

Audit checklist Checklist Slaughtering/Deboning (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 - Slaughtering/deboning

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 - Slaughtering/deboning

Production scope		Production number
	Slaughtering beef, veal, pork	31
	Deboning beef, veal, pork	32
	Slaughtering poultry	34
	Deboning poultry	35
Tonnage per year		

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>										
<p>2 General requirements</p>										
<p>2.1 General scheme requirements</p>										
2.1.1	1			General business data					X	
2.1.2	1			Incident and crisis management					X	
2.1.3	1			Disaster concept					X	
2.1.4	1			Food safety culture *					X	
2.1.5	1			Appointing service providers *					X	
<p>2.2 Microbiological Self-assessments and HACCP</p>										
2.2.1	1		D=K.O.	Conducting self-assessment					X	
2.2.2	1			Listeria monitoring *					X	
2.2.3	1			Document handling					X	
2.2.4	1		D=K.O.	HACCP Concept/Food safety management systems					X	
2.2.5	1			HACCP team					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.2.6	1			Product description					X	
2.2.7	1			Flow chart					X	
2.2.8	1			Hazard analysis					X	
2.2.9	1			Critical Control Points (CCP) *					X	
2.2.10	1			Limit values for CCP					X	
2.2.11	1			Monitoring and verification of limit values for CCP					X	
2.2.12	1			Corrective actions for CCP					X	
2.2.13	1			Responsibilities					X	
2.2.14	1			Documentation					X	
2.2.15	1			HACCP verification					X	
2.3 Good manufacturing and hygiene practice										
2.3.1	1			Water quality *					X	
2.3.2	1			Development of cleaning and disinfection plans					X	
2.3.3	1			Microbiological control of cleaning and disinfection measures					X	
2.3.4 SPOT	1			Foreign matter management *					X	
2.3.5	1			Production release *					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.3.6	1			Pest monitoring/control					X	
2.3.7	1			Maintenance and repairs					X	
2.3.8	1			Monitoring of Test Equipment					X	
2.3.9 SPOT	1		D=K.O.	Contamination *						
2.3.10	1			Allergen Management					X	
2.3.11	1			Species-specific product separation					X	
2.3.12 SPOT	1			Organisation of hygiene zones						
2.4 Technical/structural condition										
2.5 Premises, facility and device hygiene										
2.6 Ground clearance										
2.7 Staff										
2.7.1 SPOT	1			General rules of conduct and Staff hygiene						
2.7.2 SPOT	1			Premises and Access Regulations						
2.7.3 SPOT	1			Staff rooms and sanitary facilities						
2.7.4 SPOT	1		D=K.O.	Hygiene sluice						
2.8 Training of staff										

