

### Audit checklist Checklist Slaughtering/Deboning (Spotaudit)

Audit details			
Scheme participant			
QS locations audited			
Additional location information, e.g. coordinators or identification number			
Name of contact			
Spotaudit	<input checked="" type="checkbox"/>		
Random sample audit	<input type="checkbox"/>		
Audit of special purpose	<input type="checkbox"/>		
Parallel audit	<input type="checkbox"/>		
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			
<b>Preliminary audit results</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

### 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
<b>Tonnage per year</b>		

Company \_\_\_\_\_

Date \_\_\_\_\_

Require- ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<p><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. # = 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!) .</b></p>										
<b>2 General requirements</b>										
<b>2.1 General scheme requirements</b>										
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	
<b>2.2 Self-assessment and HACCP</b>										
2.2.1	1		<b>D=K.O.</b>	Conducting self-assessment					X	
2.2.2	1			Listeria monitoring *					X	
2.2.3	1			Document handling					X	
2.2.4	1		<b>D=K.O.</b>	HACCP-Konzept/Managementsysteme für					X	
2.2.5	1			HACCP-Team					X	

Requirement no.	Factor	Filter <sup>1</sup>		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 Point (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	
<b>2.3 Good manufacturing and hygiene practice</b>										
2.3.1	1			Water quality *					X	
2.3.2	1			Development of cleaning and disinfection plans					X	
2.3.3	1		<b>D=K.O.</b>	Microbiological control of cleaning and disinfection measures					X	
2.3.4 SPOT	1			Foreign matter management *						
2.3.5	1			Production release *					X	

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.3.6	1			Pest control					X	
2.3.7	1			Maintenance and repair					X	
2.3.8	1			Monitoring of Test Equipment					X	
2.3.9 SPOT	1		<b>D=K.O.</b>	Contamination *						
2.3.10	1			Allergen Management					X	
2.3.11	1			Species-specific product separation					X	
<b>2.4 Technical/structural condition</b>										
<b>2.5 Premises, facility and device hygiene</b>										
<b>2.6 Ground clearance</b>										
<b>2.7 Staff</b>										
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		<b>D=K.O.</b>	Hygiene sluice						
<b>2.8 Training of staff</b>										
2.8.1	1		<b>D=K.O.</b>	Hygiene training/Protection against Infection Act					X	

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.8.2	1			Information on the QS scheme					X	
<b>3 Animal welfare</b>										
<b>3.1 General requirements</b>										
3.1.1 SPOT	1		<b>D=K.O.</b>	Animal welfare officer						
3.1.2	1			Standard work instructions					X	
3.1.3	1			Employee competence *					X	
3.1.4 SPOT	1		<b>D=K.O.</b>	Livestock handling						
<b>3.2 Animal welfare in the shed/sty area</b>										
3.2.1 SPOT	1			Water dispensers feeding and bedding						
3.2.2 SPOT	1			Climate conditions						
3.2.3 SPOT	1			Sprinkler system						
3.2.4 SPOT	1			Crates allocation						
<b>3.3 Animal Welfare in the stunning area</b>										
3.3.1 SPOT	1			Stunning system *						
3.3.2 SPOT	1			Driving livestock to the stunning area *						
3.3.3 SPOT	1		<b>D=K.O.</b>	Effective stunning *						

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

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.3.5 SPOT	1			Carcass splitting						
4.3.6 SPOT	1		<b>D=K.O.</b>	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		<b>D=K.O.</b>	Organisation and workflows						
4.3.11 SPOT	1			Blade hygiene						
4.3.12 SPOT	1			Climate conditions						
4.3.13	1		<b>D=K.O.</b>	Diagnostic data pig *					X	
4.3.14	1		<b>D=K.O.</b>	Diagnostic data cattle *					X	
4.3.15	1		<b>D=K.O.</b>	Diagnostic data poultry *					X	
4.3.16	1		<b>D=K.O.</b>	Salmonella monitoring *					X	
4.3.17	1			Logistical slaughtering of salmonella-positive herds (poultry)					X	
4.3.18	1			Turkey slaughtering: participation in PAI monitoring					X	
4.3.19	1			Taint detection					X	
<b>4.4</b>	<b>Cold storage (carcasses)</b>									



Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
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	1		<b>D=K.O.</b>	Temperature recording and monitoring after slaughter					X	
4.4.6 SPOT	1			Quartering cattle						
<b>5 Requirements for deboning</b>										
<b>5.1 Deboning</b>										
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		<b>D=K.O.</b>	Organisation and workflow						
5.1.5 SPOT	1			Handling of non- conforming products						
5.1.6 SPOT	1		<b>D=K.O.</b>	Temperature recording and monitoring *						
<b>5.2 Cutting, portioning and minced meat production</b>										
5.2.1 SPOT	1			Technical/structural condition						

