

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

### 针对 European Flax 生产商/制造商/加工 商的检查表

List of documents to be provided 需要提供的材料清单	Document provided 是否提供材料	Comments 备注
<b>1 GENERAL REQUIREMENTS 一般要求</b>		
Description of the system in place: traceability procedure (written or not) 需要有体系文件：追溯程序（是否书面）	YES / NO	
Possibly, record keeping evidences 记录保留证据（如果适用）	YES / NO	
<b>2 MATERIAL SOURCING 材料来源</b>		
The EUROPEAN FLAX suppliers list, including the date of the last update EUROPEAN FLAX 的供应商清单，包含最近更新日期	YES / NO	
Copy of the valid certificates of EUROPEAN FLAX certified material suppliers or the screenshot of the CELC website showing the certificate validity. EUROPEAN FLAX 认证原料供应商的有效证书复印件，或者 CELC 网站显示证书有效性的截屏	YES / NO	
Description of the receipt checking system in place or an appropriate work instruction. 来料验证系统体系文件，或者适当的工作指导书	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. 审核员抽查采购发票。抽样具有代表性和可靠性，符合 ISO 19011 标准。	YES / NO	
<b>3 PRODUCTS COMPOSITION 产品成分</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 <b>审核后提供：</b> 由 BFA 认可的实验室对选定的 EUROPEAN FLAX® 产品进行的纤维成分测试结果	YES / NO	
<b>4 GROUP OF PRODUCTS 产品组</b>		
EUROPEAN FLAX® certified products' references list indicating their composition. EUROPEAN FLAX® 认证产品清单，写明成分。	YES / NO	
<b>5 PRODUCTION CHAIN 生产链</b>		
Traceability procedures for production chain (written or not) 生产链的追溯程序（是否书面）	YES / NO	
<b>6 SALES 销售</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. 审核员抽查销售发票。抽样具有代表性和可靠性，符合 ISO 19011 标准。	YES / NO	
<b>During the on-site audit, the auditor may also check an invoices' sample of noncertified products.</b> <b>现场审核时，审核员也可以抽查非认证产品的发票。</b>	YES / NO	
<b>7 VOLUME CONTROL 平衡控制</b>		
Annual accounting summary of material inputs (EUROPEAN FLAX® sourcing) and outputs (EUROPEAN FLAX® sales), for each reference.	YES / NO	

所有相关的材料投入（(EUROPEAN FLAX®来源）和产出（EUROPEAN FLAX®销售）的年度汇总表。		
If relevant, explanation on the conversion factor (input/output, conversion rate, material yield). 如果相关，转换因素说明（投入/产出，转换率，物料产出）	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>  注：年度汇总表可分为两个表，一个为投入表，一个为产出表。年度汇总表应包括：  对于投入：  - 涉及的供应商发票 - 接收数量（体积、重量、件数） - 供应商的批号-产出的内部批号 - 涉及的销售发票 - 发票涉及的销售数量（体积、重量、件数） - 发票涉及的库存数量（体积、重量、件数） - 内部批号		
<b>8 SUBCONTRACTOR 外包商</b>		
Up-to-date list of subcontractors. 最新的外包商清单	YES / NO	
Audit reports of each audit that the company performed on all of their subcontractors. 企业对所有外包商每次审核的审核报告	YES / NO	
The traceability procedure of each subcontractor 每个外包商的追溯程序	YES / NO	
The agreement with each subcontractor 与每个外包商的协议	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>  注：在现场审核期间，审核员应根据认证机构的规定，基于企业外包的活动（例如风险水平），对某个外包商抽样进行现场审核。	YES / NO	