

Audit checklist Processing 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	<input type="checkbox"/>	Follow-up audit	<input type="checkbox"/>
Unannounced regular audit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Parallel audit	<input type="checkbox"/>			
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)	<input type="checkbox"/>			
Certification body				
First name/surname of auditor				
Repeated D evaluation/general K.O.	<input type="checkbox"/>	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 - Processing meat and meat products

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 - Processing meat and meat products

Production scope		Production number
	Cutting	41
	Processing	42

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 scheme requirements										
2.1.1	1			General business data						
2.1.2	1			Incident and crisis management						
2.1.3	1			Disaster concept						
2.1.4	1			Food Safety Culture *						
2.1.5	1			Appointing of service providers						
2.2 Microbiological Self-assessments and HACCP										
2.2.1	1		D=K.O.	Conducting self-assessments						
2.2.2	1			Completion of corrective actions in the case of nonconformity						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.2.3	1			Listeria monitoring *						
2.2.4	1			Document handling						
2.2.5	1		D=K.O.	HACCP concept / Food safety management systems *						
2.2.6	1			HACCP team						
2.2.7	1			Product description						
2.2.8	1			Flow chart						
2.2.9	1			Hazard analysis						
2.2.10	1			Critical control points (CCP) *						
2.2.11	1			Limit values for CCP						
2.2.12	1			Monitoring and verification of limit values for CCP						
2.2.13	1			Corrective actions für CCP						
2.2.14	1			Responsibilities						
2.2.15	1			Documentation						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.2.16	1			HACCP verification						
2.3 Good manufacturing and hygiene practice										
2.3.1	1			Water quality						
2.3.2	1			Development of cleaning and disinfection measures						
2.3.3	1			Microbiological control of cleaning and disinfection measures						
2.3.4	1		D=K.O.	Foreign matter management *						
2.3.5	1			Production release *						
2.3.6	1		D=K.O.	Recipes / Specifications*						
2.3.7	1			Pest control *						
2.3.8	1			Handling of deviating products						
2.3.9	1			Monitoring of test equipment						
2.3.10	1		D=K.O.	Contamination *						
2.3.11	1			Allergen management						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.3.12	1			Species-specific product separation						
2.3.13	1			Further processing of intermediate and end products and rework/breakage						
2.3.14	1			Organisation of hygiene zones						
2.3.15	1			Maintenance and repair						
2.4 Technical/structural condition										
2.5 Premises, facility and device hygiene										
2.6 Ground clearance										
2.7 Staff										
2.7.1	1			General rules of conduct and staff hygiene						
2.7.2	1			Premises and Access Regulations						
2.7.3	1			Staff rooms and sanitary facilities						
2.7.4	1		D=K.O.	Hygiene sluice						
2.8 Training of staff										

