

Audit checklist Logistics meat and meat products and Fruit, Vegetables, Potatoes (Spotaudit)

Audit details			
Scheme participant			
QS locations audited			
Additional location information, e.g. inspected production scope , coordinators or identification number			
Name of contact			
Spotaudit	X		
Random sample audit			
Audit of special purpose			
Parallel audit			
Date of audit (from)		Date of audit (until)	
Start of audit (hh:mm)		Ende 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			
Preliminary audit results		Number of agreed corrective actions	

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 - Logistics meat and meat products and Fruit, Vegetables, Potatoes

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

Scope - Logistics meat and meat products and Fruit, Vegetables, Potatoes

Production scope	Production number
Logistics fruit, vegetables, potatoes	84

Company details - Logistics meat and meat products and Fruit, Vegetables, Potatoes

Name of company	
Street and house number	
Postal code and town	
Telephone/fax number	
Email address	
QS location number	
QS identification number	
Name of person responsible	

Scope - Logistics meat and meat products and Fruit, Vegetables, Potatoes

Production scope		Production number
	Storage of meat and meat products	87
	Own storage of meat and meat products	88

Company _____

Date _____

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<p>* = 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!) .</p>										
2.a General Requirements										
2.a.1 General Scheme Requirements										
2.a.1.1	1	////		General Business Data					X	
2.a.1.2	1	////		Use of the QS Certification Mark					X	
2.a.1.3	1	////		Incident and Crisis Management					X	
2.a.1.4	1	////		Handling of Documents					X	
2.a.1.5 SPOT	1	////		Company Premises and Access Regulations						
2.a.1.6	1	////		Monitoring of Test Equipment					X	
2.a.1.7	1	////	D=K.O.	Conducting Self-Assessments					X	
2.a.1.8	1	////		Completion of corrective actions in the case of nonconformity					X	
2.a.1.9	1	////		Food safety culture					X	
2.a.1.10	1	////		Commissioning of logistics subcontractors *					X	
2.a.2 HACCP										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.a.2.1	1	////		Self-Assessment System *					X	
2.a.2.2	1	////		Verification of the self- assessment					X	
2.a.3 Good manufacturing and hygiene practices										
2.a.3.1	1	////		Cleaning and disinfection					X	
2.a.3.2 SPOT	1	////		Foreign Substance Management						
2.a.3.3 SPOT	1	////	D=K.O.	Risk of Contamination						
2.a.3.4 SPOT	1	////		Staff Hygiene						
2.a.4 Training of Staff										
2.a.4.1	1	////		Safety at Work					X	
2.a.4.2	1	////	D=K.O.	Hygiene training/Protection against Infection Act					X	
2.a.5 Waste Disposal Logistics/Returns										
2.a.5.1	1	////		Waste disposal logistics					X	
2.a.5.2	1	////		Returns Management					X	
2.a.6 Ground clearance										
2.b General requirements - Additional requirements for meat/meat products										
2.b.3 Good manufacturing and hygiene practices										
2.b.3.5	1	////		Water quality					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.b.4 Training of staff										
2.b.4.3	1	////		Information/training for the QS scheme					X	
3.a Transport/Logistics										
3.a.1 Process-Specific Requirements										
3.a.1.1	1	////		Product-compliant Transport					X	
3.a.1.2	1	////		Transport Hygiene					X	
3.a.1.3	1	////		Ground clearance					X	
3.a.1.4	1	////	D=K.O.	Temperature Control *					X	
4.a Storage										
4.a.1 Process-Specific Requirements										
4.a.1.1	1	////		Order and Organisation					X	
4.a.1.2 SPOT	1	////	D=K.O.	Incoming Goods Inspection						
4.a.1.3	1	////		Transport Vehicles					X	
4.a.1.4	1	////	D=K.O.	Product Temperature					X	
4.a.1.5	1	////		Staff rooms and sanitary facilities					X	
4.a.1.6	1	////		Pest Control					X	
4.a.2 Storage										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.a.2.1	1	////		Technical/Structural Condition					X	
4.a.2.2 SPOT	1	////		Room, equipment and plant hygiene						
4.a.2.3 SPOT	1	////		Ground Clearance						
4.a.2.4 SPOT	1	////		Stock Management						
4.a.2.5 SPOT	1	////		Best-before date						
4.a.3 Cold Storage Rooms										
4.a.3.1	1	////		Technical/Structural Condition					X	
4.a.3.2 SPOT	1	////		Room, Equipment and Plant Hygiene						
4.a.3.3 SPOT	1	////		Ground Clearance						
4.a.3.4 SPOT	1	////		Stock Management						
4.a.3.5 SPOT	1	////	D=K.O.	Temperature Recording and Monitoring						
4.a.3.6 SPOT	1	////	D=K.O.	Best-before date/Use-by date						
4.a.4 Frozen storage rooms										
4.a.4.1	1	////		Technical/Structural condition					X	
4.a.4.2 SPOT	1	////		Room, Equipment and Plant Hygiene						
4.a.4.3 SPOT	1	////		Ground Clearance						
4.a.4.4 SPOT	1	////		Stock Management						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.a.4.5 SPOT	1	////	D=K.O.	Temperature Recording and Monitoring						
4.a.4.6 SPOT	1	////	D=K.O.	Best-before date						
4.b Storage - Additional requirements for meat/meat products										
4.b.6 Packaging/storage transfer										
4.b.6.1	1	////		Technical/structural condition					X	
4.b.6.2 SPOT	1	////		Room, equipment and plant hygiene						
4.b.6.3 SPOT	1	////		Ground clearance						
4.b.6.4 SPOT	1	////		Packaging material						
4.b.6.5	1	////	D=K.O.	Declaration of conformity/declaration of no objection					X	
4.b.6.6 SPOT	1	////	D=K.O.	Temperature recording and monitoring						
4.b.7 Freeze and thawing										
4.b.7.1	1	////		Technical/structural condition					X	
4.b.7.2 SPOT	1	////		Room, equipment and plant hygiene						
4.b.7.3 SPOT	1	////		Clear floor area						
4.b.7.4	1	////		Process control					X	
4.c Storage - Additional requirements fruit, vegetables, potatoes										
4.c.2 Storage										

