

Audit checklist Combined checklist wholesale meat / meat products and fruits, vegetables, potatoes(Spotaudit)

Audit details			
Scheme participant			
QS locations audited			
Additional location information, e.g. 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 - 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 details - Wholesale fruit, vegetables, potatoes

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

Scope - Wholesale fruit, vegetables, potatoes

Production scope		Production number
	Wholesale fruit, vegetables, potatoes (first-line merchant)	81
	Wholesale fruit, vegetables, potatoes (trading partner)	82

Company details - Wholesale fruit, vegetables, potatoes and preparation

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

Scope - Wholesale fruit, vegetables, potatoes and preparation

Production scope		Production number
	Food retail warehouse meat and fruit, vegetables, potatoes	86

Company _____

Date _____

Requirement 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 and QS-GAP and FIAS!) .</p>										
a Cross-product requirements										
a 2 General requirements										
a 2.1 General scheme requirements										
a 2.1.1	1	,		General business data					X	
a 2.1.2	1	,		Use of the QS certification mark					X	
a 2.1.3	1	,		Incident and crisis management					X	
a 2.1.4	1	,		Handling of documents					X	
a 2.1.5 SPOT	1	,		Company Premises and Access Regulations						
a 2.1.6	1	,		Monitoring of test equipment					X	
a 2.1.7	1	,	D=K.O.	Conducting Self-Assessments					X	
a 2.1.8	1	,		Completion of corrective actions in the case of nonconformity					X	
a 2.1.9	1	,		Food safety culture					X	
a 2.1.10	1	,		Commissioning of Logistics Companies/Subcontractors					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 2.2 HACCP										
a 2.2.1	1	,	D=K.O.	HACCP concept *					X	
a 2.2.2	1	,		HACCP team					X	
a 2.2.3	1	,		Product description					X	
a 2.2.4	1	,		Flow chart					X	
a 2.2.5	1	,		Hazard analysis					X	
a 2.2.6	1	,		Critical control points (CCP)					X	
a 2.2.8	1	,		Limit values for CCP					X	
a 2.2.8	1	,		Monitoring and verification of limit values for CCP					X	
a 2.2.9	1	,		Corrective actions for CCP					X	
a 2.2.10	1	,		Responsibilities					X	
a 2.2.11	1	,		Records					X	
a 2.2.12	1	,		HACCP verification					X	
a 2.3 Good manufacturing and hygiene practice										
a 2.3.1	1	,		Water quality					X	
a 2.3.2	1	,		Cleaning and disinfection					X	

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 2.3.3 SPOT	1	,		Pest control						
a 2.3.4 SPOT	1	,		Foreign substance management						
a 2.3.5 SPOT	1	,	D=K.O.	Risk of contamination *						
a 2.4 Technical/structural condition										
a 2.5 Room, equipment and plant hygiene										
a 2.6 Ground clearance										
a 2.7 Staff hygiene										
a 2.7.1 SPOT	1	,		General rules of conduct						
a 2.7.2	1	,		Staff rooms and sanitary facilities					X	
a 2.8 Training of staff										
a 2.8.1	1	,	D=K.O.	Hygiene training/Protection against Infection Act					X	
a 2.8.2	1	,		Information on the QS Scheme					X	
a 3 Process-specific requirements										
a 3.1 Incoming goods										
a 3.1.1	1	,		Technical/structural condition *					X	
a 3.1.2 SPOT	1	,		Room, equipment and plant hygiene						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.1.3 SPOT	1	,		Ground clearance						
a 3.1.4 SPOT	1	,		Order and organisation						
a 3.1.5 SPOT	1	,		Transport vehicles delivery						
a 3.1.6 SPOT	1	,		Incoming goods inspection *						
a 3.1.7 SPOT	1	,	D=K.O.	Labelling of purchased QS produce *						
a 3.1.8 SPOT	1	,	D=K.O.	Product temperature						
a 3.1.9	1	,	D=K.O.	Returns management					X	
a 3.1.10	1	,		Complaints management					X	
a 3.2 Storage										
a 3.2.1	1	,		Technical/structural condition					X	
a 3.2.2 SPOT	1	,		Room, equipment and plant hygiene						
a 3.2.3 SPOT	1	,		Ground clearance						
a 3.2.4 SPOT	1	,		Stock management						
a 3.2.5 SPOT	1	,		Best-before date						
a 3.3 Cold storage rooms										
a 3.3.1	1	,		Technical/structural condition					X	

