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

Group description of “SaGroRe GmbH” retail sample group

Group organiser:

SaGroRe 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 the group members:

Sample text: The members of the SaGroRe VLOG group are branches of SaGroRe GmbH, where bulk food of animal origin that meets the requirements of the VLOG Standard is sold to consumers over the counter […].

The branches further process the bulk food of animal origin. The processing is organised as follows:

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

Contractors, subcontractors and outsourced processes:

The following contractors are included in the SaGroRe group:

Areas of responsibility of the group’s group organiser:

Sample text: SaGroRe is responsible for risk management of the distribution of “VLOG” quality bulk food of animal origin and has a crisis management system into which the group members are integrated […].

SaGroRe regulates the certification and audit process […] with the certification body. It initiates and monitors corrective measures together with the affected companies […].

SaGroRe GmbH carries out an internal audit of the branches annually. […]

Basis for the initial and subsequent certifications

Sample text: SaGroRe’s purchasing of “VLOG” food is centrally regulated. Therefore, in addition to the audit of the group organiser, the certification body will carry out random audits annually at 10% of the branches.

Or:

SaGroRe’s purchasing of “VLOG” food is regulated on a decentralised basis. The certification body will carry out audits of the group organiser and 100% of the branches annually.
Use of several certification bodies

[If several 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 SaGroRe group.

A-cert audits the group organiser and the following part of the group [list containing the branches, 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 give their audit results to A-cert, which will issue the VLOG certificate to the group. An agreement is in place between the certification bodies for the exchange of data.

Other documents [integrated into the group description or as extra documents]

- Organisational chart: Organisational chart of the business incl. responsibilities and a deputy plan to cover for absences for the operating procedure relevant to “ohne Gentechnik”.
- List of products: Overview or specifications for bulk “ohne Gentechnik” goods offered by the business, including consideration of re-working
- For further processing of bulk “ohne Gentechnik” goods and the use of further ingredients which are not purchased from VLOG certified suppliers (e.g. marinades, mixed spices): A list of all formulations with quantity- or weight-related information on “ohne Gentechnik” ingredients and components, including consideration of re-working
- List of suppliers: All authorised suppliers of “ohne Gentechnik” food/ingredients
The following is a template for a members list for group certification in agriculture. The members list must always be kept up to date by the group organiser. The group organiser must always immediately notify the certification body 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 members/sites of SaGroRe GmbH**

<table>
<thead>
<tr>
<th>Name/Branch</th>
<th>Address</th>
<th>Contact person and contact information</th>
<th>Centralised or decentralised purchase</th>
<th>Group member since</th>
<th>Most recent routine audit/initial audit by the certification body</th>
<th>Responsible certification body¹</th>
</tr>
</thead>
<tbody>
<tr>
<td>SaGroRe Sample twon</td>
<td>Sample street 2, 87654 Sample town</td>
<td>Hans Müller, Tel: 0123 45675, <a href="mailto:h.mueller@anbieter.de">h.mueller@anbieter.de</a></td>
<td>centralised</td>
<td></td>
<td>23 May 2017</td>
<td>A-Cert</td>
</tr>
<tr>
<td>SaGroRe Sample city</td>
<td>Sample street 1, 54321 Sample city</td>
<td>Max Bauer, Tel: 0987 5676, <a href="mailto:Milchhof@anbieter.de">Milchhof@anbieter.de</a></td>
<td>decentralised</td>
<td></td>
<td>Has not yet taken place</td>
<td>C-Cert</td>
</tr>
<tr>
<td>[...]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ Relevant only if the groups use several certification bodies for the VLOG certification