

Explanations for the VLOG Incident Sheet

- Food Processing and Logistics Stages and Retail Group Certificaton (sale of bulk food of animal origin)

1. What are “incidents” within the meaning of the VLOG Standard?

“Incidents” are scenarios in which non-VLOG-compliant food is placed on the market as “VLOG” or with the “Ohne GenTechnik” seal, the reputation of VLOG is at risk or the VLOG system is otherwise jeopardised.

The following situations are particularly relevant in the areas of food processing and logistics as well as retail:

- Food that does not meet the requirements of the EC Genetic Engineering Implementation Act¹ was marketed as “VLOG” or with the “Ohne GenTechnik” seal
- Food containing GMOs that are not approved in the EU was marketed as “VLOG” or with the “Ohne GenTechnik” seal²
- Reasonable suspicion that a business is engaging in non- VLOG-compliant production, (alleged) cases of fraud in the VLOG system (including fraud by business partners or third parties...)
- Public criticism of the business’s VLOG production (media inquiries, press reports, articles, etc.)

Regarding communication with media concerning VLOG certification and/or the use of the "Ohne GenTechnik" seal and/or "VLOG geprüft" seal, VLOG must be informed in advance or at least parallel to publication. We will be pleased to advise you and coordinate the communication with the media/third parties with you.

2. How should incidents be reported to VLOG?

Certified businesses must notify VLOG about any incidents. All cases should be reported, even if the business is uncertain whether a situation represents an incident or not. All VLOG-certified businesses that are affected by or become aware of an incident (suppliers/customers/farmers/manufacturers, etc.) must report it to VLOG.

In this case, each business has to fill out a separate incident sheet, but one incident sheet can be used for multiple locations of a single business.

The incident sheet must be clearly worded and fully filled out with all available data. The sheet must be sent to VLOG as soon as possible and within 2 working days at latest by email or fax following the occurrence of the incident:

- Email: ereignisfall@ohnegentechnik.org
- Fax: +49 30 2359 945 01

Changes/new findings (e.g. second test, results of root cause analysis) can be sent to VLOG at a later date (e.g. as a supplement to an Incident Sheet).

As a general rule, the sooner a case is reported the better, even if the information is still incomplete.

3. How can VLOG be reached if there is an incident?

- VLOG Head Office: +49 (0)30 2359 945 00 (during business hours)
- VLOG emergency number: +49 (0)30 2359 945 09 (when the office cannot be reached)

After the incident is reported, VLOG will assist you in managing the incident and any resulting crisis situations. The goal is to prevent damage to your facility, other system partners and the VLOG system.

¹ This includes, among others, any food that is subject to compulsory labeling as GMO pursuant to EU regulations 1829/2003 and 1830/2003; food with a GMO content > 0,1% and any products of animal origin in which the statutory minimum feeding period was not complied with.

² The quantity of non-approved GMOs in the food is irrelevant.

VLOG Incident Sheet

Food Processing, Logistics and Retail (sale of bulk food of animal origin)

Sign and submit to VLOG e.V.:

Email: ereignisfall@ohnegentechnik.org

Fax: +49 (0)30 2359 945 01

VLOG contact data for emergency incidents: VLOG

Head Office: +49 (0)30 2359 945 00

Outside of business hours: +49 (0)30 2359 945 09

1. Information regarding the business/retail group organiser

Name of business		
Business activity area	Logistics Stage (Drop) shipping Storage/handling Transport Food Processing/Preparation Stage Retail Stage – Sale of Bulk Food of Animal Origin	
Business address	Street address	
	Postal code, city	
	Country	
VLOG ID ³		
Emergency contact person for VLOG	Name	
	Telephone number	
	Email/Fax	
VLOG certification body	Name	
	The certification body has already been informed of the incident → If this is not the case, please do so immediately	
Business locations affected by the incident (including Sub ID or employee, if any):		

2. Information regarding the incident

Type of incident

Positive GMO test result for raw material/food

Error/commingling within the business (e.g. non-compliant raw materials in "VLOG" products)

Error/commingling in another business:

Other:

Brief description of the incident (What happened? What is the (possible) cause?)

When did you learn of the incident?

How did you learn of the incident?

³ Businesses that are part of a matrix or group certification do not have their own VLOG IDs. Enter the name or the VLOG ID of the business that represents the business as matrix/group organiser.

Product affected by the incident (please list additional products on a separate sheet)

Product from own production – date of manufacture:

Purchased product or raw materials purchased from a supplier:

Address:

Contact person:

Delivery date:

Product in contract manufacturing for:

Address:

Contact person:

Unique name of the product (commercial name)	
Item description according to specification	
Batch number ⁴	
Total quantity affected	
- thereof already placed on the market	
Marketing period	_____ to _____

Affected business partners (esp. customers and suppliers) have been informed of the incident by telephone and in writing⁵

A list of affected customers is attached. The list includes quantities and delivery dates.

Test result (Please list additional results on a separate sheet)

A GMO test was conducted (attach a copy of the test report, if available)

Sample taken by:		
Date sample taken		
Sampling location ⁶		
Test result (PCR): Amount of GMO content per species (e.g. soy, maize/corn...)		%
		%
		%
Test laboratory		

No GMO test was conducted

3. Other information

What measures have you taken or are you planning to take? When were they taken or will be taken?

Place

Date

Signature

⁴ If not known: Provide the delivery slip number

⁵ Unless otherwise contractually agreed

⁶ E.g. internal incoming goods or outgoing goods department if delivery was made to a customer or the like