

European Flax™ Checklist for processors and traders

Version 3.1



**European
Flax™** Premium
linen fibre



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

ANNEX 1: CHECKLIST FOR PROCESSORS AND TRADERS

DOCUMENTS TO BE PROVIDED	DOCUMENT PROVIDED	COMMENTS
C.1. GENERAL REQUIREMENTS		
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"> • purchase invoices, • suppliers lists, • suppliers' certificates, • production records, • sales invoices, • composition test results, • List of Subcontractor, • subcontractors' internal audit reports. 	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	
C.2. MATERIAL SOURCING		
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 allianceflaxlinenhemp.eu/en/directory-certified-companies (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	
C.3. PRODUCTS COMPOSITION		
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	

DOCUMENTS TO BE PROVIDED	DOCUMENT PROVIDED	COMMENTS
Description of the calculation method of the fibre content percentages for each multi-part product reference. Use of the EUROPEAN FLAX™ Multipart Product Technical Sheet is encouraged (downloadable at allianceflaxlinenhemp.eu/en/technical-documents-download)	YES / NO	
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	
If applicable, explanation for the absence of EUROPEAN FLAX™ certified production over the audited period.	YES / NO	
If applicable, results of the fibre composition tests performed by one of the BFA accredited laboratories on the EUROPEAN FLAX™ products selected by the auditor during the previous audit.	YES / NO	Not applicable for traders
The up-to-date list of EUROPEAN FLAX™ products including the date of the last update.	YES / NO	
C.4. ON-SITE TRACEABILITY		Not applicable to sites involved in trading without any in-house processing
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	
C.5. SALES		
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	
C.6. VOLUME CONTROL		
Annual accounting summary of all Flax-Linen input materials (EUROPEAN FLAX™ and MASTERS OF LINEN™ certified and non-certified materials) and of all Flax-Linen 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	
C.7. SUBCONTRACTOR		
Documents presenting the shareholder structure of the contracting organization and of the subcontractors.	YES / NO	
The last up-to-date List of Subcontractors, including Name, Contact details, Detailed outsourced activities, EUROPEAN FLAX™ certificate number (if applicable), Date of inclusion and removal of the subcontractors	YES / NO	
The traceability procedure of each subcontractor	YES / NO	
The agreement signed with each subcontractor from the List of Subcontractors, including requirements C.7.4. a, b, c, and d.	YES / NO	
Internal audit report for each internal audit performed on all subcontractors from List of Subcontractors.	YES / NO	
If subcontractors hold their own valid EUROPEAN FLAX™ certificates, the evidence of the verification of the subcontractors' certificates validity on allianceflaxlinenhemp.eu/en/directory-certified-companies (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	
C.8. MULTISITES		
Evidence of the common ownership link between the organization and the sites included in the multi-site organization.	YES / NO	
Evidence of the certification 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	