

VLOG Standard Annex 23	VLOG Group Description in Agriculture and Members List	Version 01.09.24
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Group description of sample group

Group organiser:

Responsible for group certification:

Activities of group members:

Contractors, subcontractors and outsourced processes:

Areas of responsibility of the group organiser:

Basis for initial and subsequent certifications

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Use of multiple certification bodies

[If several certification bodies are used, it must be clear in the group description which activities are performed by which one].

Please attach a current list of your members using the template described below.

Members list attached

The group organiser itself checks the group description once each calendar year, and it is up-to-date. We hereby declare the correctness of the information provided above.

Year of examination	202...	202...	202...
Name			
Function			
Date			
Signature			

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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).

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

Data exchange between the group organiser and certification body									
VLOG - Members List									
<i>Please use a separate row for each group member!</i>									
<i>Continued in Part 2/2 (see below)</i>									
[...]									
[...]									
[...]									
Group member Business name	Country code + postal code	Site	Street + house No.	Contact person	Email	Phone	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 56765	987 06 543 021 xxxx	03.07.20	[...]
[...]									[...]

Exemplary members list (Annex 23a) - 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								
	1x per calendar year, Time period: 1st. quarter; als an Excel file (.xlsx) via E-Mail to: qualitaet@ohnegentechnik.org								
	Group Organiser - Business name:							VLOG-ID:	As of (Date):
[...]	Group member-ID*	Postal code (123xx)	Area(s) of applicability of the VLOG certification:	Risk category	Last auditdate (Initial/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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Exemplary members list for laying hens/eggs (Annex 23b) – Part 1/2

Data exchange between the group organiser and certification body									
VLOG - Members List - Laying hens/eggs Please use a separate row for each group member!									
<i>Continued in Part 2/2 (see below)</i>									
[...]									
[...]									
[...]									
Group member Business name	Country code + postal code	Site	Street + house No.	Contact person	Email	Phone	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	[...]
Eierhof Max	BW 98765	Eierbach	Eierhof 1	Max Bauer	eierhof@anbieter.de	0987 5676	987 06 543 021 xxxx	03.07.20	[...]
[...]									[...]

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

Data exchange between the group organiser and certification body										
Data Transfer to VLOG 1x per calendar year, Time period: 1st. quarter; als an Excel file (.xlsx) via E-Mail to: qualitaet@ohnegentechnik.org										
<i>Weiter von Teil 1/2 (s. oben)</i>										
Group Organiser – Business name:									VLOG-ID:	As of (Date):
.....								
[...]	Group member-ID*	Postal code (123xx)	Area(s) of applicability of the VLOG certification:	Risk category	Last auditdate (Initial/Routine audit)	Audit result (%)	VLOG Group Entry date	VLOG Group Exit date	VLOG Certification body	Laying farm: Print number(s)
[...]	10-12345-123	123xx	Poultry – eggs	0	23.05.2020	100	03.06.19		Name of cert. body	1-DE-1234567
[...]	10-12345-987	987xx	Poultry – eggs	2	Has not yet taken place	100	05.07.20		Name of cert. body	2-DE-9876543
[...]										