

Preparation Checklist for VLOG audits of the Feed Manufacturing Stage

- Individual Certification -

Detailed information about the items on the checklist can be found in the specified chapters of the [VLOG Standard](#). A video detailing the most important points to consider when preparing for a VLOG audit of the Feed Manufacture Stage is available on the [VLOG website](#) as a supplement to this checklist.

X	Checklist item	Chapter
	Standard Usage Agreement with VLOG is available	C 2.1
	Contract with a VLOG-recognised certification body is available	-
General section		
	Actual facility description is available	C 2.2
	Organisational chart, incl. roles and responsibilities of the employees	C 2.3
	Risk management (KO ¹) <ul style="list-style-type: none"> Documented risk analysis, incl. risk grading of feed and feed additives ², procedures and processes Measures for identified risks implemented and reviewed 	C 2.4
	Commissioning external service providers <ul style="list-style-type: none"> Integrated into the risk management of the business If necessary: Auditing of activities subject to certification by certification body 	C 2.4 C 2.5
	Incoming goods inspection <ul style="list-style-type: none"> Only feed and raw materials not subject to compulsory labelling can be used for the "VLOG geprüft" production and labelling Fulfilment of the requirements for feed according to Chapter C 2.6, depending on VLOG certification and risk grading 	C 2.6
	Segregation of goods flows, Exclusion of contaminations (KO ¹) <ul style="list-style-type: none"> Adequate process for segregation of goods is established (spatial/temporal) 	C 2.7
	Documented process for handling of non-compliant feed exists (KO ¹)	C 2.8
	Systems for traceability (KO ¹), complaint management & goods recall are established and documented	C 2.9 - C 2.11
	Crisis management (KO ¹) <ul style="list-style-type: none"> Procedure for management of incidents, incl. persons in charge, has been introduced and is tested at least once per calendar year with results documented Incident sheet is available – Provisions for notification of the certification body, VLOG Head office and affected business partners is regulated Written list of emergency numbers (CB, VLOG, suppliers, customers) 	C 2.12

¹ "KO" requirement: If this requirement is not met in the audit, the entire audit fails.

² [Assessment Aid – At Risk Feed](#)

	Documentation and retention periods <ul style="list-style-type: none"> • \geq Minimum shelf-life of the batch plus 1 year and at least 2 years 	C 2.14
	Training of staff members in VLOG requirements and operating processes to take place at least once per calendar year <ul style="list-style-type: none"> • Documentation of: content, participants, date, facility and instructors³ 	C 2.15
	Documented internal audit once per calendar year <ul style="list-style-type: none"> • Verification of the requirements for the Feed Manufacturing stage 	C 2.16
Specific Requirements for Feed Manufacturing/Processing		
	Written sampling and testing plan on the basis of the feed risk grading (C 2.4) is available ⁴	C 3.1.1
	Sampling is done according to Chapter C 3.1.2 Commissioning of a VLOG-recognised laboratory	C 3.1.2
	Carrying out at minimum the sampling and testing for incoming and outgoing goods per calendar year required in Table C 2	C 3.1.2
	Evaluation of test results according to the requirements in C 3.1.4 <ul style="list-style-type: none"> • If necessary, derivation and implementation of (corrective) actions 	C 3.1.4
	Reference samples of all outgoing "VLOG geprüft" batches are retained	C 3.2
	Outgoing goods inspection, Labelling on Bills of Lading <ul style="list-style-type: none"> • On all bills of lading or in the case of bagged goods, on the packaging • Feed: word mark "VLOG geprüft" and/or the "VLOG geprüft" seal⁵ 	C 3.3

³ [VLOG Template for Documentation of Training](#)

⁴ [Assessment aid on the suitability of feed for testing](#)

⁵ After conclusion of a licence agreement with VLOG