

Audit checklist Logistic Meat and Meat Products (spot audit)

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)	<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 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



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Company details - Logistic 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 - Logistic meat and meat products

Production scope		Production number
	Logistic of meat and meat products	87
	Own logistic of meat and meat products	88



Company _____

Date _____

Require ment 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) .</p>										
2 General requirements										
2.1 General scheme requirements										
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 SPOT	1	„		Company premises and access regulations						
2.1.6	1	„		Adjustment and monitoring of Monitoring of test equipment						
2.1.7	1	„		Commissioning of third parties						
2.2 HACCP										
2.2.1	1	„	D=K.O.	HACCP concept *						
2.2.2	1	„		Responsibilities						
2.2.3	1	„		Documentation						

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
2.2.4	1	„		HACCP verification						
2.2.5	1	„		Food safety culture						
2.3 Good hygiene practice										
2.3.1	1	„		Water quality						
2.3.2	1	„		Technical/structural condition						
2.3.3	1	„		Room, equipment and plant hygiene						
2.3.4	1	„		Cleaning and disinfection						
2.3.5 SPOT	1	„		Foreign substance management						
2.3.6 SPOT	1	„	D=K.O.	Contamination risk						
2.3.7	1	„		Ground clearance						
2.3.8 SPOT	1	„		Staff hygiene						
2.4 Training of staff										
2.4.1	1	„	D=K.O.	Hygiene training/Protection against Infection Act						
2.4.2	1	„		Information/training for the QS scheme						
2.5 Disposal logistics/returns										
2.5.1	1	„		Technical/structural condition						
2.5.2	1	„		Returns management						

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3 Transport/logistic										
3.1 Process-specific requirements										
3.1.1	1	„		Product-appropriate transport						
3.1.2	1	„		Clear floor area						
3.1.3	1	„		Transport hygiene						
3.1.4	1	„	D=K.O.	Temperature checks						
3.1.5	1	„		3.1.5 Commissioning logistics companies (subcontractors)						
4 Storage locations requirements										
4.1 Process-specific requirements										
4.1.1	1	„		Order and organization						
4.1.2 SPOT	1	„		Stock management						
4.1.3 SPOT	1	„		Goods inspection *						
4.1.4	1	„		Transport vehicles						
4.1.5	1	„	D=K.O.	Product temperature						
4.1.6 SPOT	1	„		Ground clearance						
4.1.7	1	„		Staff rooms and sanitary facilities						
4.1.8	1	„		Pest control *						

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.2 Dry storage										
4.2.1	1	„		Technical/structural condition						
4.2.2 SPOT	1	„		Room, equipment and plant hygiene						
4.2.3 SPOT	1	„		Sell-by date						
4.3 Cold and frozen storage										
4.3.1	1	„		Technical/structural condition						
4.3.2 SPOT	1	„		Room, equipment and plant hygiene						
4.3.3 SPOT	1	„	D=K.O.	Temperature recording and monitoring *						
4.3.4 SPOT	1	„	D=K.O.	Sell-by date/consumption date						
4.4 Packaging/storage transfer										
4.4.1	1	„		Technical/structural condition						
4.4.2 SPOT	1	„		Room, equipment and plant hygiene						
4.4.3 SPOT	1	„		Ground clearance						
4.4.4 SPOT	1	„		Packaging material						
4.4.5	1	„	D=K.O.	Declaration of conformity/declaration of no objection						
4.4.6 SPOT	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
4.5 Freeze and thawing										
4.5.1	1	„		Technical/structural condition						
4.5.2 SPOT	1	„		Room, equipment and plant hygiene						
4.5.3 SPOT	1	„		Clear floor area						
4.5.4	1	„		Process control						
5 Traceability and origin of goods										
5.1 Traceability method and inspection										
5.1.1	1	„	D=K.O.	Traceability method						
5.1.2 SPOT	1	„	D=K.O.	Separation and identification of QS produce/non-QS produce						
5.1.3	1	„	D=K.O.	Traceability test *						
5.1.4 SPOT	1	„	D=K.O.	Check on eligibility to deliver into the QS scheme within the scope of service provider activities						



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
Number of K.O.	Percentages exceeded			Audit not passed.
	K.O.	Audit not passed.		
	General K.O./ repeated D evaluation	Audit not passed.		



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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						



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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				