Audit checklist Agriculture Hatchery (regular audit)

Audit details						
Scheme participant						
QS locations audited						
Additional location information, e.g. **inspected production scope**, 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						
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 - Hatchery

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

Scope - Hatchery

Production scope		**Production number**	**Pre -/hatch breeding capacity**
Production of day-old chicks			
	Hatchery broiler chicks	50	
	Hatchery turkey chicks	51	

Company _____ Date _____

Requirement 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, QS-GAP and FIAS!) .**										
2				**General Requirements**						
2.1				**General system requirements**						
2.1.1	1			General company data						
2.1.2	1			Incident and crisis management						
2.2				**Facility management**						
2.2.1	1			Document handling						
2.2.2	1			Outer area, production facilities						
2.2.3	1			Operational safety						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.3				**Internal self-assessment systems**						
2.3.1	1		**D=K.O.**	Salmonella monitoring						
2.3.2	1		**D=K.O.**	Further microbiological tests						
2.3.3	1			Implementation and documentation of the self-assessment						
2.3.4	1			Implementation of the measures from the self-assessment						
3				**Hygiene**						
3.1				**Operational hygiene**						
3.1.1	1			Hygiene concept						
3.1.2	1			Cleaning and disinfection						
3.1.3	1			Pest monitoring and control						
3.1.4	1			Rooms, equipment and facilities						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.2				**Other operating units and rooms**						
3.2.1	1			Crate/horde cleaning						
3.2.2	1			Cleaning and disinfectant storage						
3.2.3	1			Packaging material storage						
3.3				**Fleet**						
3.3.1	1			Cleaning and disinfecting livestock transporter vehicles						
3.4				**Staff hygiene**						
3.4.1	1			General rules of conduct						
3.4.2	1			Staff rooms						
3.4.3	1			Hygiene sluice						
3.4.4	1		**D=K.O.**	Hygiene training						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.5				**Waste disposal**						
3.5.1	1			Disposal logistics						
4				**Requirements of handling hatching eggs and chicks**						
4.1				**Animal welfare**						
4.1.1	1		**D=K.O.**	Animal welfare officer						
4.1.2	1		**D=K.O.**	Handling chicks						
4.1.3	1		**D=K.O.**	Animal welfare training						
4.1.4	1		**D=K.O.**	Early care of chicks						
4.1.5	1		**D=K.O.**	Beak treatment for turkey chicks						
4.1.6	1			Climatic conditions for chicks						
4.1.7	1		**D=K.O.**	Space allowance for transport containers						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.1.8	1		**D=K.O.**	Alarm system						
4.1.9	1		**D=K.O.**	Emergency power						
4.1.10	1			Temperature monitoring system for the transport of pre-hatched eggs						
4.2				**Animal health**						
4.2.1	1		**D=K.O.**	Chick examination *						
4.2.2	1		**D=K.O.**	Stunning/killing equipment *						
4.2.3	1		**D=K.O.**	Care contact with veterinarian						
4.2.4	1		**D=K.O.**	Medicines and vaccines						
4.3				**Brood storage and breeding process**						
4.3.1	1			Storage management of hatching eggs						
4.3.2	1		**D=K.O.**	Requirements of the hatching process						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5	**Purchasing, traceability, labelling, use of QS certification mark and goods separation**									
5.1	**Purchasing, traceability and labelling**									
5.1.1	1		**D=K.O.**	Identification of parent stock farms *						
5.1.2	1			Hatching egg access/Incoming goods inspection						
5.1.3	1		**D=K.O.**	Health monitoring program and salmonella status						
5.1.4	1		**D=K.O.**	Traceability *						
5.1.5	1		**D=K.O.**	Labelling and goods separation *						
5.2	**Outgoing goods inspection, complaint management**									
5.2.1	1			Inspection of livestock transport company						
5.2.2	1			Outgoing goods inspection *						
5.2.3	1			Complaint management						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5.3				**Use of certification mark**						
5.3.1	1		**D=K.O.**	Use of the QS certification mark						

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
	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.**			

***Status I:** If the 5 % target is exceeded, status I will still be assigned if there are only 2 C-evaluations.
****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

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 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.	Require-ment 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				