

### Audit checklist Wholesale 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 - Wholesale meat and meat products**

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 - Wholesale meat and meat products**

Production scope		Production number
	Meat wholesale	80
	Central warehouse (meat and meat products)	61

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			Premises and Access Regulations						
2.1.6	1			Monitoring of test equipment						
2.1.7	1		<b>D=K.O.</b>	Conducting self-assessments						
2.1.8	1			Completion of corrective actions in the case of nonconformity						
2.1.9	1			Food safety culture						
2.1.10	1			Commissioning of logistics companies/subcontractors						
<p><b>2.2 HACCP</b></p>										

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.2.1	1		<b>D=K.O.</b>	HACCP concept *						
2.2.2	1			HACCP-team						
2.2.3	1			Product description						
2.2.4	1			Flow chart						
2.2.5	1			Hazard analysis						
2.2.6	1			Critical control points (CCP)						
2.2.7	1			Limit values for CCP						
2.2.8	1			Monitoring and verification of limit values for CCP						
2.2.9	1			Corrective actions for CCP						
2.2.10	1			Responsibilities						
2.2.11	1			Records						
2.2.12	1			HACCP verification						
<b>2.3 Good manufacturing and hygiene practice</b>										
2.3.1	1			Water quality						
2.3.2	1			Cleaning and disinfection						
2.3.3	1			Pest monitoring/control *						

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.3.4	1			Foreign matter management						
2.3.5	1		<b>D=K.O.</b>	Risk of contamination						
2.3.6	1			Specifications *						
<b>2.4 Technical/structural condition</b>										
<b>2.5 Premises, facility and device hygiene</b>										
<b>2.6 Ground clearance</b>										
<b>2.7 Staff</b>										
2.7.1	1			General rules of conduct and staff hygiene						
2.7.2	1			Staff rooms and sanitary facilities						
2.7.3	1			Hygiene sluice						
<b>2.8 Training of staff</b>										
2.8.1	1		<b>D=K.O.</b>	Hygiene training/Protection against Infection Act						
2.8.2	1			Information on the QS scheme						
<b>3 Process-specific requirements</b>										
<b>3.1 Incoming goods</b>										
3.1.1	1			Technical/structural condition						

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.1.2	1			Premises, facility and device hygiene						
3.1.3	1			Ground clearance						
3.1.4	1			Order and organisation						
3.1.5	1			Transport vehicles delivery						
3.1.6	1			Incoming goods inspection *						
3.1.7	1		<b>D=K.O.</b>	Labelling of purchased QS goods*						
3.1.8	1		<b>D=K.O.</b>	Product temperature						
3.1.9	1		<b>D=K.O.</b>	Returns management						
3.1.10	1			Claims and objections						
<b>3.2 Storage</b>										
3.2.1	1			Technical/structural condition						
3.2.2	1			Premises, facility and device hygiene						
3.2.3	1			Ground clearance						
3.2.4	1			Storage management						
3.2.5	1			Best-before date						
<b>3.3 Cold storage rooms</b>										

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.3.1	1			Technical/structural condition						
3.3.2	1			Premises, facility and device hygiene						
3.3.3	1			Ground clearance						
3.3.4	1			Storage management						
3.3.5	1		<b>D=K.O.</b>	Temperature recording and monitoring *						
3.3.6	1		<b>D=K.O.</b>	Best-before date/use-by date						
3.3.7	1			Species-specific product separation						
<b>3.4 Frozen storage rooms</b>										
3.4.1	1			Technical/structural condition						
3.4.2	1			Premises, facility and device hygiene						
3.4.3	1			Ground clearance						
3.4.4	1			Storage management						
3.4.5	1		<b>D=K.O.</b>	Temperature recording and monitoring *						
3.4.6	1		<b>D=K.O.</b>	Best-before date						
<b>3.5 Packaging/redistribution</b>										
3.5.1	1			Technical/structural condition						

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.5.2	1			Premises, facility and device hygiene						
3.5.3	1			Ground clearance						
3.5.4	1			Storage of packaged goods						
3.5.5	1			Storage/transport containers for products						
3.5.6	1		<b>D=K.O.</b>	Temperature recording and monitoring *						
3.5.7	1			Packaging material						
3.5.8	1		<b>D=K.O.</b>	Declaration of conformity/declaration of no objection						
3.5.9	1		<b>D=K.O.</b>	Product labelling meat/meat products						
<b>3.6 Order picking, outgoing goods/shipping</b>										
3.6.1	1			Technical/structural condition						
3.6.2	1			Premises, facility and device hygiene						
3.6.3	1			Ground clearance						
3.6.4	1			Order and organisation						
3.6.5	1		<b>D=K.O.</b>	Outgoing goods inspection						
3.6.6	1		<b>D=K.O.</b>	Labelling of marketed QS goods *						
3.6.7	1		<b>D=K.O.</b>	Product temperature						

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<b>3.7 Other Business Premises</b>										
3.7.1	1			Packaging material storage						
3.7.2	1			3.7.2 Cleaning product and disinfectant Storage						
3.7.3	1			Disposal logistics						
3.7.4	1			Sink area						
<b>3.8 Transport/Logistics</b>										
3.8.1	1			Product-compliant transport						
3.8.2	1			transport hygiene						
3.8.3	1		<b>D=K.O.</b>	Temperature control						
3.8.4	1			Ground clearance						
<b>3.9 Freezing and thawing</b>										
3.9.1	1			Technical/structural condition						
3.9.2	1			Premises, facility and device hygiene						
3.9.3	1			Ground clearance						
3.9.4	1			Process control						
<b>4 Traceability and origin of goods</b>										

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<b>4.1 Methods and control of traceability</b>										
4.1.1	1		<b>D=K.O.</b>	Traceability method						
4.1.2	1		<b>D=K.O.</b>	Separation and identification of QS goodse/non-QS goods						
4.1.3	1		<b>D=K.O.</b>	Traceability check*						
4.1.4	1		<b>D=K.O.</b>	Reconciliation of incoming goods with outgoing goods *						
4.1.5	1		<b>D=K.O.</b>	Check on QS eligibility of delivery						

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>
	Percentages exceeded	<b>Audit not passed.</b>			
<b>Number of K.O.</b>	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

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