

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

X	Checklist item	Chapter
	<a href="#">Standard Usage Agreement</a> with VLOG is on file	C 2.1
	Contract with a <a href="#">VLOG-recognised certification body</a> is on file	-
<b>General section</b>		
	Actual <a href="#">facility description</a> is on file	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<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 2.11

<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](#)

	<p>Crisis management (KO<sup>1</sup>)</p> <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> </ul>	C 2.12
	<ul style="list-style-type: none"> <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> </ul>	
	<ul style="list-style-type: none"> <li>• Written list of emergency numbers (CB, VLOG, suppliers, customers)</li> </ul>	
	<p>Documentation and retention periods</p> <ul style="list-style-type: none"> <li>• ≥ Minimum shelf-life of the lot + 1 year and at least 2 years</li> </ul>	C 2.14
	<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"> <li>• Documentation of: content, participants, date, facility and instructors<sup>3</sup></li> </ul>	C 2.15
	<p>Documented internal audit once per calendar year</p> <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 Feed Manufacturing/Processing</b>		
	<p>Written sampling and testing plan on the basis of the feed risk grading (C 2.4) is available<sup>4</sup></p>	C 3.1.1
	<p>Sampling is done according to Chapter C 3.1.2 Commissioning of a <a href="#">VLOG-recognised laboratory</a></p>	C 3.1.2
	<p>Carrying out at minimum the sampling and testing for incoming and outgoing goods per calendar year required in Table C 2</p>	C 3.1.2
	<p>Evaluation of test results according to the requirements in C 3.1.4</p> <ul style="list-style-type: none"> <li>• If necessary, derivation and implementation of (corrective) measures</li> </ul>	C 3.1.4
	<p>Reference samples of all outgoing “VLOG geprüft” batches are retained</p>	C 3.2
	<p>Outgoing goods control, Labelling on bills of lading</p> <ul style="list-style-type: none"> <li>• On all bills of lading or in the case of packed goods, on the packaging</li> <li>• Feed: word mark “VLOG geprüft” and/or the <a href="#">“VLOG geprüft” seal</a><sup>5</sup></li> </ul>	C 3.3

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

<sup>4</sup> [Assessment aid on the suitability of feed for testing](#)

<sup>5</sup> After conclusion of a licence agreement with VLOG