

VLOG Version 19.01	Template for Group Description in Agriculture including Members List	Annex XXIII 01.10.18
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The following is a sample template for a group description. A group description must be submitted to the certification body at the time of the application. The group organiser must notify the certification body of any major changes pertaining to VLOG certification.

Group description of sample group “SaGro GmbH”

Group organiser:

SaGro GmbH

Sample street 12, 54321 Sample town

Responsible for group certification:

Sam Sample (QM officer of Sample GmbH)

Phone: 0123 4567 89

Email: s.sample@samplegmbh.com

Activities of group members:

Sample text: The members of the SaGro VLOG group are agricultural operations that keep dairy cows and produce raw milk that complies with the requirements of the VLOG Standard [...]. The agricultural operations refrigerate the milk, but do not treat it otherwise. The milk is sold directly to SaGro GmbH. Some smaller quantities of milk are also sold directly from the farm to consumers [...].

The agricultural operations are mainly located in the administrative districts/federal states/countries [...].

Some operations are also engaged in other agricultural activities such as cattle and pig fattening or egg production [...]; however, these activities are not part of the SaGro VLOG group.

Contractors, subcontractors and outsourced processes:

The following contractors are included in the SaGro group:

- *Transpofix GmbH, Feedstreet 8, 12345 Sampleville*

Contact person:

Contact information:

Transpofix GmbH transports the raw milk from members to the dairy plant [...] on behalf of SaGro GmbH. It takes samples, records milk quantities [...]

- *[...]*

Areas of responsibility of the group organiser:

Sample text: SaGro prepares and monitors the [...] group’s sampling and test plan. It commissions the sampling within the scope of the VLOG audit by the certification body [...]

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SaGro arranges the certification and audit process [...] with the certification body. It initiates and monitors corrective actions together with the affected facilities [...].

SaGro assumes the risk management for the milk production sector and maintains a crisis management system that involves the group members [...].

SaGro GmbH carries out an internal audit of the agricultural operations annually.

[...]

Basis for initial and subsequent certifications

Sample text: The group operates according to the 25% method: 100% of the members are audited by the group organiser; after that, the certification body audits 25% of the members. In subsequent years, the audits by the certification body will take place based on risk grading.

Or:

The group operates according to the 100% method: 100% of the members are audited by the certification body before they can be added to the group. In subsequent years, the audits by the certification body will take place based on risk grading.

Use of multiple certification bodies

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

Sample text: Three certification bodies (A-cert, B-cert, C-cert) are used for the VLOG certification of the SaGro group.

A-cert audits the group organiser and the following part of the group [list the agricultural operations, the region or another reference list such as the members list].

Auditing by B-cert [see list above]. Auditing by C-cert [see list above].

B-cert and C-cert must share their audit results with A-cert, which will then issue the VLOG certificate to the group. The certification bodies have entered into a data sharing agreement.

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The following is a sample template for a members list the group certification in agriculture. The members list must always be kept up to date by the group organiser. The group organiser has to promptly notify the certification body of any relevant changes. The following site list or a site list with equivalent content can be used. *[The information in bold print is mandatory according to the Standard; the remainder is recommended.]*

Members list of SaGro GmbH

Name/ business	Address	Contact person and contact information	Risk category	Group member since	Initial sampling by the group organiser (for 25% method)	Most recent routine audit/initial audit by the certification body	<i>Print number¹</i>	<i>Responsible certification body²</i>
<i>Sam Sample</i>	<i>Sample street 2, 87654 Sampletown</i>	<i>Sam Sample, Tel: 0123 45675, s.sample@supplier.de</i>	<i>1</i>	<i>03 June 2017</i>	<i>14 April 2017</i>	<i>23 May 2017</i>	-	
<i>Dairy Samuel</i>	<i>Dairy street 1, 54321 Sampleville</i>	<i>Samuel Sample, Tel: 0987 5676, Dairy@supplier.de</i>	<i>2</i>	<i>05 July 2018</i>	<i>03 July 2018</i>	<i>Has not yet taken place</i>	-	
<i>[...]</i>								

¹ Only relevant for egg production

² Only relevant if the groups uses multiple certification bodies for VLOG certification