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.8.1	1		D=K.O.	Hygiene training/Protection against Infection Act					X	
2.8.2	1			Information on the QS scheme					X	
3 Animal welfare										
3.1 General requirements										
3.1.1 SPOT	1		D=K.O.	Animal welfare officer						
3.1.2	1			Standard work instructions					X	
3.1.3	1			Employee competence *					X	
3.1.4 SPOT	1		D=K.O.	Livestock handling						
3.2 Animal welfare in the shed/sty area										
3.2.1 SPOT	1			Water dispensers feeding and bedding						
3.2.2 SPOT	1			Climatic conditions						
3.2.3 SPOT	1			Sprinkler system						
3.2.4 SPOT	1			Pen allocation						
3.3 Animal Welfare in the stunning area										
3.3.1 SPOT	1			Stunning system *						
3.3.2 SPOT	1			Driving animals to the stunning area *						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.3.3 SPOT	1		D=K.O.	Effective stunning *						
3.3.4 SPOT	1			Re-stunning *						
4 Slaughter requirements										
4.1 Livestock transport monitoring - transport practice										
4.1.1	1		D=K.O.	Verification animal transporter					X	
4.1.2 SPOT	1			Delivery						
4.1.3 SPOT	1		D=K.O.	Verifying the indication of origin and delivery authorization of QS livestock owners						
4.2 Ramp area, shed/shy, waiting area										
4.2.1 SPOT	1			Unloading facilities						
4.2.2 SPOT	1			Separating animals out						
4.2.3	1			Technical/structural condition					X	
4.2.4 SPOT	1			Premises, facility and device hygiene						
4.3 Slaughter process										
4.3.1 SPOT	1			Shackling and hoisting						
4.3.2 SPOT	1			Bleeding						
4.3.3 SPOT	1			Skinning/bristle removal/plucking						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.3.4 SPOT	1			Removal of stomach and chest organs						
4.3.5 SPOT	1			Carcass splitting						
4.3.6 SPOT	1		D=K.O.	Sluice option						
4.3.7 SPOT	1			Post-processing line						
4.3.8 SPOT	1			Technical/structural condition						
4.3.9 SPOT	1			Premises, facility and device hygiene						
4.3.10 SPOT	1			Ground clearance						
4.3.11 SPOT	1		D=K.O.	Organisation and workflows						
4.3.12 SPOT	1			Blade hygiene						
4.3.13 SPOT	1			Climatic conditions						
4.3.14	1		D=K.O.	Diagnostic data pig *					X	
4.3.15	1		D=K.O.	Diagnostic data cattle *					X	
4.3.16	1		D=K.O.	Diagnostic data poultry *					X	
4.3.17	1		D=K.O.	Salmonella monitoring *					X	
4.3.18	1			Logistical slaughtering of salmonella-positive herds (poultry)					X	
4.3.19	1			Taint detection					X	

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.4 Cold storage (carcasses)										
4.4.1 SPOT	1			Technical/structural condition						
4.4.2 SPOT	1			Premises, facility and device hygiene						
4.4.3 SPOT	1			Ground clearance						
4.4.4	1			Storage management					X	
4.4.5 SPOT	1		D=K.O.	Temperature recording and monitoring after slaughter						
4.4.6 SPOT	1			Quartering cattle						
5 Requirements for deboning										
5.1 Deboning										
5.1.1 SPOT	1			Technical/structural condition						
5.1.2 SPOT	1			Premises, facility and device hygiene						
5.1.3 SPOT	1			Ground clearance						
5.1.4 SPOT	1		D=K.O.	Organisation and workflow						
5.1.5 SPOT	1			Handling of non- conforming products						
5.1.6 SPOT	1		D=K.O.	Temperature recording and monitoring *						
5.2 Cutting, portioning and minced meat production										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5.2.1 SPOT	1			Technical/structural condition						
5.2.2 SPOT	1			Premises, facility and device hygiene						
5.2.3 SPOT	1			Ground clearance						
5.2.4 SPOT	1		D=K.O.	Organistaion and workflows						
5.2.5 SPOT	1		D=K.O.	Temperature recording and monitoring						
5.2.6	1		D=K.O.	Raw material selection minced meat					X	
5.3 Labelling and packaging										
5.3.1 SPOT	1			Technical/structural condition						
5.3.2 SPOT	1			Premises, facility and device hygiene						
5.3.3	1		D=K.O.	Packaging material *					X	
5.3.4 SPOT	1		D=K.O.	Final product inspection						
5.3.5	1		D=K.O.	Product labelling *					X	
5.3.6	1		D=K.O.	Recipes/specifications *					X	
5.4 Meat cold storage (packaged goods)										
5.4.1 SPOT	1			Technical/structural condition						
5.4.2 SPOT	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
5.4.3 SPOT	1			Ground clearance						
5.4.4 SPOT	1			Storage management						
5.4.5 SPOT	1		D=K.O.	Temperature recording and monitoring						
5.5 Deep-freeze facility										
5.5.1 SPOT	1			Technical/structural condition						
5.5.2 SPOT	1			Premises, facility and device hygiene						
5.5.3 SPOT	1			Ground clearance						
5.5.4 SPOT	1			Storage management						
5.5.5 SPOT	1		D=K.O.	Temperature recording and monitoring						
6 Additional production departements and facilities										
6.1 Cleaning areas and material storage										
6.1.1 SPOT	1			Container washing						
6.1.2 SPOT	1			Packaging material storage						
6.1.3 SPOT	1			Cleaning product and disinfection storage						
6.1.4 SPOT	1		D=K.O.	Spice storage *						
6.2 Disposal										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
6.2.1 SPOT	1			Disposal logistics						
6.2.2 SPOT	1			Disposal area						
6.2.3 SPOT	1		D=K.O.	Slaughter by-products and risk material						
6.3 Vehicle fleet										
6.3.1 SPOT	1			Transport vehicle washing facilities						
6.3.2	1			Cleaning and disinfection					X	
6.3.3 SPOT	1			Temperature monitoring system						
7 Procurement, traceability, labelling, use of the certification mark and goods separation										
7.1 Incoming and outgoing goods										
7.1.1 SPOT	1			Technical/structural condition						
7.1.2 SPOT	1			Premises, facility and device hygiene						
7.1.3 SPOT	1			Ground clearance						
7.1.4 SPOT	1		D=K.O.	Incoming goods inspection						
7.1.5 SPOT	1		D=K.O.	Outgoing goods inspection						
7.1.6	1		D=K.O.	Returns management					X	
7.1.7	1			Claims and complaints					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
7.2 Labelling and use of QS certification mark										
7.2.1 SPOT	1		D=K.O.	Labelling of marketed QS goods *						
7.2.2	1			Use of QS certification mark *					X	
7.3 Traceability and origin of goods										
7.3.1	1		D=K.O.	Traceability method					X	
7.3.2	1		D=K.O.	Traceability check *					X	
7.3.3	1		D=K.O.	Quantity comparison					X	
7.3.4 SPOT	1		D=K.O.	QS Eligibility of delivery check						
7.4 Goods separation										
7.4.1 SPOT	1		D=K.O.	Separation and identification of QS /non-QS products *						
D 1 Add-on module Convenience										
D 2.1 General scheme requirements										
D 2.1.1	1			Use of the QS certification mark					X	
D 2.2 Good Manufacturing and hygiene practice										
D 2.2.1	1		D=K.O.	Recipes/specifications					X	
D 2.3 Technical/structural condition										