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.3.2 SPOT	1	,		Room, equipment and plant hygiene						
a 3.3.3 SPOT	1	,		Ground clearance						
a 3.3.4 SPOT	1	,		Stock management						
a 3.3.5 SPOT	1	,	D=K.O.	Temperature recording and monitoring*						
a 3.3.6 SPOT	1	,	D=K.O.	Best-before date/use-by date						
a 3.4 Frozen storage rooms										
a 3.4.1	1	,		Technical/structural condition					X	
a 3.4.2 SPOT	1	,		Room, equipment and plant hygiene						
a 3.4.3 SPOT	1	,		Ground clearance						
a 3.4.4 SPOT	1	,		Stock management						
a 3.4.5 SPOT	1	,	D=K.O.	Temperature recording and monitoring *						
a 3.4.6 SPOT	1	,	D=K.O.	Best-before date						
a 3.5 Packaging/redistribution										
a 3.5.1	1	,		Technical/structural condition					X	
a 3.5.2 SPOT	1	,		Room, equipment and plant hygiene						
a 3.5.3 SPOT	1	,		Ground clearance						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.5.4 SPOT	1	,		Packaging material						
a 3.5.5	1	,	D=K.O.	Declaration of conformity/declaration of no objection *					X	
a 3.5.6 SPOT	1	,		Storage of packaged goods						
a 3.5.7	1	,		Storage/transport containers for products					X	
a 3.5.8 SPOT	1	,	D=K.O.	Temperature recording and monitoring *						
a 3.6 Order picking, outgoing goods/shipping										
a 3.6.1	1	,		Technical/structural condition					X	
a 3.6.2 SPOT	1	,		Room, equipment and plant hygiene						
a 3.6.3 SPOT	1	,		Ground clearance						
a 3.6.4 SPOT	1	,		Order and organisation						
a 3.6.5 SPOT	1	,	D=K.O.	Inspection of outgoing goods						
a 3.6.6 SPOT	1	,	D=K.O.	Labelling of marketed QS produce *						
a 3.6.7 SPOT	1	,	D=K.O.	Product temperature						
a 3.7 Other business premises										
a 3.7.1 SPOT	1	,		Packaging material storage						
a 3.7.2 SPOT	1	,		Storage of cleaning agents and disinfectants						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.7.3	1	,		Waste disposal logistics					X	
a 4 Traceability and origin of goods										
a 4.1 Methods and control of traceability										
a 4.1.1	1	,	D=K.O.	Methods of traceability					X	
a 4.1.2 SPOT	1	,	D=K.O.	Separation and identification of QS produce/non-QS produce						
a 4.1.3 SPOT	1	,	D=K.O.	Traceability check *						
a 4.1.4 SPOT	1	,	D=K.O.	Reconciliation of incoming goods with outgoing goods *						
a 4.1.5 SPOT	1	,	D=K.O.	Check on QS eligibility of delivery						
b Additional requirements for the product range meat and meat products										
b 2 General requirements										
b 2.1 General scheme requirements										
b 2.7 Staff hygiene										
b 2.7.3 SPOT	1	,		Hygiene sluice						
b 3 Process-specific requirements										
b 3.3 Cold storage rooms										
b 3.3.7	1	,		Species-specific product separation					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
b 3.5 Packaging/redistribution										
b 3.5.9 SPOT	1	,		D=K.O. Product labelling meat/meat products						
b 3.7 Other business premises										
b 3.7.4	1	,		Sink area					X	
b 3.8 Freezing and thawing										
b 3.8.1	1	,		Technical/structural condition					X	
b 3.8.2 SPOT	1	,		Room, equipment and plant hygiene						
b 3.8.3 SPOT	1	,		Ground clearance						
b 3.8.4	1	,		Process control					X	
c Additional requirements for the product range fruits, vegetables, potatoes										
c 2 General requirements										
c 2.8 Training of staff										
c 2.8.3	1	,		General training					X	
c 3 Process specific requirements										
c 3.1 Incoming goods										
c 3.1.11	1	,		Quality requirements *					X	

