

# Preparation Checklist for VLOG audits of the Feed Manufacturing Stage

## - Mobile Grinding- and/or Mixing Facilities -

### - Individual Certification -

Detailed information about the items on the checklist can be found in the specified chapters of the [VLOG Standard](#).

X	Checklist item	Chapter
	<a href="#">Standard Usage Agreement</a> with VLOG is available	C 2.1
	Contract with a <a href="#">VLOG-recognised certification body</a> is available	-
<b>General section</b>		
	Actual <a href="#">facility description</a> is available	C 2.2
	Organisational chart, incl. roles and responsibilities of the employees	C 2.3
	Risk management (KO <sup>1</sup> ) <ul style="list-style-type: none"> <li>Documented risk analysis, incl. risk grading of feed and feed additives <sup>2</sup>, procedures and processes</li> <li>Measures for identified risks implemented and reviewed</li> </ul>	C 2.4
	Commissioning external service providers <ul style="list-style-type: none"> <li>Integrated into the risk management of the business</li> <li>If necessary: Auditing of activities subject to certification by certification body</li> </ul>	C 2.4 C 2.5
	Incoming goods inspection <ul style="list-style-type: none"> <li>Only feed and raw materials not subject to compulsory labelling can be used for the "VLOG geprüft" production and labelling</li> <li>Fulfilment of the requirements for feed according to Chapter C 2.6, depending on VLOG certification and risk grading</li> </ul>	C 2.6
	Segregation of goods flows, Exclusion of contaminations (KO <sup>1</sup> ) <ul style="list-style-type: none"> <li>Adequate process for segregation of goods is established (spatial/temporal)</li> </ul>	C 2.7
	Documented process for handling of non-compliant feed exists (KO <sup>1</sup> )	C 2.8
	Systems for traceability (KO <sup>1</sup> ), complaint management & goods recall are established and documented	C 2.9 - C 2.10
	Crisis management (KO <sup>1</sup> ) <ul style="list-style-type: none"> <li>Procedure for management of incidents, incl. persons in charge, has been introduced and is tested at least once per calendar year with results documented</li> <li><a href="#">Incident sheet</a> is available – Provisions for notification of the certification body, VLOG Head office and affected business partners is regulated</li> <li>Written list of emergency numbers (CB, VLOG, suppliers, customers)</li> </ul>	C 2.12

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

<sup>2</sup> [Assessment Aid – At Risk Feed](#)

	Documentation and retention periods <ul style="list-style-type: none"> <li>• ≥ Minimum shelf-life of the batch plus 1 year and at least 2 years</li> </ul>	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"> <li>• Documentation of: content, participants, date, facility and instructors<sup>3</sup></li> </ul>	C 2.15
	Documented internal audit once per calendar year <ul style="list-style-type: none"> <li>• Verification of the requirements for the Feed Manufacturing stage</li> </ul>	C 2.16
<b>Specific Requirements for Mobile Grinding and Mixing Facilities</b>		
	Exclusion of contamination through documented measures: <ul style="list-style-type: none"> <li>• Prevention of carryover of GMO (system purge, complete discharge)</li> <li>• Maintenance and Cleaning</li> </ul>	C 4.1
	<i>If also feed subject to mandatory labelling is ground/mixed in the facilities:</i> Validation of measures against carryover with documented carryover tests: <ul style="list-style-type: none"> <li>• upon Entry into VLOG Production</li> <li>• at least every five calendar years</li> </ul> <i>(May be omitted in certain cases, see chapter C 4.2)</i>	C 4.2
	Documentation of mixing sequence and the individual mixtures (subject to compulsory labelling and VLOG) <ul style="list-style-type: none"> <li>• per facility</li> <li>• on a daily basis in chronological order</li> </ul>	C 4.3
	Documentation of each „VLOG mixture“ <ul style="list-style-type: none"> <li>• two mixing protocols according to <a href="#">Annex (30)</a></li> <li>• signed by the facility operator</li> <li>• one copy each for facility operator and client</li> </ul>	C 4.3
	Sampling permission for manufactured „VLOG mixtures“ <ul style="list-style-type: none"> <li>• Written permission from each VLOG- certified agricultural business or agricultural VLOG group member is available</li> </ul>	C 4.4.1
	Labelling of VLOG certified mixtures of feed not subject to mandatory labelling <ul style="list-style-type: none"> <li>• using the wording „VLOG mixtures“ on all bills of lading</li> </ul>	C 4.5

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<sup>3</sup> [VLOG Template for Documentation of Training](#)