

Audit checklist Pet food

Audit details				
Scheme participant				
QS locations audited				
Additional location information, e.g. coordinator 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				
Preliminary audit result			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 - Pet Food

Name of company	
Street and house number	
Postal code and town	
Telephone/fax number	
Email address	
Registered production scope no.	
QS location number	
QS identification number	
Name of person responsible	

Scope - Pet Food

Production scope		Production number
	Transport (raw material pet food)	501
	Storage (raw material pet food)	505
	Processing plant (raw material pet food)	510
	Pet food plant	515
	Wholesale (pet food)	520
	Private labelling (pet food)	525
	Broker (pet food)	530

Company _____

Date _____

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	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. # = In case of a nonconformity the corrective action for this criterion has to take place within 28 days (only valid for production, food retail, OS-GAP and FIAS!) .										
2. General requirements										
2.1 General scheme requirements										
2.1.1	1			General business data*						
2.1.2	1		D=K.O.	Official registration and authorisation						
2.1.3	1			Incident and crisis management						
3. Good manufacturing and hygiene practices, management systems										
3.1 Quality management system (QM system)										
3.1.1	1			Establishment of a quality management system						
3.2 HACCP system and self-assessments										
3.2.1	1		D=K.O.	HACCP system*						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.2.2	1			HACCP team						
3.2.3	1			Product description						
3.2.4	1			Flow charts						
3.2.5	1			Hazard analysis						
3.2.6	1			Critical Control Points (CCP)*						
3.2.7	1			Limit values for CCP						
3.2.8	1			Monitoring and verification of limit values for CCP						
3.2.9	1			Corrective actions for CCP						
3.2.10	1			Responsibilities						
3.2.11	1			Documentations/Records						
3.2.12	1			HACCP verification						
3.2.13	1			Self-assessments*						
3.3 Good hygiene and manufacturing practice										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.3.1	1			Water quality						
3.3.2	1			Cleaning and disinfection						
3.3.3	1			Pest monitoring/control*						
3.3.4	1		D=K.O.	Control of defective products and services*						
3.3.5	1			Contamination						
3.3.6	1			Foreign body management						
3.3.7	1		D=K.O.	Use of glass and other fragile material						
3.3.8	1			Production release*						
3.3.9	1		D=K.O.	Waste management and disposal logistics						
3.3.10	1			Maintenance and repair/maintenance programmes						
3.3.11	1			Calibration						
3.4 Staff										
3.4.1	1			Premises and access regulations						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.4.2	1			General rules of conduct and staff hygiene						
3.4.3	1			Staff rooms and sanitary facilities						
3.4.4	1		D=K.O.	Hygiene sluice						
3.5 Staff training										
3.5.1	1		D=K.O.	Hygiene trainings*						
3.5.2	1			Information about the QS scheme						
3.6 Technical/structural condition										
3.7 Premises, facility and device hygiene										
4. Specific product requirements for petfood (raw material and final product)										
4.1 Requirements for raw materials										
4.1.1	1			Raw material for processed pet food and for dogchews						
4.1.2	1			Requirements for processed animal protein and other derived products						
4.2 Specific requirements for product groups										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.2.1	1			Processed petfood in tins and other containers						
4.2.2	1			Dry food and snacks (incl. semi-moist)						
4.2.3	1			Chews						
4.2.4	1			Raw pet food						
4.2.5	1			Specific requirements for flavour enhancing meat extracts for the production of petfood						
4.2.6	1			Use of technological additives (processing aids)						
4.2.7	1			Further processing of intermediate and final products, rework (including breakage)						
5. Supplier management, purchasing and specification										
5.1 Recipes/Specifications										
5.1.1	1		D=K.O.	Recipes/Product specifications						
5.1.2	1			Product Labelling						
5.1.3	1			Conformity Packaging materials						
5.2 Supplier management										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5.2.1	1			Supplier selection and evaluation						
5.2.2	1			Outsourced processes						
6. Transport and carriage of animal by-products										
6.1 Requirements for transport and carriage										
6.1.1	1			Vehicles and containers						
6.1.2	1			Temperature monitoring system*						
6.1.3	1			Identification and labelling*						
6.1.4	1			Transport vehicle washing facilities						
6.1.5	1			Cleaning and disinfection						
7. Incoming and outgoing goods, warehousing										
7.1 Incoming goods and outgoing goods										
7.1.1	1			Technical/structural condition						
7.1.2	1			Premises, facility and device hygiene						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
7.1.3	1			Organisation and workflows						
7.1.4	1		D=K.O.	Incoming goods inspection*						
7.1.5	1		D=K.O.	Product temperature						
7.2 Picking, outgoing goods/shipping										
7.2.1	1		D=K.O.	Outgoing goods inspection						
7.2.2	1		D=K.O.	Product temperature						
7.3 Storage										
7.3.1	1			Technical/structural condition						
7.3.2	1			Premises, facility and device hygiene						
7.3.3	1			Storage of packed goods						
7.3.4	1			Storage/transport containers of the goods						
7.4 Storage management										
7.5 Cold storage rooms										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
7.5.1	1			Technical/structural condition						
7.5.2	1			Premises, facility and device hygiene						
7.5.3	1		D=K.O.	Temperature recording and monitoring*						
7.5.4	1		D=K.O.	Storage management						
7.5.5	1			Storage of raw materials, semi-finished goods and final products						
7.6 Deep-freeze facility										
7.6.1	1			Technical/structural condition						
7.6.2	1			Premises, facility and device hygiene						
7.6.3	1		D=K.O.	Storage management						
7.6.4	1		D=K.O.	Temperature recording and monitoring*						
