










VinylPlus® Product Label Auditing and Verification Processes v.1.0 (April 2019)

Process Step	Process Substeps	Owner	Duration	Actions	
1. Application 	1.1 Self Test	Applicant	30 minutes	Check if all compulsory requirements are met using the Self Test document from the website	
	1.2 Online Application	Applicant	15 minutes	Draft an online application on the website, including first choice for the Auditor	
2. Verification 	2.1 Application Verification	VinylPlus (or its mandate)	2 days	Review application by checking alignment with the label's rules	
				Check if product(s) complies(y) with EU Construction Product Directive's definition	
				Check if VinylPlus' partnership fee has been paid	
	2.2 Application Confirmation	VinylPlus (or its mandate)	2 days	Notify the Applicant to specifically check for criteria 5.1.	
				Confirm that a valid contract is in place with the CB and Auditor's availability	
				Transfer the dossier to the Auditor	
				Send an application confirmation mail to the Applicant	
3. Audit Preparation 	3.1 Audit Offer	Auditor	3 days	Submit an Offer for auditing service to the Applicant, following the Audit Fee Guidelines	
				Propose a timeline and audit dates to the Applicant	
				Ask the Applicant to formally accept the Terms and Conditions available on the website	
					With the Offer, submit a Non Disclosure Agreement protecting the Applicant's confidential information
	3.2 Audit Check List	Auditor	1 week	Collect the signed-off Terms and Conditions, Offer and Non Disclosure Agreement	
				Carry out the audit not later than 6 weeks after collecting the signed off documents	
				Ask the Applicant to nominate 1 coordinator for preparing the audit	
				Submit the audit check list to the Applicant for preparing the onsite audit	
	3.3 Pre Assessment Report	Auditor	2-3 weeks	Address any question asked by the Applicant during the audit preparation	
Collect evidences prior to audit; request any further documentation needed					
Issue a pre-assessment report clearly identifying any missing info					
				Applicant gets maximum 1 year to provide the missing evidences after the signature of the Offer	
4. On-site audit 	4.1 Audit	Auditor	1-2 days per manufacturing location	Review the audit assesment with the Applicant on site.	
				Ask to have one representative of each needed function present at least part time.	
				Ask for having a tour of the production facilities	
				Check how waste is controlled, transported, and how far it can create a risk for human health or the environment	
	4.2 Missing Evidence Collection	Auditor	2 weeks	Collect evidences relating to a period between 6 months to 24 months	
				Check that all local regulatory requirements are fulfilled	
4.3 Preliminary Audit Report	Auditor	2-3 weeks	Request any needed evidence and documentation that could not collected onsite		
			Finalize the audit report including all evidences		
				Use the BRE template for reporting the audit findings and conclusions	
				Submit the audit report in English to BRE for verification	
5. Review of Report 	5.1 Report Verification	BRE	3 days	Review the audit results	
				Check all evidences, scores and weightings	
				Communicate back to Auditor any observations or corrective action needed	
6. Certification 	6.1 Final Audit Report	Auditor	3 days	After the verification by BRE, issue the final audit report to the Applicant	
				Ask the Applicant to sign off the final audit report	
				Send the signed-off copy to VinylPlus or its mandate	
	6.2 Label Certificate	VinylPlus (or its mandate)	1 week	Issue a Certificate of Approval valid for 2 years	
				Publish page 1 of the Certificate of Approval on the website	
				Add the labelled products to the inventory on the website	
7. Re-application 	7.1 Re-certification	Applicant	15 minutes	Draft a re-certification request online	