remade	**REMADE CERTIFICATION REQUIREMENTS CHECK-LIST**	

Company name:	
Headquarter:	
Operational headquarter(s):	
Contract No.:	
Date of verification:	
Reference standard:	
Composition of the verification group:	
Type of verification:	☐ Certification ☐ Surveillance (specify which) ☐ Extension

Control of the ReMade system

Points of ReMade Producers TS	**Notes of the evaluator**	**C/NC/OBS**
4.2.1 Scope of the certification	*Identification of the product(s) (families of products) subject to ReMade certification.* *For each product, report the reference physical size and % of recycled material (as required by point 4.3.7 ReMade Producers TS).*	
4.2.2 Product related documents	*Technical data sheet for each product, constantly updated.* *Description of the product composition. If multi-component product, the technical data sheet must report the weight of each component in the finished product.*	
4.2.3 Identification of the REMADE® certification manager	*Organization chart that identifies the roles and responsibilities of the persons involved in the ReMade certification.*	
4.2.4 Human Resources	*Verify the presence of training courses, training, meetings related to ReMade certification with the personnel involved.*	
4.2.6 Internal audits	*Presence of an annual internal audit program that considers all points of the ReMade TR Producers (including a traceability test and mass balance analysis).*	
4.2.7 Periodic review by Management	*Verify the presence of the recording of the Management review (annually). Verify that the points in 4.2.7 are present in the management review.* *Verify any possible review planning.*	

Control of Remade product		
Points of REMADE TR Producers	**Notes of the evaluator**	**C/NC**
Products sampled No.:		
4.3.1.1 e 4.3.1.2 List of suppliers and qualification criteria	*Record the list of suppliers and the criteria used for their qualification.*	
4.3.2 Input material	*Evaluate the presence of documentation relating to the input product (end-of-waste documentation, authorizations, etc.).* *In the presence of by-products, verify the requirements of point 4.3.2.2.* *Evaluate the identification of the input material (storage and identification) and the presence of procedures for the identification of the input product.*	
4.3.3.2. Register	*Verify the system for registering the certified product according to the points from a) to h).*	
4.3.3.3 Traceability plan	*Verify the presence of the traceability plan.* *Verify the procedure for identifying the product in the storage phase and during the transformation phases.*	
4.3.3.4 Mass balance	*Verify the presence of the procedure for the verification and traceability and for the calculation of the mass balance (take an extract of the signed and stamped mass balance and calculation sheet).*	
4.3.4 Output products	*Verify the procedure for labelling the products and their identification.*	
4.3.5 Subcontracting	*Verify the presence of subcontractors, their contractualization and the risk analysis carried out by the company.*	

Control of the production process
Describe the traceability test carried out for the sampled product and the outcome of the visit to the plant. *Verify the correct management of the input and output product, the storage of the product.*