

### Audit checklist Broker Meat and Meat Products (regular audit)

Audit details				
Scheme participant				
QS locations audited				
Additional location information, e.g. <b>inspected production scope</b> , coordinators or identification number				
Name of contact				
Regular audit	Initial audit		Follow-up audit	
Unannounced regular audit	Yes		No	
Parallel audit				
Date of audit (from)			Date of audit (until)	
Start of audit (hh:mm)			End of audit (hh:mm)	
Audit duration (hh:mm)				
Combined audit (norm/standard/programme)				
Certification body				
First name/surname of auditor				
Repeated D evaluation/general K.O.		Remark repeated D evaluation/general K.O.		
Comments				
<b>Preliminary audit result</b>			<b>Number of agreed corrective actions</b>	

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature/s of auditor/s

I hereby confirm the data concerning the company and the audit.

I have received a copy of the audit report (at least front page) and of the corrective actions report.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of person responsible

**Company details - Broker meat and meat products**

Name of company	
Street and house number	
Postal code and town	
Telephone/fax number	
Email address	
QS location number (GH-No.)	
QS identification number	
Name of person responsible	

**Scope - Broker meat and meat products**

<b>Production scope</b>		<b>Production number</b>
	Broker (meat and meat products)	880

Company \_\_\_\_\_

Date \_\_\_\_\_

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<p><b>* = For this requirement the evidence or measurement tool used for evaluation of compliance with the QS requirement must be documented, regardless of the outcome of the assessment. # = In case of a nonconformity the corrective action for this criterion has to take place within 28 days (only valid for production, food retail, QS-GAP and FIAS!) .</b></p>										
<p><b>2 General requirements</b></p>										
<p><b>2.1 General scheme requirements</b></p>										
2.1.1	1			General business data						
2.1.2	1			Use of the QS certification mark						
2.1.3	1			Incident and crisis management						
2.1.4	1			Document handling						
2.1.5	1			Conducting self-assessments						
2.1.6	1			Completion of corrective actions in the case of nonconformity						
2.1.7	1			Commissioning of logistic companies/subcontractors						
2.1.8	1			Information on the QS scheme						
<p><b>2.2 Concept for ensuring product safety and legality</b></p>										
2.2.1	1		<b>D=K.O.</b>	Concept for risk assessment *						
2.2.2	1			Product description						

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.2.3	1			Risk analysis						
2.2.4	1			Monitoring procedures and corrective measures						
2.2.5	1			Responsibilities						
2.2.6	1			Review of the concept						
<b>3 Process-specific requirements</b>										
<b>3.1 Supplier management, commissioning of services, specifications</b>										
3.1.1	1			Supplier selection and evaluation						
3.1.2	1			Agreements with service providers						
3.1.3	1			Specifications						
<b>3.2 Incoming goods and handover</b>										
3.2.1	1			Incoming goods inspection						
3.2.2	1		<b>D=K.O.</b>	Labelling of purchased QS goods *						
<b>3.3 Goods storage and handling</b>										
3.3.1	1			Product storage						
3.3.2	1			Storage management						
<b>3.4 Order picking, outgoing goods/dispatch</b>										

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.4.1	1			Marketing channels for QS products						
3.4.2	1			Outgoing goods inspection						
3.4.3	1		<b>D=K.O.</b>	Labelling of marketed QS products *						
3.4.4	1		<b>D=K.O.</b>	Product labelling *						
3.4.5	1		<b>D=K.O.</b>	Product temperature *						
3.4.6	1			Control of defective products and services						
3.4.7	1		<b>D=K.O.</b>	Returns management *						
3.4.8	1			Claims management						
<b>4 Traceability and origin of goods</b>										
<b>4.1 Traceability method and inspection</b>										
4.1.1	1		<b>D=K.O.</b>	Traceability method *						
4.1.2	1		<b>D=K.O.</b>	Traceability test *						
4.1.3	1		<b>D=K.O.</b>	Quantity comparison *						
4.1.4	1		<b>D=K.O.</b>	Check on eligibility of delivery into the QS scheme *						
<b>5 Requirements for private labels, retail brands, and imports</b>										
<b>5.1 Additional requirements for brokers for private labels, store brands, and importers</b>										

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5.1.1	1		<b>D=K.O.</b>	Service agreement for private labelling *						
5.1.2	1			Product development						
5.1.3	1			Specifications						
5.1.4	1			Conformity of packaging materials						
5.1.5	1			Product testing/laboratory analysis						
5.1.6	1		<b>D=K.O.</b>	Product labelling *						

Company \_\_\_\_\_ Date \_\_\_\_\_

### Calculation of audit result

#### 1. Balance of subtotals

Calculation	A	B	C	D	E
(1) Number of evaluations					
<b>Sum of evaluations (excluding E evaluations)</b>					

#### 2. Calculation of the proportion of C and D evaluations\*

<b>Proportion of C evaluations</b>		(Number of C evaluations / sum of evaluations )*100
<b>Proportion of D evaluations</b>		(Number of D evaluations / sum of evaluations )*100
<b>Proportion of C and D evaluations</b>		Proportion of C + proportion of D

#### 3. Preliminary audit result

	Percentage of C evaluations	Percentage of D evaluations	Percentage of C+D evaluations	Audit result
<p><b>*Status I:</b> If the 5 % target is exceeded, status I will still be assigned if there are only 2 C-evaluations.</p> <p><b>**Status II:</b> If the percentage with regard to the proportion of D evaluations is exceeded, status II is assigned if only one D evaluation exists and no C evaluation</p>	max. 5,0%	0,0%		<b>QS-Status I*</b>
	max. 10,0%	max. 3,0%	max. 10%	<b>QS-Status II**</b>
	max. 20%	max. 10%	max. 20%	<b>QS-Status III</b>
Number of K.O.	K.O.	<b>Audit not passed.</b>		
	General K.O./ repeated D evaluation	<b>Audit not passed.</b>		

**Company:**

**Date:**

**Corrective actions report**

I hereby confirm that the following corrective actions were agreed upon between me and the auditor.

The certification body is to be informed no later than the expiry of the deadline set out in the action plan about the implementation of a corrective action.

Place, date		Signature/s of auditor/s		Signature of person responsible		
Serial no.	Requirement No.	Evaluation (C, D/K.O.)	Description of nonconformity	Agreed corrective actions	Scope	Deadline for correction
1						

**Company:**

**Date:**

**Review of the implementation of corrective actions**

Place, date

Signature/s of auditor/s

<b>Serial no.</b>	<b>Implemented</b>	<b>Not implemented</b>	<b>Comments (if any)</b>	<b>Date</b>
1				