



VinylPlus® Product Label
Auditing and Verification Processes v.1.4 (March 2022)

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 accredited 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
	2.2 Application Confirmation	VinylPlus (or its mandate)	2 days	Transfer the dossier to the accredited Certification Body Send an application confirmation mail to the Applicant
3. Audit Preparation 	3.1 Application review and Audit Offer	Certification Body	3 days	Application review and submit a Proposal Letter for auditing services to the Applicant, following the Offer Preparation and Audit Fee Guidelines. The proposal covers the certification period of 3 years and include 1 onsite and the 2 annual surveillance audits.
				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	CAB 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	CAB 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. Certification process 	4.1 Audit	CAB 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	CAB 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 Audit Report	CAB Auditor	2-3 weeks	Report any needed evidence and documentation that could not be collected onsite	
			Report any needed evidence and documentation that could not be collected onsite, to be provided	
4.4 CAB Review and certificate Decision	Certification Body	3 days	Finalize the audit report including all provided evidences and ask the Applicant to sign off the final audit report.	
			Using the Evidence Assessment Sheet template for reporting the audit findings and calculate scores for each criteria	
5. Review 	5.1 Report review	BRE	3 days	Based on audit results, the CAB makes decision or not to award Label.
				If CAB decides to award the Label, CAB sends the result to the Applicant and notifies the decision and the audit report in English to VinylPlus (or its mandate) and BRE.
				BRE reviews the audit report for quality check and compliance with BES 6001 and gives non binding recommendation to CAB.
				If CAB decides to not award the certification, CAB informs the Applicant and VinylPlus. CAB issues the final audit report to the Applicant showing criteria with missing evidences.
				Check all evidences, scores and weightings and gives non binding recommendation to CAB.
				Communicate back to CAB any observation. In case of an observation by BRE going against the decision of the CAB, CAB may decide to adapt the final decision
6. Label certification 	6.1 Label Certificate	VinylPlus (or its mandate)	1 week	Following certificate decision made by the CAB to award the Label, VinylPlus issues a Certificate of Approval valid for 3 years
				Publish page 1 of the Certificate of Approval on the website
				Add the labelled products to the inventory on the website
7. Certification maintenance 	7.1 Annual Surveillance Audits	Certification Body/ CAB auditor	2 days	Organize the annual desktop check
	7.1 Re-certification	Applicant	15 minutes	Draft a re-certification request online