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5.2.2 SPOT	1			Premises, facility and device hygiene						
5.2.3 SPOT	1			Ground clearance						
5.2.4 SPOT	1		<b>D=K.O.</b>	Organistaion and workflows						
5.2.5	1		<b>D=K.O.</b>	Temperature recording and monitoring					X	
<b>5.3 Labelling and packaging</b>										
5.3.1 SPOT	1			Technical/structural condition						
5.3.2 SPOT	1			Premises, facility and device hygiene						
5.3.3	1		<b>D=K.O.</b>	Packaging material *					X	
5.3.4 SPOT	1		<b>D=K.O.</b>	Final product inspection						
5.3.5	1		<b>D=K.O.</b>	Product labelling					X	
5.3.6	1		<b>D=K.O.</b>	Recipes/specifications *					X	
5.3.7	1		<b>D=K.O.</b>	Final product sampling plans *					X	
<b>5.4 Meat cold storage (packaged goods)</b>										
5.4.1 SPOT	1			Technical/structural condition						
5.4.2 SPOT	1			Premises, facility and device hygiene						
5.4.3 SPOT	1			Ground clearance						

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5.4.4	1			Storage management					X	
5.4.5	1		<b>D=K.O.</b>	Temperature recording and monitoring					X	
<b>5.5 Deep-freeze facility</b>										
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	1			Storage management					X	
5.5.5	1		<b>D=K.O.</b>	Temperature recording and monitoring					X	
<b>6 Additional production departements and facilities</b>										
<b>6.1 Cleaning rooms and material storage</b>										
6.1.1 SPOT	1			Cleaning rooms						
6.1.2 SPOT	1			Packaging material storage						
6.1.3 SPOT	1			Cleaning product and disinfection storage						
6.1.4 SPOT	1		<b>D=K.O.</b>	Spice storage *						
<b>6.2 Disposal</b>										
6.2.1	1			Disposal logistics					X	

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
6.2.2 SPOT	1			Disposal area						
6.2.3 SPOT	1		<b>D=K.O.</b>	Slaughter by-products and risk material						
<b>6.3 Vehicle fleet</b>										
6.3.1	1			Transport vehicle washing facilities					X	
6.3.2	1			Cleaning and disinfection					X	
6.3.3 SPOT	1			Temperature monitoring system						
<b>7 Purchase, traceability, labelling, use of the certification mark and goods separation</b>										
<b>7.1 Incoming and outgoing goods</b>										
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		<b>D=K.O.</b>	Incoming goods inspection						
7.1.5 SPOT	1		<b>D=K.O.</b>	Outgoing goods inspection						
7.1.6	1		<b>D=K.O.</b>	Returns management					X	
7.1.7	1			Claims management					X	
<b>7.2 Labelling and use of certification mark</b>										

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
7.2.1 SPOT	1		<b>D=K.O.</b>	Labelling of marketed QS goods *						
7.2.2	1			Use of QS certification mark *					X	
<b>7.3 Traceability and origin of goods</b>										
7.3.1	1		<b>D=K.O.</b>	Traceability method					X	
7.3.2	1		<b>D=K.O.</b>	Traceability check *					X	
7.3.3	1		<b>D=K.O.</b>	Quantity comparison					X	
7.3.4 SPOT	1		<b>D=K.O.</b>	Eligibility of delivery check						
<b>7.4 Goods separation</b>										
7.4.1 SPOT	1		<b>D=K.O.</b>	Separation and identification of QS produce/non-QS produce *						
<b>D 1 Ad on Convenience</b>										
<b>D 2.1 General scheme requirements</b>										
D 2.1.1	1			Use of the QS certification mark					X	
<b>D 2.2 Good Manufacturing and hygiene practises</b>										
D 2.2.1	1		<b>D=K.O.</b>	Recipes/Spfications					X	
<b>D 2.3 Technical/structural condition</b>										
<b>D 2.4 Premises, facility and device hygiene</b>										

Require ment no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<b>D 2.5 Ground Clearence</b>										
<b>D 3.1 Requirements for the production process</b>										
D 3.1.1	1			Best-before date/use-by date					X	
<b>D 4.1 Silo storage</b>										
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	
<b>D 5.1 Tank storage</b>										
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	
<b>D 6.1 Preparation and Processing</b>										
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 clearence					X	
D 6.1.4 SPOT	1			. Organistaion and workflows					X	

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<b>D 7.1 Processing of semi-finished products, partial products, components</b>										
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 clearence					X	
D 7.1.4 SPOT	1			Ordnung und Organisation					X	
<b>D 8.1 Further processing</b>										
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 clearence					X	
D 8.1.4 SPOT	1			Organistaion and workflows					X	
<b>I. VLOG-Additional Module</b>										
<b>I. 1 Requirement (only relevant for locations registered for VLOG-Additional Module)</b>										
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					
<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. <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>
	Percentages exceeded	<b>Audit not passed.</b>			
<b>Number of K.O.</b>	K.O.	<b>Audit not passed.</b>			
	General K.O./ repeated D evaluation	<b>Audit not passed.</b>			



**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				