

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

The requirements of the VLOG standard marked with ✓ are already covered in the new Facility Description, V22.01 of 01.09.21.

X	Checklist item	Chapter
	Standard Usage Agreement with VLOG is on file	A 3.2.2
	Contract with a VLOG-recognised certification body is on file	A 3.2.2
General section		
	Actual facility description agriculture is on file (with all necessary attachments)	E 3.1
	Organisational chart, incl. roles and responsibilities of the employees ¹	E 3.2
✓	Risk management is documented and implemented <ul style="list-style-type: none"> • Risk analysis • Defined measures for excluding GMO contamination and carryover 	E 3.3 E 3.4 E 4.8 E 4.9 E 6.2
	Procedure for handling of non-compliant feed, products and animals, including responsibilities is documented and implemented	E 3.5
	Traceability system is implemented <ul style="list-style-type: none"> • Identification of all feed, animals/animal groups, products present at the facility • Possibility to trace the goods flow, quantity lists and evaluation within one working day 	E 3.6
	Complaint management: A system for dealing with complaints and feedback has been documented and implemented.	E 3.7
	Crisis management <ul style="list-style-type: none"> • Process for handling incidents, incl. roles and responsibilities is documented and implemented • Incident sheet is on file • Written list of emergency phone numbers is up-to-date (certification body, VLOG, suppliers, customers, group organiser...) 	E 3.8
	Documentation and Retention Periods (at least 5 years)	E 3.10
	Training of all employees on VLOG requirements at least once per calendar year <ul style="list-style-type: none"> • Documentation on: content covered, participants, date, place and trainers 	E 3.11
✓	Internal self-monitoring at least 1x per calendar year (incl. control and updating of the facility description)	E 3.12

¹ Possible for small facilities (see Glossary in the VLOG Standard for the applicable definition) as part of the facility description

	If necessary, implementation of corrective actions (e.g. from the last audit of the certification body, internal self-monitoring, complaints)	E 3.9
Animal production		
✓	VLOG Stable space overview is up-to-date	E 4.1
	Animal inventory overview is up-to-date (animal inventory at time of the VLOG audit)	E 4.1
	Feed rations of the "Ohne Gentechnik" animals/animal categories are documented	E 4.5
	Verification of orders for risk-prone feed ² <ul style="list-style-type: none"> • Verification in the form of written feed orders OR • Written agreement with feed suppliers or supplementary confirmation 	E 4.3
	Incoming/outgoing goods inspections <ul style="list-style-type: none"> • Inspection of the delivered feed, purchased animals or seed and plant material for suitability for use in the "Ohne Gentechnik" production 	E 4.6
	• For "VLOG geprüft" feed purchase: Verifying the VLOG certification of the feed producer and/or supplier (periodically, at least once per calendar year)	E 4.7
	• Submission of delivery slips/waybills	E 4.11
	• Labelling of VLOG-certified products, animals in outgoing goods ("VLOG"-...)	
✓	Purchased feed is documented	E 4.4
	Minimum feeding conversion periods are monitored and complied with	E 4.7
✓	Documentation of animal purchases and compliance with requirements	E 4.7
	Segregation of the flow of goods for feed, animals and products of different qualities <ul style="list-style-type: none"> • e.g. spatial and/or temporal segregation 	E 4.8 E 3.3
Use of mobile or stationary grinding and/or mixing facilities		
	Mobile grinding/mixing facilities: Contractual provision with the facility <ul style="list-style-type: none"> • VLOG-certified mobile facilities: Annual verification of the VLOG certificate of the facility operator (incl. consent for sampling of the VLOG-compliant mixture) OR • Non-VLOG-certified mobile facilities: Contractual arrangement in case of joint use (incl. consent for sampling of the VLOG-compliant mixture) 	E 4.9.1.1
✓	Definition and implementation of measures to prevent carryover	E 3.3 E 4.9.1.2 E 4.9.2.3
	Grinding and mixing protocols are completed For dual used stationary facilities, in addition: Accurate daily documentation of mixing sequence and individual mixtures, labeling of mixtures containing GMOs and "VLOG mixtures".	E 4.9.1.3 E 4.9.2.4
Sampling and Testing		
✓	Necessity of sampling and GMO analysis is documented in the facility description	E 4.10.
If samples/GMO analyses are required according to Chapter E 4.10.1:		
	Sampling and testing plan in written form is available	E 4.10.2
	Sampling and storage of feed reference samples (min. 2 months & always the last 3 reference samples if > 2 months old)	E 4.10.1
	Regular GMO analysis at a VLOG-recognized laboratory according to the specified analysis spectrum in accordance with VLOG requirements.	E 4.10.1

² For definition see VLOG standard, chapter E 4.2