



VinylPlus® Product Label
Auditing and Verification Processes v.1.1 (January 2020)

Process Step	Process Substeps	Owner	Duration	Actions
1. Application 	1.1 Self Assessment	Applicant	30 minutes	Check if all compulsory requirements are met using the Self Assessment document from the website
	1.2 Online Application	Applicant	15 minutes	Draft an online application on the website, including first choice for the Certification Body
2. Verification 	2.1 Application Verification	VinylPlus (or its mandate)	2 days	Review application by checking alignment with the scheme'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 Certification Body (if accredited)
				Transfer the dossier to the Certification Body
				Send an application confirmation mail to the Applicant
3. Audit Preparation 	3.1 Audit Offer	Certification Body	3 days	Submit a Proposal Letter for auditing services to the Applicant, following the Offer Preparation and Audit Fee Guidelines. The proposal can either covers the onsite and the 2 annual surveillance audits or a proposal for the first onsite audit only.
				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
				Collect the signed-off Terms and Conditions, Offer and Non Disclosure Agreement
	3.2 Evidence Assessment Sheet	Auditor	1 week	Nominate an Auditor meeting the minimum required knowledge and skills and having followed the Auditor Accreditation Course
				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
	3.3 Pre-Assessment Report	Auditor	2-3 weeks	Submit the Evidence Assessment Sheet to the Applicant for preparing the onsite audit
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 evidence
				Applicant gets maximum 1 year to provide the missing evidences after the signature of the Offer
4. Onsite Audit 	4.1 Audit	Auditor	1-2 days per manufacturing location	Review the pre-assessment report with the Applicant onsite.
				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	Certification Body	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 3 years
				Publish page 1 of the Certificate of Approval on the website
	6.3 Annual Surveillance Audits	Certification Body	2 days	Add the labelled products to the inventory on the website
If the initial Proposal Letter (3.1) only covered the onsite audit, submit a Proposal Letter for the annual surveillance audit to the Applicant 3 months before each anniversary date of the onsite audit.				
				Organize the annual desktop check
7. Re-application 	7.1 Re-certification	Applicant	15 minutes	Draft a re-certification request online