

Preparation Checklist for VLOG audits of the Feed Manufacture 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
	Standard Usage Agreement with VLOG is on file	-
	Contract with a VLOG-recognised certification body is on file	-
General section		
	The updated facility description is on file	C 3.1
	Organisational chart, incl. roles and responsibilities of the employees	C 3.2
	Risk management <ul style="list-style-type: none"> • Documented risk analysis, incl. risk grading of feed¹ • Measures for identified risks 	C 3.3
	External service providers <ul style="list-style-type: none"> • Integrated into the risk management of the business • Auditing by certification body, if necessary, of activities subject to certification 	C 3.4 A 3.2.1
	Incoming goods inspection <ul style="list-style-type: none"> • Only feed and raw materials not subject to compulsory labelling can be used for the “VLOG geprüft” production and labelling • Satisfaction of the requirements for feed according to Chapter C 3.5, depending on VLOG certification and risk grading 	C 3.5
	Segregation of goods flows/Exclusion of commingling and swapping <ul style="list-style-type: none"> • Suitable process for segregation of goods is established (physically/temporally) 	C 3.6
	Documented process for handling non-compliant feed exists	C 3.7
	Systems for tracking, complaints processing & goods return are introduced and documented	C 3.8 - C 3.10
	Crisis management <ul style="list-style-type: none"> • Process for handling incidents, incl. roles and responsibilities, is on file and is tested at least once per calendar year 	C 3.11
	<ul style="list-style-type: none"> • Incident sheet is on file – Formal procedure for notifying the certification body, VLOG office and affected business partners is set out. 	C 3.11
	<ul style="list-style-type: none"> • Written list of emergency numbers (certification body, VLOG, suppliers, customers, GO...) 	C 3.11

¹ [Assessment Aid – At Risk Feed](#)

	Documentation and retention periods (process – labelling as “VLOG geprüft”) <ul style="list-style-type: none"> • ≥ Minimum shelf-life of the lot + 1 year, but at least 2 years 	C 3.13
	Training of all employees in VLOG requirements and operational processes to take place at least Once per calendar year <ul style="list-style-type: none"> • Documentation of: content/material covered, participants, date, place and speakers/trainers² 	C 3.14
	Documented internal audit once per calendar year (verification of the Standard requirements for the Feed Manufacture stage)	C 3.15
Specific Requirements for Feed Manufacturing/Processing		
	Retention samples of all delivered outbound batches are preserved	C 4.1
	Written sampling and testing plan on the basis of the feed risk grading (C 3.3) to be on file ³	C 4.2.1
	Performance of the required sampling and testing for incoming goods and outgoing goods at the intervals set out in Table 6 at minimum, per calendar year	C 4.2.2
	Process for handling positive test results according to Annex 5	C 4.2.3
	Outgoing goods inspection/labelling on bills of lading or, in the case of sacked goods, on the packaging of VLOG-certified feed, with the “VLOG geprüft” label and/or with the “VLOG geprüft” seal (following conclusion of a Licensing Agreement with VLOG)	C 4.3

² [VLOG Template for Documentation of Training](#)

³ [Assessment aid on the suitability of feed for testing](#)