



### Audit checklist Broker Meat and Meat Products (regular audit)

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
Random sample audit			
Audit of special purpose			
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



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### Company details - Broker meat and meat products

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	

### Scope - Broker meat and meat products

Production scope		Production number
	Broker (meat and meat products)	880



Company: \_\_\_\_\_

Date: \_\_\_\_\_

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<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.</b>										
<b>2 General requirements</b>										
<b>2.1 General scheme requirements</b>										
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			Handling of documents						
2.1.5	1			Commissioning of service providers						
<b>2.2 HACCP</b>										
2.2.1	1		<b>D=K.O.</b>	HACCP concept *						
2.2.2	1			Flow chart						
2.2.3	1			Hazard analysis						
2.2.4	1			HACCP verification						
<b>2.3 Staff training</b>										



Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.3.1	1			Information on the QS scheme						
<b>3 Process-specific requirements</b>										
<b>3.1 Incoming goods</b>										
3.1.1	1		<b>D=K.O.</b>	Labelling procured QS produce *						
3.1.2	1		<b>D=K.O.</b>	Returns management						
3.1.3	1			Complaints management						
<b>3.2 Packaging/storage transfer</b>										
3.2.1	1			Packaging material						
3.2.2	1		<b>D=K.O.</b>	Declaration of conformity/declaration of no objection						
<b>3.3 Picking, outgoing goods/dispatch</b>										
3.3.1	1		<b>D=K.O.</b>	Labelling of marketed QS produce *						
3.3.2	1		<b>D=K.O.</b>	Product temperature						
<b>4 Traceability and origin of goods</b>										
<b>4.1 Traceability method and inspection</b>										
4.1.1	1		<b>D=K.O.</b>	Traceability method						
4.1.2	1		<b>D=K.O.</b>	Traceability test *						



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Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.1.3	1		<b>D=K.O.</b>	Reconciliation of incoming produce with outgoing produce *						
4.1.4	1		<b>D=K.O.</b>	Check on eligibility of delivery into the QS scheme						



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 is only one C-evaluation.</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>
Number of K.O.	K.O.	<b>Audit not passed.</b>		
	General K.O./ repeated D evaluation	<b>Audit not passed.</b>		



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**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						
2						
3						
4						
5						
6						
7						
8						



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**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				
2				
3				
4				
5				
6				
7				
8				