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.c.2.6	1	////		Prerequisites for Maintaining Quality					X	
4.c.3 Cold storage rooms										
4.c.3.7	1	////		Prerequisites for Maintaining Quality					X	
4.c.5 Product-Specific Criteria for the Storage of Potatoes (Long-term Storage)										
4.c.5.1	1	////		Suitability of Warehouse					X	
4.c.5.2	1	////		Suitability of the Equipment for Incoming and Outgoing Goods					X	
5.a Traceability and Origin of Goods										
5.a.1 Methods and Control of Traceability										
5.a.1.1	1	////	D=K.O.	Methods of Traceability					X	
5.a.1.2 SPOT	1	////	D=K.O.	Traceability Check *						
5.b Traceability and Origin of Goods - Additional requirements for meat/meat product										
5.b.1 Methods and control of traceability										
5.b.1.3 SPOT	1	////	D=K.O.	Separation and identification of QS produce/non-QS produce						

Company _____ Date :um: _____

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D	E	Comments/corrective action number
* = 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.										
b 2 Anforderungen FIAS										
b 2.1.1	1			Durchführung und Dokumentation der Eigenkontrolle					X	
b 2.1.2	1			Umsetzung eingeleiteter Maßnahmen aus der Eigenkontrolle					X	
b 2.1.3	1			Arbeitnehmervertretung					X	
b 2.1.4	1			Beschwerdeverfahren					X	
b 2.1.5	1			Einhaltung der ILO-Kernarbeitsnormen					X	
b 2.1.6	1			Arbeitnehmerinformation					X	
b 2.1.7	1			Arbeitsverträge/schriftlich fixierte Arbeitsbedingungen					X	
b 2.1.8	1			Regelmäßige Lohnzahlungen					X	
b 2.1.9	1			Arbeitsentgelt					X	
b 2.1.10	1			Beschäftigung von Kindern und Jugendlichen					X	
b 2.1.11	1			Pflichtschulausbildung					X	
b 2.1.12	1			Arbeitszeiterfassung					X	
b 2.1.13	1			Arbeits- und Ruhezeiten					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D	E	Comments/corrective action number
b 2.1.14	1			Pausen- und Bereitschaftsräume					X	
b 2.1.15	1			Umkleidemöglichkeiten					X	
b 2.1.16	1			Aufbewahrungsmöglichkei- ten					X	
b 2.1.17	1			Unterbringung der Arbeitskräfte					X	

Company _____ Date _____

Calculation of audit result

1. Balance of subtotals

Calculation	A	B	C	D	E
(1) Number of evaluations					
Sum of evaluations (excluding E evaluations)					

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

Proportion of C evaluations		(Number of C evaluations / sum of evaluations) * 100
Proportion of D evaluations		(Number of D evaluations / sum of evaluations) * 100
Proportion of C and D evaluations		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>*Status I: If the 5 % target is exceeded, status I will still be assigned if there are only 2 C-evaluations.</p> <p>**Status II: 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%		QS-Status I*		
		max. 10,0%	max. 3,0%	max. 10%	QS-Status II**		
		max. 20%	max. 10%	max. 20%	QS-Status III		
<table border="1"> <tr> <td>Number of K.O.</td> <td></td> </tr> </table>		Number of K.O.		<p>Percentages exceeded</p> <p style="text-align: center;">Audit not passed.</p>			
Number of K.O.							
<p>K.O.</p>		<p style="text-align: center;">Audit not passed.</p>					
<p>General K.O./ repeated D evaluation</p>						<p style="text-align: center;">Audit not passed.</p>	

Company: _____ Date: _____

Preliminary result working and social conditions

1. Calculation of final audit result (FAR) working and social conditions

Evaluation	Number	Points per evaluation	Total number of evaluations multiplied by points
A (completely fulfilled)		100	
B (almost completely fulfilled)		75	
C (partially fulfilled)		50	
D (not fulfilled)		0	0
E (not applicable)		0	0
Number of evaluations (A-D)	$\Sigma (1) =$	Sum of all products	$\Sigma (2) =$
Sum of all products divided by number of evaluations (excluding E evaluations) Final audit result = $\Sigma (2) / \Sigma (1)$		Final audit result of 100	

2. Preliminary audit result

Audit result	
Score achieved $\geq 70\%$	Passed
Score achieved $< 70\%$	Failed
K.O. evaluation	Failed
General K.O./ Repeated D evaluation	Failed

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.

Note: The correction deadline is a maximum of 28 days for all FIAS requirements and the documentation requirements: 2.1.1, 2.1.2, 3.4.1, 3.5.1 and 3.9.5 (only valid for production, food retail, QS-GAP and FIAS!)

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

Serial no.	Implemented	Not implemented	Comments (if any)	Date
1				