**Green Seal Certification Audit Checklist**

 Standard Number(s): Green Seal Standard Green Seal Standard.

 Green Seal Standard. Green Seal Standard.

 Manufacturer And Product Information:

1. Manufacturer’s name: Click or tap here to enter text.
2. Product name(s): Click or tap here to enter text.
3. Manufacturer contact name & title: Click or tap here to enter text.
	1. Telephone no: Click or tap here to enter text.
	2. Email: Click or tap here to enter text.
	3. Address: Click or tap here to enter text.

Green Seal Auditor Information:

1. Name: Click or tap here to enter text.
2. Visit date: Click or tap to enter a date.
3. Time in: Click or tap here to enter text.
4. Time out: Click or tap here to enter text.
5. Signature: 

Auditor Notes: Click or tap here to enter text.

**Note:** All underlined items are documents that the manufacturer needs to provide to the auditor as part of the on-site visit

| **Audit Requirements[[1]](#footnote-1)** | **Y** | **N** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| **Organization And Regulatory Compliance** |  |  |  |  |
| 1. Manufacturer provides an organizational chart that describes the key relationships between:* Product development
* Production
* Quality control
* Environment and safety
 |[ ] [ ] [ ]   |
| 2. Manufacturer provides information on:* Number of employees at this facility
* Facility size (in square feet or square meters)
* Production capacity
 |[ ] [ ] [ ]   |
| 3. Manufacturer provides a manufacturing flow chart including descriptions of major equipment used  |[ ] [ ] [ ]   |
| Green Seal requires written notifications from manufacturers regarding any design or production changes to the certified product or products4. Manufacturer provides documentation on how they will notify Green Seal in advance of proposed changes |[ ] [ ] [ ]   |
| 5. Manufacturer provides a statement that it has not violated any applicable environmental regulations in the past six months. Statement is signed and dated on company letterhead  |[ ] [ ] [ ]   |
| 6. Manufacturer identifies the environmental compliance personnel with names and titles  *and/or*Provides a description of environmental compliance program  |[ ] [ ] [ ]   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Audit Requirements** | **Y** | **N** | **N/A** | **Notes** |
| Quality Control / Assurance |  |  |  |  |
| In lieu of the documentation requirements below, the manufacturer presents a current ISO 9001 certificate  |[ ] [ ] [ ]   |
| Purchasing and Receiving: 1. Manufacturer evaluates new sources of materials or parts to ensure compliance with specifications and/or purchasing documents 2. Manufacturer has a documented method of ensuring that sources of materials or parts continue to comply with specifications |[ ] [ ] [ ]   |
| Manufacturing: 1. Manufacturer has documentation describing production methods and materials used2. Manufacturer maintains records to show that products are in accordance with documented methods and materials 3. Manufacturer provides batch ticket(s) for products under review for certification or compliance monitoring. Manufacturer retains batch ticket records for at least one year |[ ] [ ] [ ]   |
| Finished Product Testing:1. Products are identified by lot or batch number2. Products are inspected, tested, or otherwise evaluated to ensure proper performance3. Measuring, inspection, and test equipment (used in the evaluation of products submitted for certification only) are calibrated 4. Evaluation methods are documented via manuals, SOPS, etc.  |[ ] [ ] [ ]   |
| Manufacturer provides a copy (or relevant sections) of quality assurance/control manual and/or written SOPs |[ ] [ ] [ ]   |

| **Supplemental Audit Requirements*****(Complete if applicable)*** | **Y** | **N** | **N/A** | **Notes** |
| --- | --- | --- | --- | --- |
| Manufacturer Sustainability Requirements: Social Responsibility  |  |  |  | *Complete if applicable* |
| Freedom of Labor: 1. No obvious issues are found during site audit |[ ] [ ] [ ]   |
| Occupational Health and Safety: 1. No obvious issues are found during site audit  |[ ] [ ] [ ]   |
| Closed Dispensing-Control System and Concentrate Packaging |  |  |  | *Complete if applicable* |
| 1. If available during site visit, packaging is found to be consistent with requirements during audit  |[ ] [ ] [ ]   |
| Powders / Solids/ Non-Aqueous Liquids  |  |  |  | *Complete if applicable* |
| 1. If available during site visit, packaging is found to be consistent with requirements during audit  |[ ] [ ] [ ]   |
| Enzymes (industrial hygiene) |  |  |  | *Complete if applicable* |
| 1. No discrepancies are found with the industrial hygiene plan submitted prior to audit  |[ ] [ ] [ ]   |

1. This document does not replace the standard as the source of information and requirements for certification. Please refer to the appropriate Green Seal Standard for specific details. [↑](#footnote-ref-1)