

VLOG Version 20.01	Template for Group Description in Retail – Sale of Bulk Goods including Members List	Annex XXVII 01.09.19
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This document 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 “SaGroRe GmbH” retail sample group

Group organiser:

SaGroRe GmbH

Sample street 12, 54321 Sample town

Responsible for group certification:

Sam Sample (QM Officer of SaGroRe GmbH)

Phone: 0123 4567 89

Email: s.sample@sagrore.com

Activities of group members:

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

The branches further process 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 organiser:

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

SaGroRe arranges 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.

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Use of several 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 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].

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

B-cert and C-cert give their audit results to A-cert, which will issue the VLOG certificate to the group. There is an agreement 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 representation plan to cover absences in operating procedures 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, spice blends): 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

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This section contains a sample template of a member list for group certification in agriculture. The group organiser must always keep the member list up to date. The group organiser has to promptly notify the certification body of any relevant changes. The following member list below or a member list with equivalent content may be used. *[Information in boldface is mandatory according to the Standard; the remainder is recommended.]*

List of members/sites of SaGroRe GmbH

Name/ Branch	Address	Contact person and contact information	Centralised or decentralised purchase	Group member since	Most recent routine audit/initial audit by the certification body	Responsible certification body¹
<i>SaGroRe Sample town</i>	<i>Sample street 2, 87654 Sample town</i>	<i>Sam Sample, Tel: 0123 45675, s.sample@supplier.de</i>	<i>centralised</i>	<i>[Date]</i>	<i>[Date]</i>	<i>A-Cert</i>
<i>Retail site, city, Sample city</i>	<i>Main street 1, 54321 Sample city</i>	<i>Joe Farmer, Tel: 0987 5676, dairy@supplier.de</i>	<i>decentralised</i>	<i>[Date]</i>	<i>Has not yet taken place</i>	<i>C-Cert</i>
<i>[...]</i>						

¹ Only relevant if the group uses multiple certification bodies for VLOG certification