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
c 3.1.12	1	,		Hygiene requirements					X	
c 3.1.13	1	,		Product labelling fruit, vegetables, potatoes					X	
c 3.1.14 SPOT	1	,		Labelling of QS produce with an identification number						
c 3.2 Storage										
c 3.2.6 SPOT	1	,		Prerequisite for maintaining quality						
c 3.3 Cold storage rooms										
c 3.3.7 SPOT	1	,		Prerequisite for maintaining quality						
c 3.6 Order picking, outgoing goods/shipping										
c 3.6.8 SPOT	1	,		Product labelling fruit, vegetables, potatoes						
c 3.6.9 SPOT	1	,		Labelling of QS produce with an identification number						
c 3.8 Transport/Logistics										
c 3.8.1	1	,		Product-compliant Transport					X	
c 3.8.2 SPOT	1	,		Transport hygiene						
c 3.8.3	1	,	D=K.O.	Temperature control *					X	
c 3.8.4 SPOT	1	,		Ground clearance						
c 3.9 Treatment										

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
c 3.9.1	1	,		Treatment and Sorting					X	
c 3.9.2	1	,	D=K.O.	Post-Harvest Treatment and Sprout Suppressants *					X	
c 3.10 Product-Specific Criteria for the Storage of Potatoes										
c 3.10.1	1	,		Suitability of Warehouse					X	
c 3.10.2	1	,		Suitability of the Equipment for Incoming and Outgoing Goods					X	
c 3.10.3	1	,		Suitability of Preparation and Packaging Systems and Cleaning					X	
c 3.11 Residue monitoring										
c 3.11.1	1	,		Organisation of the residue monitoring					X	
c 3.11.2	1	,	D=K.O.	Implementation of the residue monitoring					X	
y 2 FIN - Nachhaltigkeitsmanagementsystem										
y 2.1 Allgemeine Anforderungen										
y 2.1.1	1			Anwendungsbereich des Nachhaltigkeitsmanagementsystems					X	
y 2.1.2	1			Selbstverpflichtung der Unternehmensleitung					X	
y 2.1.3	1			Nachhaltigkeitspolitik					X	
y 2.1.4	1			Nachhaltigkeitscheck					X	
y 2.1.5	1			Nachhaltigkeitsziele					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
y 2.2 Organisation										
y 2.2.1	1			Personelle Ressourcen					X	
y 2.2.2	1			Kommunikationsplan					X	
y 2.2.3	1			Nachhaltigkeit in der Lieferkette					X	
y 2.2.4	1			Neu- und Weiterentwicklung					X	
y 2.2.5	1			Ereignismanagement					X	
y 2.3 Monitoring und Verbesserung										
y 2.3.1	1			Interne Audits					X	
y 2.3.2	1			Managementbewertung					X	
z 1.0 Combined audit Chain of Custody										
z 1.1 SPOT	1			Combined audit Chain of Custody						

Company _____

Date: _____

Requirement 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.										
d 2 Anforderungen FIAS										
d 2.1.1	1			Durchführung und Dokumentation der Eigenkontrolle					X	
d 2.1.2	1			Umsetzung eingeleiteter Maßnahmen aus der Eigenkontrolle					X	
d 2.1.3	1			Arbeitnehmervertretung					X	
d 2.1.4	1			Beschwerdeverfahren						
d 2.1.5	1			Einhaltung der ILO-Kernarbeitsnormen						
d 2.1.6	1			Arbeitnehmerinformation						
d 2.1.7	1			Arbeitsverträge/schriftlich fixierte Arbeitsbedingungen						
d 2.1.8	1			Regelmäßige Lohnzahlungen						
d 2.1.9	1			Arbeitsentgelt						
d 2.1.10	1			Beschäftigung von Kindern und Jugendlichen					X	
d 2.1.11	1			Pflichtschulbildung					X	
d 2.1.12	1			Arbeitszeiterfassung						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D	E	Comments/corrective action number
d 2.1.13	1			Arbeit- und Ruhezeiten						
d 2.1.14 SPOT	1			Pausen- und Bereitschaftsräume						
d 2.1.15	1			Umkleidemöglichkeiten					X	
d 2.1.16	1			Aufbewahrungsmöglichkeiten					X	
d 2.1.17 SPOT	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 is only one C-evaluation. **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.			
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.

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!)

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				

Delivery note to be verified

Delivery note date	Delivery note number	Location	Inspected