The following document is a sample 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 notify the certification body of major changes pertaining to 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)*

> Telephone: *0123 4567 89*   Email: *s.sample@samagmbh.com*

Activities of matrix members:

Sample text: The members of the SaMa VLOG matrix are businesses engaged in transportation, storage and feed manufacturing in accordance with the VLOG Standard […].

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

In part, the sites are engaged in other activities such as cattle and pig fattening or egg production […]; however, these activities are not part of the SaMa VLOG matrix.

Contractors, subcontractors and outsourced processes:

The following contractors are included in the SaMa matrix:

- *Feedmill GmbH, Feedstreet 8, 12345 Sampleville*

   Contact person:
   Contact information:

   On behalf of SaMa GmbH […]

- *[…]*

Responsibilities of the matrix organiser:

Sample text: SaMa prepares and monitors the matrix's sampling and test plan […] It arranges for sampling within the scope of the VLOG audit by a certification body […]

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

SaMa is responsible for risk management and has instituted 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

Sample text: The matrix operates according to the 33% method: the matrix organiser audits 100% of the sites; after that the certification body audits at least 33% of the sites. In the following years, the audits by the certification body depend 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 depend on the scope of applicability.

VLOG **Version 20.01**	**Template for Matrix Description** **including Site List**	**Annex XVIII** **01.09.19**

Below is a template for a list of sites for matrix certification in logistics and feed production. The matrix organiser must always keep the list of sites up to date. The matrix organiser must promptly notify the certification body of any relevant changes. The following site list or a site list with equivalent content may be used.
[Information in boldface is mandatory according to the Standard; the remainder is recommended.]

Site list of SaMa GmbH

Name/ Site/ Identification/ Number	Business	Address	Contact person and contact information	Scope of applicability for VLOG certification	Risk category (Logistics)	Matrix site since	Initial sampling by the matrix organiser (for 33% method)	Most recent routine audit/initial audit by the certification body
Feedmill Sample town site	*Sample GmbH*	*Sample street 2, 87654 Sample town*	*Sam Miller, Tel: 0123 45675, s.miller@supplier.de*	*Feed production*	*-*	*[Date]*	*[Date]*	*[Date]*
Transpofix Sampleville site	*Transpofix GmbH*	*Sample street 1, 54321 Sampleville*	*Joe Trucker, Tel: 0123 45675, dairy@supplier.de*	*Transport, storage*	*1*	*[Date]*	*[Date]*	*Has not yet taken place*
[…]								