Require ment 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						
2.8.2	1			Information on the QS scheme						
3 Requirements for the production process										
3.1 Cold storage rooms										
3.1.1	1			Technical/structural condition						
3.1.2	1			Premises, facility and device hygiene						
3.1.3	1			Ground clearance						
3.1.4	1			Storage management						
3.1.5	1		D=K.O.	Temperature recording and monitoring *						
3.2 Frozen storage rooms										
3.2.1	1			Technical/structural condition						
3.2.2	1			Premises, facility and device hygiene						
3.2.3	1			Ground clearance						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.2.4	1			Storage management						
3.2.5	1		D=K.O.	Temperature recording and monitoring *						
3.3 Deboning										
3.3.1	1			Technical/structural condition						
3.3.2	1			Premises, facility and device hygiene						
3.3.3	1			Ground clearance						
3.3.4	1		D=K.O.	Order and organization						
3.3.5	1			Handling of deviating products						
3.3.6	1		D=K.O.	Temperature recording and monitoring *						
3.4 Cutting, portioning and minced meat production										
3.4.1	1			Technical/structural condition						
3.4.2	1			Premises, facility and device hygiene						
3.4.3	1			Ground clearance						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.4.4	1		D=K.O.	Organistaion and workflows						
3.4.5	1		D=K.O.	Temperature recording and monitoring *						
3.5 Batch processing										
3.5.1	1			Technical/structural condition						
3.5.2	1			Premises, facility and device hygiene						
3.5.3	1			Ground clearance						
3.5.4	1			Order and organization						
3.6 Mincing										
3.6.1	1			Technical/structural condition						
3.6.2	1			Premises, facility and device hygiene						
3.6.3	1			Ground clearance						
3.6.4	1			Order and organization						
3.6.5	1		D=K.O.	Temperature recording and monitoring						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.7 Filling										
3.7.1	1			Technical/structural condition						
3.7.2	1			Premises, facility and device hygiene						
3.7.3	1			Ground clearance						
3.7.4	1			Order and organization						
3.8 Heating, cooking, boiling										
3.8.1	1			Technical/structural condition						
3.8.2	1			Premises, facility and device hygiene						
3.8.3	1			Order and organization						
3.8.4	1		D=K.O.	Registration of heating and cooking temperatures *						
3.8.5	1			Cooling						
3.9 Canning										
3.9.1	1			Technical/structural condition						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.9.2	1			Premises, facility and device hygiene						
3.9.3	1			Order and organization						
3.9.4	1			Container cleaning						
3.9.5	1		D=K.O.	Registration of heating and cooking temperatures *						
3.9.6	1			Cooling						
3.10 Smoking										
3.10.1	1			Technical/structural condition						
3.10.2	1			Premises, facility and device hygiene						
3.10.3	1			Order and organization						
3.11 Curing										
3.11.1	1			Technical/structural condition						
3.11.2	1			Premises, facility and device hygiene						
3.11.3	1			Ground clearance						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.11.4	1			Order and organization						
3.11.5	1			Temperature Control						
3.11.6	1			Use of additives						
3.12 Drying and maturing										
3.12.1	1			Technical/structural condition						
3.12.2	1			Premises, facility and device hygiene						
3.12.3	1			Ground clearance						
3.12.4	1			Order and organization						
3.12.5	1			Temperature control						
3.12.6	1		D=K.O.	Drying and maturing monitoring *						
3.13 Cutting, disarticulation, casing										
3.13.1	1			Technical/structural condition						
3.13.2	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
3.13.3	1			Ground clearance						
3.13.4	1			Order and organization						
3.13.5	1			Cross-contamination						
4 Packaging										
4.1 Labelling and packaging										
4.1.1	1			Technical/structural condition						
4.1.2	1			Premises, facility and device hygiene						
4.1.3	1			Ground clearance						
4.1.4	1		D=K.O.	Packaging material *						
4.1.5	1		D=K.O.	Final product inspection						
4.1.6	1		D=K.O.	Product labelling *						
5 Additional production departments and facilities										
5.1 Wash facilities and material storage										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5.1.1	1		D=K.O.	Spice room *						
5.1.2	1			Packaging material storage						
5.1.3	1			Wash facilities						
5.1.4	1			Storage of cleaning agents and disinfectants						
5.2 Waste disposal										
5.2.1	1			Waste disposal logistics						
5.2.2	1		D=K.O.	By-products						
6 Incoming and outgoing goods, labelling, use of the certification mark, traceability and transport										
6.1 Incoming goods										
6.1.1	1			Technical/structural condition						
6.1.2	1			Premises, facility and device hygiene						
6.1.3	1			Ground clearance						
6.1.4	1			Order and organization						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
6.1.5	1			Transport vehicles delivery						
6.1.6	1		D=K.O.	Incoming goods inspection *						
6.1.7	1		D=K.O.	Labelling of purchased QS goods						
6.1.8	1		D=K.O.	Product temperature						
6.2 Outgoing goods and returns management										
6.2.1	1			Technical/structural condition						
6.2.2	1			Premises, facility and device hygiene						
6.2.3	1			Ground clearance						
6.2.4	1		D=K.O.	Outgoing goods inspection						
6.2.5	1			Claim management						
6.2.6	1		D=K.O.	Returns management						
6.2.7	1			Order and organisation						
6.3 Labeling and using of QS certification mark										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
6.3.1	1		D=K.O.	Labelling of marketed QS goods *						
6.3.2	1			Use of the QS certification mark *						
6.4 Traceability and origin of goods										
6.4.1	1		D=K.O.	Methods of traceability						
6.4.2	1		D=K.O.	Traceability check *						
6.4.3	1		D=K.O.	Quantity comparison *						
6.4.4	1		D=K.O.	Check on QS eligibility of delivery						
6.4.5	1		D=K.O.	Separation and identification of QS goods/non-QS goods *						
6.5 Fleet										
6.5.1	1			Washing options for transport vehicles						
6.5.2	1			Cleaning and disinfection						
6.5.3	1			System for temperature control						
D 1 Additional module Convenience										

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
D 2.1 General 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										
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	1			Silo storage					X	
D 4.1.2	1			Technical/structural condition					X	
D 4.1.3	1			Premises, facility and device hygiene					X	

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
D 5.1 Tank storage										
D 5.1.1	1			Tank storage					X	
D.5.1.2	1			Technical/structural condition					X	
D 5.1.3	1			Premises, facility and device hygiene					X	
D 6.1 Preparation and processing procedures										
D 6.1.1	1			Technical/structural condition					X	
D 6.1.2	1			Premises, facility and device hygiene					X	
D 6.1.3	1			Ground clearance					X	
D 6.1.4	1			Organisation and workflow					X	
D 7.1 Processing of semi-finished products, partial products, components										
D 7.1.1	1			Technical/structural condition					X	
D 7.1.2	1			Premises, facility and device hygiene					X	
D 7.1.3	1			Ground clearance					X	

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
D 7.1.4	1			Organisation and workflow					X	
D 8.1 Further processing										
D 8.1.1	1			Technical/structural condition					X	
D 8.1.2	1			Premises, facility and device hygiene					X	
D 8.1.3	1			Ground clearance					X	
D 8.1.4	1			Organisation and workflow					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
	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, food retail, QS-GAP and FIAS!)

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				