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
D 2.4 Premises, facility and device hygiene										
D 2.5 Ground Clearance										
D 3.1 Requirements for the production process										
D 3.1.1	1			Best-before date/use-by date					X	
D 4.1 Silo storage										
D 4.1.1 SPOT	1			Silo storage					X	
D 4.1.2 SPOT	1			Technical/structural condition					X	
D 4.1.3 SPOT	1			Premises, facility and device hygiene					X	
D 5.1 Tank storage										
D 5.1.1 SPOT	1			Tank storage					X	
D 5.1.2 SPOT	1			Technical/structural condition					X	
D 5.1.3 SPOT	1			Premises, facility and device hygiene					X	
D 6.1 Preparation and processing procedures										
D 6.1.1 SPOT	1			Technical/structural condition					X	
D 6.1.2 SPOT	1			Premises, facility and device hygiene					X	
D 6.1.3 SPOT	1			Ground clearance					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
D 6.1.4 SPOT	1			Organisation and workflows					X	
D 7.1 Processing of semi-finished products, partial products, components										
D 7.1.1 SPOT	1			Technical/structural condition					X	
D 7.1.2 SPOT	1			Premises, facility and device hygiene					X	
D 7.1.3 SPOT	1			Ground clearance					X	
D 7.1.4 SPOT	1			Organisation and workflows					X	
D 8.1 Further processing										
D 8.1.1 SPOT	1			Technical/structural condition					X	
D 8.1.2 SPOT	1			Premises, facility and device hygiene					X	
D 8.1.3 SPOT	1			Ground clearance					X	
D 8.1.4 SPOT	1			Organisation and workflows					X	
I. VLOG-Additional Module										
I. 1 Requirement (only relevant for locations registered for VLOG- Additional Module)										
I. 1.1	0			Requirement "Ohne Gentechnik"					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
Number of K.O.	K.O.	Audit not passed.		
	General K.O./ repeated D evaluation	Audit not passed.		

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				