



## Audit checklist Agencies Fruit, Vegetables, Potatoes

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 - Wholesale/agencies 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		
Inspection of working and social conditions requested		

**Scope - Wholesale/agencies fruit, vegetables, potatoes**

Production scope		Production number
	Wholesale/agencies fruit, vegetables, potatoes (first-line merchant)	801
	Wholesale/agencies fruit, vegetables, potatoes (trading partner)	802



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

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

Requirement no.	Factor	Filter <sup>1</sup>		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.										
<b>a 2 General Requirements</b>										
<b>a 2.1 General Scheme Requirements</b>										
a 2.1.1	1			General Business Data						
a 2.1.2	1			Use of the QS Certification Mark						
a 2.1.3	1			Incident and Crisis Management						
a 2.1.4	1			Handling of Documents						
a 2.1.7	1		<b>D=K.O.</b>	Conducting self-assessments						
a 2.1.8	1			Completion of corrective actions in the case of nonconformity						
<b>a 2.2 HACCP</b>										
a 2.2.1	1		<b>D=K.O.</b>	HACCP Concept *						
a 2.2.4	1			Flow Chart						
a 2.2.5	1			Hazard Analysis						
a 2.2.13	1			HACCP Verification						



Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<b>a 2.8 Training of Staff</b>										
a 2.8.2	1			Information on the QS Scheme						
a 2.8.3	1			General Training						
<b>a 3 Process-Specific Requirements</b>										
<b>a 3.1 Incoming Goods</b>										
a 3.1.7	1		<b>D=K.O.</b>	Labelling of purchased QS Produce *						
a 3.1.9	1			Returns Management						
a 3.1.10	1			Complaints Management						
a 3.1.13	1			Product Labelling						
a 3.1.14	1			Labelling of QS Produce with an Identification Number						
<b>a 3.5 Packaging/Redistribution</b>										
a 3.5.5	1		<b>D=K.O.</b>	Declaration of Conformity/Declaration of no Objection *						
<b>a 3.6 Order Picking, Outgoing Goods/Shipping</b>										
a 3.6.6	1		<b>D=K.O.</b>	Labelling of marketed QS Produce *						
a 3.6.8	1			Product Labelling						
a 3.6.9	1			Labelling of QS Produce with an Identification Number						



Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
<b>a 3.8 Transport/Logistics</b>										
a 3.8.4	1			Commissioning of Logistics Companies (Subcontractors)						
<b>a 3.11 Residue Monitoring</b>										
a 3.11.1	1			Organisation of the Residue Monitoring						
a 3.11.2	1		<b>D=K.O.</b>	Implementation of the Residue Monitoring						
<b>a 4 Traceability and Origin of Goods</b>										
<b>a 4.1 Methods and Control of Traceability</b>										
a 4.1.1	1		<b>D=K.O.</b>	Methods of Traceability						
a 4.1.3	1		<b>D=K.O.</b>	Traceability Check *						
a 4.1.4	1		<b>D=K.O.</b>	Reconciliation of Incoming Goods with Outgoing Goods *						
a 4.1.5	1		<b>D=K.O.</b>	Check on QS eligibility of Delivery						



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

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

Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D	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.</b></p>										
<p><b>b 2 Requirements for Working and Social Conditions</b></p>										
b 2.1.1	1			Arbeitnehmervertretung						
b 2.1.2	1			Beschwerdeverfahren						
b 2.1.3	1			Einhaltung der ILO-Kernarbeitsnormen						
b 2.1.4	1			Arbeitnehmerinformation						
b 2.1.5	1			Arbeitsverträge/schriftlich fixierte Arbeitsbedingungen						
b 2.1.6	1			Regelmäßige Lohnzahlungen						
b 2.1.7	1			Arbeitsentgelt						
b 2.1.8	1			Beschäftigung von Kindern und Jugendlichen						
b 2.1.9	1			Pflichtschulausbildung					X	
b 2.1.10	1			Arbeitszeiterfassung						
b 2.1.11	1			Arbeits- und Ruhezeiten						
b 2.1.12	1			Pausen- und Bereitschaftsräume						



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Requirement no.	Factor	Filter <sup>1</sup>		Criterion/ requirement	A	B	C	D	E	Comments/corrective action number
b 2.1.13	1			Umkleidemöglichkeiten						
b 2.1.14	1			Aufbewahrungsmöglichkeiten						
b 2.1.15	1			Unterbringung der Arbeitskräfte						

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.	Percentages exceeded			<b>Audit not passed.</b>
	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				