

Preparation Checklist for VLOG audits of the Food Processing/Preparation Stage

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

X	Checklist item	Chapter
	Standard Usage Agreement with VLOG is available	G 2.1
	Contract with a VLOG-recognised certification body is available	-
General section		
	Actual facility description is available	G 2.2
	Organisational chart, incl. roles and responsibilities of the employees	G 2.3
	Risk management (KO ¹) <ul style="list-style-type: none"> Documented risk analysis incl. risk grading of all relevant raw materials, products, procedures and processes Measures for identified risks implemented and reviewed 	G 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 	G 2.4 G 2.5
	Incoming goods inspection (KO ¹) <ul style="list-style-type: none"> Only use of "Ohne Gentechnik"/"VLOG" raw materials and products that meet the requirements Compliance with the requirements for raw materials/products according to G 2.6, depending on VLOG certification and origin (animal/non-animal) 	G 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) 	G 2.7
	Documented process for handling of non-compliant raw materials/products is available (KO ¹)	C 2.8
	Outgoing Goods Inspection, Labelling on Bills of Lading (KO ¹): <ul style="list-style-type: none"> wording „VLOG“ and/or „Ohne GenTechnik“-seal² on the bills of lading or in the case of bagged goods, on the packaging If no bills of lading are produced due to the nature of the system: contractual regulation concerning delivery which ensures the labelling 	G 2.9
	Systems for traceability (KO ¹), complaint management & goods recall are established and documented	G 2.10 - C 2.12

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

² After conclusion of a licence agreement with VLOG

	<p>Crisis management (KO¹)</p> <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) 	G 2.13
	<p>Documentation and retention periods</p> <ul style="list-style-type: none"> • ≥ shelf life of the batch/lot plus one year, but not less than two years 	G 2.15
	<p>Training of staff members in VLOG requirements and operating processes to take place at least once per calendar year</p> <ul style="list-style-type: none"> • Documentation of: content, participants, date, facility and instructors³ 	G 2.16
	<p>Documented internal audit once per calendar year</p> <ul style="list-style-type: none"> • Verification of the requirements for the Food Processing/Preparation stage 	G 2.17
Specific Requirements for Plant Based Raw Materials		
	<p>Written sampling and testing plan is available⁴</p>	G 3.1.1
	<p>Sampling is done according to Chapter G 3.1.2 Commissioning of a VLOG-recognised laboratory</p>	G 3.1.2
	<p>„Ohne Gentechnik“-incoming goods: Carrying out at minimum the sampling and testing per calendar year required in table G 2</p>	G 3.1.3
	<p>Evaluation of test results according to the requirements in G 3.1.4</p> <ul style="list-style-type: none"> • If necessary, derivation and implementation of (corrective) actions 	G 3.1.4

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

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