

## Annex 1 Certification Body Portal: File Name and Formats

File names and formats for uploading certificate and audit data

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File types	File name	Example	Subject	File format
Certificate	Year_short form Company_C_Stage_Certifier	2020_Sample company_C_Food_Sample certifier	2020_Sample company_C_Food_Sample certifier*	pdf
Facility Description	Year_short form Company_FD_Stage_Certifier	2020_Sample company_FD_Food_Sample certifier	2020_Sample company_FD_Food_Sample certifier	pdf
Checklist	Year_short form Company_CL_Stage_Certifier	2020_Sample company_CL_Food_Sample certifier	2020_Sample company_CL_Food_Sample certifier	Excel; pdf
Member list	Year_short form Company_ML_Stage_Certifier	2020_Sample company_ML_Food_Sample certifier	2020_Sample company_ML_Food_Sample certifier	Excel; pdf
Site list	Year_short form Company_StL_Stage_Certifier	2020_Sample company_StL_Food_Sample certifier	2020_Sample company_StL_Food_Sample certifier	pdf
Group description	Year_short form Company_GD_Stage_Certifier	2020_Sample company_GD_Food_Sample certifier	2020_Sample company_GD_Food_Sample certifier	pdf
Matrix description	Year_short form Company_MD_Stage_Certifier	2020_Sample company_MD_Food_Sample certifier	2020_Sample company_MD_Food_Sample certifier	pdf
Raw materials list**	Year_short form Company_RL_Stage_Certifier	2020_Sample company_RL_Food_Sample certifier	2020_Sample company_RL_Food_Sample certifier	pdf
Product list**	Year_short form Company_PL_Stage_Certifier	2020_Sample company_PL_Food_Sample certifier	2020_Sample company_PL_Food_Sample certifier	pdf

\* The subject name is copied from the file name. Please rename the file before the upload accordingly

\*\*These lists are only requested by VLOG in key points and do not have to be transmitted

For several versions, please state the version number of the respective document (V2, V3, V4).

Stages according VLOG-Standard V22.01:

Logistics	C - Certificate
Feed manufacturing	CL - Checklist
Matrix certification	ML - Member list
Agriculture	StL - Site list
Group organisation Agriculture	FD - Facility description
Food processing	GD - Group description
Retail	MD - Matrix description
	PL - Product list**
	RL - Raw material list**