



VinylPlus® Supplier Certificates
Auditing and Verification Processes v.1.1 (26.03.2024) with integrity programm

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	2 days	Review application by checking alignment with the scheme's rules
	2.2 Application Confirmation	VinylPlus (or its mandate)	2 days	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 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
4. Onsite Audit	4.1 Audit	CAB Auditor	1-2 days per manufacturing location	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
				Review the pre-assessment report with the Applicant onsite.
				Ask to have one representative of each needed function present at least part time.
4.2 Missing Evidence Collection	CAB Auditor	2 weeks	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	
			Collect evidences relating to a period between 6 months to 24 months	
4.3 Audit Report	CAB Auditor	2-3 weeks	Check that all local regulatory requirements are fulfilled	
			Report any needed evidence and documentation that could not be collected onsite, to be provided	
5. Decision process	5.1 Report review	CAB Technical reviewer	3 days	The audit report is submitted to independent technical reviewer
	5.2 Supplier Certificate Decision	CAB Decision maker	1 Day	Based on audit results, confirmed by Technical review the CAB makes decision to grant or not the certificate of conformity If CAB decides to grant the certificate of conformity, CAB sends the result to the Applicant and notifies the decision and the audit report in English to VinylPlus (ot its mandate). The Certification body issues the Certificate of Approval valid for 3 years
6. Certification maintenance	6.1 Annual Surveillance Audits	Certification Body/ CAB auditor	2 days	Organize and conduct the annual desktop surveillance audit
	6.2 Re-certification	Applicant	15 minutes	Submit a re-certification request online