7.7 Freezing and thawing										
7.7.1	1			Technical/structural condition						
7.7.2	1			Premises, facility and device hygiene						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
7.7.3	1			Process control						
7.8 Dry storage										
7.8.1	1			Storage of dry materials						
7.9 Cleaning areas										
7.9.1	1			Washrooms						
7.9.2	1			Detergent and disinfectant store						
8. Requirements for the production processes										
8.1 Preparation processes										
8.1.1	1			Technical/structural condition						
8.1.2	1			Premises, facility and device hygiene						
8.1.3	1			Order and organisation						
8.2 Mixing										
8.2.1	1			Technical/structural condition						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
8.2.2	1			Premises, facility and device hygiene						
8.2.3	1		D=K.O.	Order and organisation						
8.3 Cutting, mincing and separation processes										
8.3.1	1			Technical/structural condition						
8.3.2	1			Premises, facility and device hygiene						
8.3.3	1		D=K.O.	Order and organisation						
8.4 Batch processing										
8.4.1	1			Technical/structural condition						
8.4.2	1			Premises, facility and device hygiene						
8.4.3	1			Order and organisation						
8.5 Heating processes										
8.5.1	1			Technical/structural condition						
8.5.2	1			Premises, facility and device hygiene						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
8.5.3	1			Order and organisation						
8.5.4	1		D=K.O.	Registration of heating and cooking temperature*						
8.5.5	1			Cooling down						
8.6 Canning										
8.6.1	1			Technical/structural condition						
8.6.2	1			Premises, facility and device hygiene						
8.6.3	1			Order and organisation						
8.6.4	1			Cleaning and preparation of the containers						
8.6.5	1		D=K.O.	Pasteurisation/sterilisation temperature and time control registration*						
8.6.6	1			Cooling down						
8.7 Drying process										
8.7.1	1			Technical/structural condition						
8.7.2	1			Premises, facility and device hygiene						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
8.7.3	1			Order and organisation						
8.7.4	1		D=K.O.	Monitoring drying						
8.8 Wrapping and packaging										
8.8.1	1			Technical/structural condition						
8.8.2	1			Premises, facility and device hygiene						
8.8.3	1			Order and organisation						
8.8.4	1		D=K.O.	Packaging material						
8.8.5	1		D=K.O.	Final product inspection						
9. Traceability										
9.1 Ensuring traceability										
9.1.1	1		D=K.O.	Methods of traceability*						
9.1.2	1			Traceability check						
10. Requirements for wholesale (B2B)										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
10.1 Requirements for wholesalers/brokers/private labellers										
10.1.1	1		D=K.O.	Agreements with service providers*						
10.1.2	1			Packaging material						
10.1.3	1		D=K.O.	Labelling of purchased goods*						
10.1.4	1		D=K.O.	Labelling of marketed goods*						
10.1.5	1			Private labelling						
11. Requirements for retail (B2C) - central specifications and procedures										
11.1 General system requirements										
11.1.1	1			Self-monitoring concept *						
11.1.2	1			Document handling						
11.2 Guidelines for good manufacturing and hygiene practices										
11.2.1	1			Risk of contamination/management of foreign matters						
11.2.2	1			Temperature specifications and documentation *						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
11.2.3	1			Best-before date/Use-by date						
11.2.4	1			Cleaning and disinfection						
11.2.5	1			Technical/structural condition						
11.2.6	1			Pest monitoring and control *						
11.2.7	1			Monitoring of test equipment						
11.2.8	1			Water quality						
11.2.9	1			In-house production process						
11.2.10	1			Microbiological monitoring (in-house production)						
11.3 Specifications for Process Requirements										
11.3.1	1			Incoming goods inspection *						
11.3.2	1			Storage management						
11.4 Requirements of training, instructions and education										
11.4.1	1			Staff hygiene- general rules of conduct						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
11.4.2	1			Information about the QS scheme						
11.4.3	1		D=K.O.	Hygiene training						
11.5 Purchasing, traceability and labelling requirements										
11.5.1	1		D=K.O.	Methodology for traceability						
11.5.2	1		D=K.O.	Traceability check *						
11.5.3	1			Separation and identification of raw materials and end products from schemes						
12. Requirements for retail (B2C) - practical implementation in markets/branches										
12.1 General system requirements										
12.1.1	1			Operational data of the markets						
12.1.2	1			Self-monitoring concept *						
12.1.3	1			Handling of documents						
12.2 Good manufacturing and hygiene practice										
12.2.1	1			Technical/structural condition						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
12.2.2	1			Cleaning and disinfection						
12.2.3	1			Pest monitoring and control *						
12.2.4	1			Foreign matter management						
12.2.5	1			Staff hygiene - general rules of conduct						
12.2.6	1			Staff rooms						
12.2.7	1			Test equipment monitoring						
12.2.8	1		D=K.O.	Risk of contamination						
12.2.9	1		D=K.O.	Best-before date/Use-by date						
12.2.10	1			Premises, facility and device hygiene						
12.2.11	1			Water quality						
12.3 Staff training										
12.3.1	1			Information about the QS scheme						
12.3.2	1		D=K.O.	Hygiene training						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
12.4 Incoming goods										
12.4.1	1			Technical/structural condition						
12.4.2	1			Delivery vehicles						
12.4.3	1			Incoming goods inspection *						
12.4.4	1		D=K.O.	Compliance with temperature specifications *						
12.4.5	1		D=K.O.	Temperature documentation *						
12.5 Storage, refrigeration and deep-freeze rooms										
12.5.1	1			Technical/structural condition						
12.5.2	1			Premises, facility and device hygiene						
12.5.3	1			Storage management						
12.5.4	1		D=K.O.	Compliance with temperature specifications *						
12.5.5	1		D=K.O.	Temperature documentation *						
12.6 Packaging										

