The following is an example of a template for a matrix description. A matrix description must be submitted to the certification body at the time of the application. The matrix organiser must inform the certification body of any significant changes concerning the VLOG certification.

**Matrix description of “SaMa GmbH” sample matrix**

**Matrix organiser:**

*SaMa GmbH*

*Sample street 12, 54321 Sample town*

**Responsible for matrix certification:**

*Sam Sample (QM officer of Sample GmbH)*

*Phone: 0123 4567 89 Email: s.sample@samplegmbh.com*

**Activities of the matrix members:**

*e.g. The members of the SaMa VLOG matrix are businesses that carry out transportation, storage and feed production in accordance with the VLOG Standard [...].*

*The sites are mainly located in the administrative districts/federal states/countries of [...].*

*Sometimes other activities such as cattle and pig fattening or laying hen husbandry [...] take place at the site; however, these activities are not part of the SaMa VLOG matrix.*

**Contractors, subcontractors and outsourced processes:**

*The following contractors are included in the SaMa group:*

- *Feedmill GmbH, Feedstreet 8, 12345 Sampleville*

  *Contact person:*
  *Contact information:*

  *On behalf of SaMa GmbH [...]*

- *[...]*

**Areas of responsibility of the matrix organiser:**

*e.g. SaMa prepares and monitors the matrix’s sampling and test plan [...] It assigns the sampling within the scope of the VLOG audit by a certification body [...]*

*SaMa regulates the certification and audit process [...] with the certification body. It initiates and monitors corrective measures together with the affected companies [...].*
SaMa assumes the risk management and has a crisis management system that involves the matrix members [...].

SaMa GmbH carries out an internal audit of the sites annually.

[...]

**Basis for the initial and subsequent certifications**

*e.g. The matrix operates according to the 33% method: 100% of the sites are audited by the matrix organiser; after that the certification body audits at least 33% of the sites. In the following years, the audits by the certification body will take place depending on the scope of applicability.*

*Or:*

*The matrix operates according to the 100% method: 100% of the sites are audited by the certification body before they can be added to the matrix. In the following years, the audits by the certification body will take place depending on the scope of applicability.*

**Use of several certification bodies**

*[If several certification bodies are used, the matrix description must clearly indicate which tasks are to be performed by which certification body.]*

*e.g. Three certification bodies (A-cert, B-cert, C-cert) are used for the VLOG certification of the SaMa matrix.*

**A-cert will audit the matrix organiser and the following part of the matrix [list the sites, the region or another reference list such as the list of sites].**

**B-cert will audit [see list above]. C-cert will audit [see list above].**

**B-cert and C-cert must give their audit results to A-cert, which will then issue the VLOG certificate to the matrix. There is an agreement between the certification bodies for the exchange of data.**
Below is a template for a list of sites for matrix certification in logistics and feed production. The list of sites must always be kept up to date by the matrix organiser. The matrix organiser must always immediately notify the certification body/bodies of any relevant changes. The following site list or a site list with equivalent content can be used. [The bolded information is mandatory according to the Standard; the remainder is recommended.]

**List of sites of the SaMa GmbH**

<table>
<thead>
<tr>
<th>Name/ Site/ Identification/ Number</th>
<th>Business</th>
<th>Address</th>
<th>Contact person and contact information</th>
<th>Scope of applicability for VLOG certification</th>
<th>Risk category (logistics)</th>
<th>Matrix site since</th>
<th>Initial sampling by the matrix organiser (for 33% regulations)</th>
<th>Most recent routine audit/initial audit by the certification body</th>
<th>Responsible certification body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample - Sample site Sample town</td>
<td>Sample GmbH</td>
<td>Sample street 2, 87654 Sample town</td>
<td>Sam Sample, Tel: 0123 45675, <a href="mailto:s.sample@supplier.de">s.sample@supplier.de</a></td>
<td>feed production</td>
<td>-</td>
<td>03 June 2017</td>
<td>14 April 2017</td>
<td>23 May 2017</td>
<td>C-Cert</td>
</tr>
<tr>
<td>Transpofix - Site Sampleville</td>
<td>Transpofix GmbH</td>
<td>Street 1, 54321 Sampleville</td>
<td>Samuel Sample, Tel: 0987 5676, <a href="mailto:Dairy@supplier.de">Dairy@supplier.de</a></td>
<td>transport, storage</td>
<td>1</td>
<td>05 July 2018</td>
<td>03 July 2018</td>
<td>Has not yet taken place</td>
<td>A-Cert</td>
</tr>
<tr>
<td>[...]</td>
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</tbody>
</table>

1 Relevant only if the matrix uses several certification bodies for the VLOG certification