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| VLOG Version 20.02 | Template for Group Description in Agriculture including Members List | Annex 23 01.09.20 |
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This document is a sample template for a group description. A group description must be submitted to the certification body at the time of the application. The group organiser must notify the certification body of any major changes pertaining to VLOG certification.

Group description of “SaGro GmbH” sample group

Group organiser:

SaGro GmbH

Sample street 12, 54321 Sample town

Responsible for group certification:

Sam Sample (QM Officer of Sample GmbH)

Phone: 0123 4567 89

Email: s.sample@samplegmbh.com

Activities of group members:

Sample text: The members of the SaGro VLOG group are agricultural operations that keep dairy cows and produce raw milk that complies with the requirements of the VLOG Standard [...]. The agricultural operations refrigerate the milk, but do not otherwise treat it. The milk is sold directly to SaGro GmbH. Smaller quantities of milk are also sold directly from the farm to consumers [...].

The agricultural operations are mainly located in the administrative districts/federal states/countries [...].

Some operations are also engaged in other agricultural activities such as cattle and pig fattening or egg production [...]; however, these activities are not part of the SaGro VLOG group.

Contractors, subcontractors and outsourced processes:

The following contractors are included in the SaGro group:

Transpofix GmbH, Feedstreet 8, 12345 Sampleville

Contact person:

Contact information:

Transpofix GmbH transports the raw milk from members to the dairy plant [...] on behalf of SaGro GmbH. It takes samples, records milk quantities [...]

[...]

Areas of responsibility of the group organiser:

Sample text: SaGro prepares and monitors the [...] group's sampling and test plan. It arranges the sampling within the scope of the VLOG audit by the certification body [...]

SaGro arranges the certification and audit process [...] with the certification body. It initiates and monitors corrective measures together with the affected companies [...].

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SaGro is responsible for risk management in the milk production sector and maintains a crisis management system that involves the group members [...].

SaGro GmbH carries out an internal audit of the agricultural operations annually.

[...]

Basis for the initial and subsequent certifications

Sample text: The group operates according to the 25% method: the group organiser audits 100% of the members; after that, the certification body audits 25% of the members. In subsequent years, the audits by the certification body depend on the risk category.

Or:

The group operates according to the 100% method: 100% of the members are audited by the certification body before they can be added to the group. In subsequent years, the audits by the certification body depend on the risk category.

Use of several certification bodies

[If multiple certification bodies are used, the group description must clearly indicate which tasks are to be performed by which certification body.]

Sample text: Three certification bodies (A-cert, B-cert, C-cert) are used for the VLOG certification of the SaGro group.

A-cert audits the group organiser and the following part of the group [list the agricultural operations, the region or another reference list such as the members list].

B-cert will audit [see list above]. C-cert will audit [see list above].

B-cert and C-cert must share their audit results with A-cert, which will then issue the VLOG certificate to the group. There is an agreement between the certification bodies for sharing data.

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This section contains a sample template of a member list for group certification in agriculture. The group organiser must always keep the member list up to date. The group organiser has to promptly notify the certification body of any relevant changes. The member list below or a member list with equivalent content may be used. *[Information in boldface is mandatory according to the Standard; the remainder is recommended.]*

Member list of SaGro GmbH

| Name/ business | Address | Official authorisation number | Contact person and contact information | Risk category | Group member since | Initial sampling by the group organiser (for 25% method) | Most recent routine audit/initial audit by the certification body | Print number¹ | Responsible certification body² |
|---------------------------|--|--|--|----------------------|-----------------------------------|---|--|---------------------------------|---|
| <i>Sam Sample</i> | <i>Sample street 2, 87654 Sampletown</i> | | <i>Sam Miller, Tel: 0123 45675, s.miller@supplier.de</i> | 1 | <i>[Date]</i> | <i>[Date]</i> | <i>[Date]</i> | - | |
| <i>Joe's dairy</i> | <i>Dairy street 1, 54321 Sampleville</i> | | <i>Joe Farmer, Tel: 0987 5676, dairy@supplier.de</i> | 2 | <i>[Date]</i> | <i>[Date]</i> | <i>Has not yet taken place</i> | - | |
| <i>[...]</i> | | | | | | | | | |
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¹ Only relevant for egg production

² Only relevant if the group uses multiple certification bodies for VLOG certification