

VLOG Standard Annex 23	VLOG Group Description in Agriculture and Members List	Version 04.11.21
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The following 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 sample group “SaGro GmbH”

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 treat it otherwise. The milk is sold directly to SaGro GmbH. Some 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 commissions 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 actions together with the affected businesses [...].

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SaGro assumes the risk management for 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 initial and subsequent certifications

Sample text: The group operates according to the 25% method: 100% of the members are audited by the group organiser; after that, the certification body audits a minimum of 25% of the members. In subsequent years, the audits by the certification body will take place based on risk grading.

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 will take place based on risk grading.

Use of multiple 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].

Auditing by B-cert [see list above]. Auditing by C-cert [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. The certification bodies have entered into a data sharing agreement.

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Examples of filled-out members lists for group certification in agriculture (Annex 23a) and group certification in agriculture with laying hens (Annex 23b) can be found below. The members list must always be kept up to date by the group organiser. The group organiser has to immediately notify the certification body of any relevant changes. The Excel template, which is available on the VLOG website, must always be used to exchange data with the certification body (entire list or area marked in blue) and to transfer data to VLOG (area marked in green).

Sample members list (Annex 23a) - Part 1/2

Data exchange between the group organiser and certification body.									
VLOG Members List									Continued in Part 2/2 (see below)
									[...]
									[...]
Group member business name	Country code + postal code, if any	Site	Street and house number	Contact person	Email	Telephone	VVVO No. /official approval no.	Date of initial data collection by GO	[...]
Hans Müller	BB 12345	Feldkirchen	Feldweg 2	Hans Müller	hmueller@anbi-eter.de	0123 45675	123 04 567 089 xxxx	14.04.19	[...]
Milchhof Max	BW 98765	Milchbach	Am Milchhof 1	Max Bauer	milchhof@anbi-ter.de	0987 56765	987 06 543 021 xxxx	03.07.20	[...]
[...]									[...]

Sample members list (Annex 23a) - Part 2/2

Data exchange between the group organiser and certification bodies.										
Continued from Part 1/2 (see above)	Data transfer to VLOG:									
	Operation (group organiser):							VLOG-ID:	As of:	
	
[...]	Group member-ID	Postal code (123xx)	Areas of applicability	Risk category	Audit date (initial audit/routine audit)	Audit result (%)	VLOG group entry date	VLOG group exit date	VLOG certification body	
[...]	10-12345-123	123xx	Cattle – cow's milk (raw)	0	23.05.2020	100	03.06.19		Name of cert. body	
[...]	10-12345-987	987xx	Cattle – cow's milk (raw)	2	Has not yet taken place	100	05.07.20		Name of cert. body	
[...]										

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Sample members list for laying hens/eggs (Annex 23b) – Part 1/2

Data exchange between the group organiser and certification bodies.									
VLOG Members List – Laying hens/Eggs									
<i>Continued in Part 2/2 (see below)</i>									
[...]									
[...]									
[...]									
Group member business name	Country code + postal code, if any	Site	Street and house number	Contact person	Email	Telephone	VVVO No. /official approval no.	Date of initial data collection by GO	[...]
Hans Müller	BB 12345	Feldkirchen	Feldweg 2	Hans Müller	hmueller@anbieter.de	0123 45675	123 04 567 089 xxxx	14.04.19	[...]
Milchhof Max	BW 98765	Milchbach	Am Milchhof 1	Max Bauer	milchhof@anbieter.de	0987 5676	987 06 543 021 xxxx	03.07.20	[...]
[...]									[...]

Sample members list for laying hens/eggs (Annex 23b) – Part 2/2

Data exchange between the group organiser and certification body											
<i>Continued from Part 1/2 (see above)</i>	Data transfer to VLOG:										
	Operation (group organiser):									VLOG-ID:	As of:

[...]	Egg producer: print number(s)	Group member-ID	Postal code (123xx)	Areas of applicability	Risk category	Audit date (initial audit/ routine audit)	Audit result (%)	VLOG group entry date	VLOG group exit date	VLOG certification body	
[...]	1-DE-1234567	10-12345-123	123xx	Cattle – cow’s milk (raw)	0	23.05.2020	100	03.06.19		Name of cert. body	
[...]		10-12345-987	987xx	Cattle – cow’s milk (raw)	2	Has not yet taken place	100	05.07.20		Name of cert. body	
[...]											