

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 Facility Description: [Agriculture](#), [Beekeeper](#), [Animal Transport/Livestock Trade](#)

X	Checklist item	Chapter
	Standard Usage Agreement with VLOG is on file	E 3.1
	Contract with a VLOG-recognised certification body is on file	-
General Requirements		
	Actual facility description is on file (with all relevant attachments)	E 3.2
	Organisational chart, incl. roles and responsibilities of the employees ¹	E 3.3
✓	Risk management <ul style="list-style-type: none"> Documented risk analysis for all relevant procedures and processes incl. assessment of the risks for "Ohne Gentechnik"/"VLOG" labelling Measures for excluding of GMO contamination implemented and reviewed 	E 3.4
✓	Commissioning external service providers, Joint use of machines and facilities <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 	E 3.5
	Documented procedure for handling of non-compliant feed, products and animals or positive test results is documented and implemented (including responsibilities) (KO ²)	E 3.6
	System for traceability (KO ²) and complaint management for all feed, animals/animal groups and products present on the business are established and documented	E 3.7 – E 3.8
	Crisis management (KO ²) <ul style="list-style-type: none"> Process for handling incidents, incl. roles and responsibilities is documented and implemented Incident sheet 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) 	E 3.9
	Documentation and Retention Periods (at least 5 years)	E 3.11
	Training of all 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 	E 3.12

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

² "KO" requirement: If this requirement is not met in the audit, the entire audit fails.

³ [Form for confirmation of staff training](#)

✓	Documented internal self-monitoring at least once per calendar year (incl. control and updating of the facility description)	E 3.13
	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		
	Animal inventory overview is up-to-date	E 4.1
✓	VLOG Stable space overview is up-to-date	E 4.1
	Feed Ordering: Verifications for risk-prone feed ⁴ <ul style="list-style-type: none"> Written feed orders with stating the aspects from E 4.3 OR Written agreement with suppliers / Additional information on the bill of lading/delivery slip 	E 4.3
✓	Feed list: Purchased feed is documented	E 4.4
	Feed rations for all animals of VLOG production are documented	E 4.5
	Incoming goods inspections of feed (KO ²) <ul style="list-style-type: none"> Inspection for suitability for use the in VLOG production (e.g "VLOG geprüft") Submission of bills of lading/delivery slips "VLOG geprüft" feed purchase: Verifying the VLOG certification of the feed producer and/or supplier at least once per calendar year 	E 4.6
	Minimum feeding conversion periods are monitored and complied with (KO ²)	E 4.7
✓	Purchase of animals (KO ²): Documentation and compliance with requirements (Evidence dependent on VLOG certification of the previous owner and counting of the "Ohne Gentechnik" compliant feeding period)	E 4.8
	Outgoing goods inspection, Labelling on bills of lading <ul style="list-style-type: none"> Labelling of VLOG-certified products/animals in outgoing goods on all bills of lading (wording "VLOG or seal "Ohne GenTechnik") 	E 4.12
	Segregation of goods flows, Exclusion of contamination (KO ²) <ul style="list-style-type: none"> Feed: Measures to prevent contamination with GMO (spatial and/or temporal separation) implemented and documented. Products, animals: Parallel production (VLOG and conventional) of the same animal category only permissible in the case of completely different operating facilities, measures to prevent mixing or interchange carried out and documented 	E 4.9 E 3.4
Use of grinding and/or mixing facilities		
	System purges: No use in VLOG production, continuation is documented	E 4.10.1
	<u>Mobile</u> grinding/missing facilities: Contractual agreement with the operator <ul style="list-style-type: none"> VLOG-certified mobile facilities: Written consent to the operator for sampling of the "VLOG mixture" produced Non-VLOG-certified mobile facilities: Written agreement between farmer and operator is available (complete discharge, system purge, maintenance, cleaning) 	E 4.10.2.1
	<u>Mobile</u> grinding/missing facilities: Documentation of the grinding and mixing processes in the grinding and mixing protocol	E 4.10.2.2

⁴ For definition see VLOG standard, chapter E 4.2

✓	Stationary grinding/missing facilities - exclusive use of feed not subject to compulsory labelling/"VLOG geprüft": Documentation in facility description	E 4.10.3.1
	Stationary grinding/missing facilities - Use for Feed Subject and Not Subject to Compulsory Labelling: <ul style="list-style-type: none"> Implementation of documented measures to prevent carryover of GMO feed from previous mixtures Daily documentation of the grinding and mixing processes in the grinding and mixing protocol 	E 4.10.3.2
Sampling and Testing		
✓	Necessity of sampling and GMO analysis is documented in the facility description	E 4.11
If samples/GMO analyses are required according to Chapter E 4.11		
	Written sampling and testing plan is available	E 4.11.1
	Sampling and frequency according to requirements in E 4.11.2 Retention of reference samples (at least 2 months & at least the 3 most recent reference samples if > 2 months old).	E 4.11.2
	Commissioning of a VLOG-recognised laboratory	E 4.11.3
	Conducting at least the tests required in E 4.11.4 per audit interval or in the case of regular switches between "Ohne Gentechnik" feeding and feeding with feed subject to compulsory labelling	E 4.11.4
	Evaluation of test results according to the requirements in E 4.11.5 <ul style="list-style-type: none"> If necessary, derivation and implementation of (corrective) measures 	E 4.11.5
Plant-based Feed Manufacturing		
	Incoming goods inspections of seeds and seed stock (KO ²) <ul style="list-style-type: none"> Inspection for suitability for use the in VLOG production (exemption from labelling) Documentation of feeds produced internally in the facility description 	E 5.1
	Segregation of goods flows, Exclusion of contamination (KO ²) <ul style="list-style-type: none"> E.g. spatial and/or temporal separation 	E 5.2
Animal Transport, Livestock Trade		
✓	Animal transport overview: Documentation of types/categories of VLOG animals to be transported in the facility description	E 6.1
	Incoming goods inspections of animals (KO ²) <ul style="list-style-type: none"> Documented confirmation "VLOG"quality for every delivery by the supplier (for each individual animal or group) on bills of lading/animal transport documents Verifying the VLOG certification of the supplier at least once per calendar year 	E 6.2
	Segregation of goods flows, Exclusion of contaminations and swapping (KO ²) <ul style="list-style-type: none"> VLOG animals: Staff is aware of VLOG status of individual animals. Joint transport of VLOG and non-VLOG animals only with identification of individual animals Feeding of animals: Measures to prevent contamination with GMO (spatial and/or temporal separation) implemented and documented 	E 6.3