension is twelve months maximum. The certification may be reinstated provided that supporting documents are submitted or after a satisfying audit.

If the suspension cannot be lifted after the 12-month period, the certificate will be withdrawn and the contract cancelled. The organization will stop advertising and communicating about the EUROPEAN FLAX™ certification.

The organization may request a certification withdrawal.

Bureau Veritas Certification may communicate on a certificate being suspended or withdrawn.

## Article 11 | Confidentiality

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The Bureau Veritas Certification office staff including auditors are committed to handling any information or any document which they may be informed of during an audit in a strictly confidential manner.

Confidentiality may be suspended in the following cases:

- Legal reason or administrative request.
- Written consent given by the organization.

Bureau Veritas Certification may associate observers to its certification or surveillance audits.

Those observers may be:

- Bureau Veritas Certification internal auditors (as part of our internal audit activities).
- Bureau Veritas Certification auditors in-training.
- Alliance for European Flax-Linen & Hemp

In all cases, the presence of observers is subject to the organization's consent.

## ANNEX 1: CHECKLIST FOR PROCESSORS AND TRADERS

DOCUMENTS TO BE PROVIDED	DOCUMENT PROVIDED	COMMENTS
<b>C.1. GENERAL REQUIREMENTS</b>		
"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"> <li>• purchase invoices,</li> <li>• suppliers lists,</li> <li>• suppliers' certificates,</li> <li>• production records,</li> <li>• sale invoices,</li> <li>• composition test results,</li> <li>• subcontractor list,</li> <li>• subcontractor audit reports."</li> </ul>	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	
<b>C.2. MATERIAL SOURCING</b>		
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 <a href="http://www.europeanflax.com">www.europeanflax.com</a> (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	
<b>C.3. PRODUCTS COMPOSITION</b>		
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	

DOCUMENTS TO BE PROVIDED	DOCUMENT PROVIDED	COMMENTS
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	
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	
<b>C.4. ON-SITE TRACEABILITY</b>		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	
<b>C.5. SALES</b>		
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	
<b>C.6. VOLUME CONTROL</b>		
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	

DOCUMENTS TO BE PROVIDED	DOCUMENT PROVIDED	COMMENTS
If applicable, the explanation on the conversion factor (input/output, conversion rate , material yield).	YES / NO	
<b>C.7. SUBCONTRACTOR</b>		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 <a href="http://www.europeanflax.com">www.europeanflax.com</a> . (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	
<b>C.8. MULTISITES</b>		
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	