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
12.6.1	1			Storage of packaging material						
12.6.2	1		D=K.O.	Packaging material						
12.7 Specific requirements for the processing area (in-house production)										
12.7.1	1			Technical/structural condition						
12.7.2	1			Premises, facility and device hygiene						
12.7.3	1			Recipes/mixing instructions						
12.7.4	1		D=K.O.	Microbiological monitoring						
12.8 Sales area										
12.8.1	1			Technical/structural condition						
12.8.2	1			Premises, facility and device hygiene						
12.8.3	1			Order and organisation						
12.8.4	1			Operation area						
12.8.5	1		D=K.O.	Compliance with temperature specifications *						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
12.8.6	1		D=K.O.	Temperature documentation *						
12.9 Other parts of the plant and premises										
12.9.1	1			Disposal logistics						
12.9.2	1			Washing-up area						
12.9.3	1			Storage of detergents and disinfectants						
12.10 Traceability methodology and testing										
12.10.1	1		D=K.O.	Traceability verification *						
12.10.2	1		D=K.O.	Separation and identification of raw materials and end products from programmes						
13. Requirements for online trade (B2C)										
13.1 Online trade										
13.1.1	1			Product labelling for online trade					X	
13.2 Shipping/transport										
13.2.1	1			Product compliant transport					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
13.2.2	1			Hygiene during transport					X	
13.2.3	1		D=K.O.	Temperature control *					X	
13.2.4	1			Commissioning of transport companies					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
	Percentages exceeded	Audit not passed.			
	K.O.	Audit not passed.			
	General K.O./ repeated D evaluation	Audit not passed.			

Number of K.O.	
----------------	--

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 und 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				