

Section B:  
**European Flax Checklist for  
Producers / Manufacturers / Processors**

List of documents to be provided	Document provided	Comments
<b>1 GENERAL REQUIREMENTS</b>		
Description of the system in place: traceability procedure (written or not)	YES / NO	
Possibly, record keeping evidences	YES / NO	
<b>2 MATERIAL SOURCING</b>		
The EUROPEAN FLAX suppliers list, including the date of the last update	YES / NO	
Copy of the valid certificates of EUROPEAN FLAX certified material suppliers or the screenshot of the CELC website showing the certificate validity.	YES / NO	
Description of the receipt checking system in place or an appropriate work instruction.	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>3 PRODUCTS COMPOSITION</b>		
<b>To be provided after the audit:</b> Results of the fibres' composition tests performed by one of the BFA accredited laboratories on the selected EUROPEAN FLAX® products	YES / NO	
<b>4 GROUP OF PRODUCTS</b>		
EUROPEAN FLAX® certified products' references list indicating their composition.	YES / NO	
<b>5 PRODUCTION CHAIN</b>		
Traceability procedures for production chain (written or not)	YES / NO	
<b>6 SALES</b>		
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	
<b>During the on-site audit</b> , the auditor may also check an invoices' sample of noncertified products.	YES / NO	
<b>7 VOLUME CONTROL</b>		
Annual accounting summary of material inputs (EUROPEAN FLAX® sourcing) and outputs (EUROPEAN FLAX® sales), for each reference.	YES / NO	
If relevant, explanation on the conversion factor (input/output, conversion rate, material yield).	YES / NO	
<i>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</i>		
<b>8 SUBCONTRACTOR</b>		
Up-to-date list of subcontractors.	YES / NO	
Audit reports of each audit that the company performed on all of their subcontractors.	YES / NO	
The traceability procedure of each subcontractor	YES / NO	
The agreement with each subcontractor	YES / NO	
<i>Note : During on-site audits, the auditor shall make an on-site audit of a sample of subcontractors, as defined by the certification body and depending on the activity the company is subcontracting (i.e., the risk level).</i>	YES / NO	