

Preparation Checklist for VLOG audits of the Logistics 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 Logistics Stage is available on the [VLOG website](#) as a supplement to this checklist.

X	Checklist item	Chapter
	Standard Usage Agreement with VLOG is on file	B 2.1
	Contract with a VLOG-recognised certification body is on file	-
General section		
	Actual facility description is available	B 2.2
	Organisational chart, incl. roles and responsibilities of the employees	B 2.3
	Risk Management (KO ¹) <ul style="list-style-type: none"> Documented risk analysis, incl. risk grading of feed², raw materials, products and processes Measures for identified risks implemented and reviewed 	B 2.4
	Commissioning external service providers <ul style="list-style-type: none"> Integrated into the risk management of the business If necessary: Auditing activities subject to certification by certification body 	B 2.4 B 2.5
	Segregation of goods flows, Exclusion of contaminations (KO ¹) <ul style="list-style-type: none"> Adequate process for separation of goods is established (spatial/temporal) 	B 2.6
	Documented procedure for of handling non-compliant feed, raw materials and products is implemented (KO ¹)	B 2.7
	Outgoing Goods Inspection, Labelling on Bills of Lading: <ul style="list-style-type: none"> On the bills of lading or in the case of bagged goods, on the packaging Feed: word mark "VLOG geprüft" and/or the "VLOG geprüft" seal³ Food: wording "VLOG" and/or the "Ohne GenTechnik" seal³ 	B 2.8
	Systems for traceability (KO ¹), complaint management & goods recall for all feed, raw materials and products are established and documented	B 2.9 - B 2.11
	Crisis Management (KO ¹) <ul style="list-style-type: none"> Procedure for management of incidents, incl. persons in charge is introduced and is tested at least once per calendar year with results documented Incident sheet (feed/food) is available – Provision for notification of the certification body, VLOG and affected business partners is regulated Written list of emergency phone numbers (CB, VLOG, suppliers, customers) 	B 2.12

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

² [Assessment Aid - At Risk Feed](#)

³ After conclusion of a licence agreement with VLOG

	Documentation and retention periods <ul style="list-style-type: none"> • \geq Minimum shelf-life of the batch/lot plus 1 year resp. at least 2 years 	B 2.14
	Training of all staff members involved in the VLOG operating procedures regarding VLOG requirements and operating processes at least once per calendar year <ul style="list-style-type: none"> • Documentation of: content, participants, date, facility and instructors⁴ 	B 2.15
	Documented internal audit at least once per calendar year <ul style="list-style-type: none"> • Verification of the requirements for the Logistics Stage 	B 2.16
Specific Requirements for Storage and Handling		
	Incoming Goods Inspection (KO ¹) <ul style="list-style-type: none"> • Bills of lading or in the case of bagged goods the packaging • Clear labelling (label "VLOG"/"VLOG geprüft" or seal "Ohne GenTechnik"/"VLOG geprüft") 	B 3.1
Specific Requirements for Trade		
	Incoming Goods Inspection (KO ¹) <ul style="list-style-type: none"> • Bills of lading or in the case of bagged goods the packaging: Clear labelling (label "VLOG"/"VLOG geprüft" or seal "Ohne GenTechnik"/"VLOG geprüft") • Check of VLOG certification of the supplier at least once per calendar year 	B 4.1
	Written sampling and testing plan is available ⁵	B 4.2.1
	Sampling is done according to Chapter B 4.2.2 GMO test: Commissioning of a VLOG-recognised laboratory	B 4.2.2
	Outgoing goods: Carrying out at minimum the sampling and testing per calendar year required in Tables B 2 and B 3	B 4.2.3
	Evaluation of test results according to the requirements in B 4.2.4 <ul style="list-style-type: none"> • If necessary, derivation and implementation of (corrective) measures 	B 4.2.4
Specific Requirements for Drop Shipping		
	Incoming Goods Inspection (KO ¹) <ul style="list-style-type: none"> • Check of VLOG certification of the supplier at least once per calendar year 	B 5.1
Specific Requirements for Conversion of Feed to "VLOG geprüft"		
<ul style="list-style-type: none"> • Only for feed material that can be tested for GMOs<i>Fehler! Textmarke nicht definiert. in combination with Trade B 4 or Drop Shipping B 5</i> 		
	Risk Management <ul style="list-style-type: none"> • Risk grading of feed material ⁶ • Additionally for drop shipping: Written confirmation from the supplier that the goods are not subject to compulsory GMO labelling 	B 6.1
	Incoming goods inspection <ul style="list-style-type: none"> • Conversion to "VLOG geprüft" quality only of feed exempt from the labelling obligation • Compliance with the requirements for feed and feed additives according to B 6.2, depending on the risk grading 	B 6.2

⁴ [Form for confirmation of staff training](#)

⁵ [Suitability of GMO Analysis for Feed, Raw Materials and Food](#)

⁶ [Assessment Aid – At Risk Feed](#)

	Incoming and outgoing goods inspection: Carrying out at minimum the sampling and testing per calendar year required in Table B 6	B 6.3
Specific Requirements for Private Labelling of Feed		
	Certification Status of Contract Manufacturers (KO ¹) <ul style="list-style-type: none"> • Check of VLOG certification at least once per calendar year <u>OR</u> • Auditing as part of VLOG audit of the private labeller (cf. B 2.5) 	B 7.1
	Contractual Agreement between Private Labeller and Contract Manufacturer (KO ¹)	B 7.2
Additionally if the private labeller takes spatial possession of the manufactured feed		
	Incoming Goods Inspection (KO ¹) <ul style="list-style-type: none"> • Bills of lading or in the case of bagged goods the packaging: Clear labelling (label or seal "VLOG geprüft") 	B 7.3
	Risk-targeted sampling and testing according to Chapter B 4.2	B 7.4