

# European Flax Checklist

## for Producers / Manufacturers / Processors

List of documents to be provided	Document provided	Comments if needed
<b>MATERIAL SOURCING - EUROPEAN FLAX® suppliers</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	
<b>MATERIAL SOURCING - Control on receipt of material</b>		
Description of the receipt checking system in place or an appropriate work instruction.	YES / NO	
Sample of purchase invoices, as defined by the certification body prior to or during the audit.	YES / NO	
<b>ON SITE TRACEABILITY</b>		
Description of the traceability system in place: material tracking and physical segregation.	YES / NO	
<b>During on-site audits</b> , the Company shall be able to show the material tracking and to demonstrate physical segregation is guaranteed.	YES / NO / NA	
<b>ON SITE TRACEABILITY - SUBCONTRACTOR</b>		
Up-to-date list of subcontractors if relevant	YES / NO / NA	
<b>PRODUCTS COMPOSITION</b>		
<b>To be provided after the audit:</b> Results of the fibres' composition tests performed by one of the Best Fibre Authority accredited laboratories on the selected EUROPEAN FLAX® products	YES / NO	
<b>SALES</b>		
Sample of sale invoices, as defined by the certification body prior to or during the audit.	YES / NO	
<b>During the on-site audit</b> , the certification body may also check an invoices' sample of non-certified products.	YES / NO	
<b>RECORDS - Records of EUROPEAN FLAX® products' references</b>		
EUROPEAN FLAX® products' references list indicating their composition.	YES / NO	
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 /NA	

# European Flax Checklist for Traders

List of documents to be provided	Document provided	Comments if needed
<b>MATERIAL SOURCING - EUROPEAN FLAX® suppliers</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	
<b>MATERIAL SOURCING - Control on receipt of material</b>		
Description of the receipt checking system in place or an appropriate work instruction.	YES / NO	
Sample of purchase invoices, as defined by the certification body prior to or during the audit.	YES / NO	
<b>SALES</b>		
Sample of sale invoices, as defined by the certification body prior to or during the audit.	YES / NO	
<b>During the on-site audit</b> , the certification body may also check an invoices' sample of non-certified products.	YES / NO	
<b>RECORDS - Records of EUROPEAN FLAX® products' references</b>		
EUROPEAN FLAX® products' references list indicating their composition.	YES / NO	
Annual accounting summary of material inputs (EUROPEAN FLAX® sourcing) and outputs (EUROPEAN FLAX® sales), for each reference	YES / NO	

# European Flax Checklist

## for Retailers who opt for certification by BVC

List of documents to be provided	Document provided	Comments if needed
<b>MATERIAL SOURCING - EUROPEAN FLAX® suppliers</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	
<b>MATERIAL SOURCING - Control on receipt of material</b>		
Description of the receipt checking system in place or an appropriate work instruction.	YES / NO	
Sample of purchase invoices, as defined by the certification body prior to or during the audit.	YES / NO	
<b>RECORDS - Records of EUROPEAN FLAX® products' references</b>		
EUROPEAN FLAX® products' references list indicating their composition.	YES / NO	