



Audit checklist Wholesale meat / meat products and fruits, vegetables, potatoes (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	X	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				
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



Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



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.</p>										
a Cross-product requirements										
a 2 General requirements										
a 2.1 General scheme requirements										
a 2.1.1	1			Company data						
a 2.1.2	1			Use of QS certification mark						
a 2.1.3	1			Incident and crisis management						
a 2.1.4	1			Document handling						
a 2.1.5	1			Company Premises and Access Regulations						
a 2.1.6	1			Monitoring of test equipment						
a 2.2 HACCP										
a 2.2.1	1		D=K.O.	HACCP-concept *						
a 2.2.2	1			HACCP team						
a 2.2.3	1			Product description						
a 2.2.4	1			Flow chart						



Company: _____

Date: _____

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 2.2.5	1			Hazard analysis						
a 2.2.6	1			Critical control points (CCP)						
a 2.2.7	1			Limit values for CCP /CP						
a 2.2.8	1			Monitoring and verification of limit values for CCP/CP						
a 2.2.9	1			Corrective actions for CCP/CP						
a 2.2.10	1			Responsibilities						
a 2.2.11	1			Documentation						
a 2.2.12	1			HACCP Verification						
a 2.3	Good manufacturing and hygiene practice									
a 2.3.1	1			Tapping point / water quality						
a 2.3.2	1			Cleaning and disinfection						
a 2.3.3	1			Pest monitoring and control						
a 2.3.4	1			Foreign matter management						
a 2.3.5	1		D=K.O.	Contamination risk*						
a 2.4	Staff hygiene									
a 2.4.1	1			General rules of conduct						



Company: _____

Date: _____

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 2.4.2	1			Staff rooms/sanitary facilities						
a 2.5 Staff training										
a 2.5.1	1		D=K.O.	Hygiene training/Infection Protection Act						
a 2.5.2	1			Information on the QS Scheme						
a 3 Process-specific requirements										
a 3.1 Incoming goods										
a 3.1.1	1			Technical/structural condition						
a 3.1.2	1			Room, equipment and plant hygiene						
a 3.1.3	1			Clear floor area						
a 3.1.4	1			Order and organization						
a 3.1.5	1			Transport vehicles delivery						
a 3.1.6	1			Incoming goods inspection *						
a 3.1.7	1		D=K.O.	Labelling procured QS goods *						
a 3.1.8	1		D=K.O.	Product temperature						
a 3.1.9	1		D=K.O.	Returns management						
a 3.1.10	1			Complaints management						



Company: _____

Date: _____

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.2 Dry storage / storage										
a 3.2.1	1			Technical/structural condition						
a 3.2.2	1			Room, equipment and plant hygiene						
a 3.2.3	1			Clear floor area						
a 3.2.4	1			Storage management						
a 3.3 Cold storage										
a 3.3.1	1			Technical/structural condition						
a 3.3.2	1			Room, equipment and plant hygiene						
a 3.3.3	1			Clear floor area						
a 3.3.4	1			Storage management						
a 3.3.5	1		D=K.O.	Temperature recording and monitoring*						
a 3.5 Packaging / redistribution										
a 3.5.1	1			Technical/structural condition						
a 3.5.2	1			Room, equipment and plant hygiene						
a 3.5.3	1			Clear floor area						
a 3.5.4	1			Packaging material						



Company: _____

Date: _____

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.5.5	1		D=K.O.	Declaration of conformity / declaration of no objection *						
a 3.6 Picking, outgoing goods/dispatch										
a 3.6.1	1			Technical/structural condition						
a 3.6.2	1			Room, equipment and plant hygiene						
a 3.6.3	1			Clear floor area						
a 3.6.4	1			Order and organization						
a 3.6.5	1		D=K.O.	Outgoing goods inspection						
a 3.6.6	1		D=K.O.	Labelling of marketed QS goods *						
a 3.6.7	1		D=K.O.	Product temperature						
a 3.7 Further plant sections and spaces										
a 3.7.1	1			Packaging material storage						
a 3.7.2	1			Cleaning and disinfection agent storage						
a 3.8 Disposal logistics										
a 3.8.1	1			Technical/structural condition						
a 4 Traceability and origin of goods										



Company: _____

Date: _____

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 4.1 Traceability method and inspection										
a 4.1.1	1		D=K.O.	Traceability method						
a 4.1.2	1		D=K.O.	Separation of QS goods / non-QS goods						
a 4.1.3	1		D=K.O.	Traceability test *						
a 4.1.4	1		D=K.O.	Reconciliation of incoming goods with outgoing goods *						
a 4.1.5	1		D=K.O.	Check of QS eligibility of delivery into the QS scheme of suppliers and customers						
b Additional requirements for the product range meat and meat products										
b 2 General requirements										
b 2.1 General scheme requirements										
b 2.1.7	1			Commissioning of service providers						
b 2.2 HACCP										
b 2.2.13	1			Control points (CP)						
b 2.3 Good manufacturing and hygiene practice										
b 2.3.6	1			Technical/structural condition						
b 2.3.7	1			Room, equipment and plant hygiene						



Company: _____

Date: _____

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
b 2.3.8	1			Clear floor area						
b 2.4 Staff hygiene										
b 2.4.3	1			Hygiene sluice						
b 3 Process-specific requirements										
b 3.2 Dry storage / storage										
b 3.2.5	1			Sell-by date						
b 3.3 Cold storage										
b 3.3.6	1		D=K.O.	Sell-by date / consumption date						
b 3.3.7	1			Species-specific product separation						
b 3.4 Frozen storage										
b 3.4.1	1			Technical / structural condition						
b 3.4.2	1			Room, equipment and plant hygiene						
b 3.4.3	1			Clear floor area						
b 3.4.4	1			Storage management						
b 3.4.5	1		D=K.O.	Temperature recording and monitoring *						
b 3.4.6	1		D=K.O.	Sell-by date						



Company: _____

Date: _____

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
b 3.5 Packaging / redistribution										
b 3.5.6	1		D=K.O.	Temperature recording and monitoring *						
b 3.5.7	1		D=K.O.	Product labelling						
b 3.7 Further plant sections and spaces										
b 3.7.3	1			Rinsing area						
b 3.9 Freeze and thawing										
b 3.9.1	1			Technical/structural condition						
b 3.9.2	1			Room, equipment and plant hygiene						
b 3.9.3	1			Clear floor area						
b 3.9.4	1			Process control						
c Additional requirements for the product range fruits, vegetables, potatoes										
c 2 General requirements										
c 2.1 General scheme requirements										
c 2.1.7	1		D=K.O.	Realisation of Self- Assessments						
c 2.1.8	1			Deviations						
c 2.5 Staff training										



Company: _____

Date: _____

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
c 2.5.3	1			General training						
c 3 Process specific requirements										
c 3.1 Incoming goods										
c 3.1.11	1			Quality requirements						
c 3.1.12	1			Hygiene requirements						
c 3.1.13	1			Product labelling						
c 3.1.14	1			Labelling of QS goods with an identification number						
c 3.2 Dry storage / storage										
c 3.2.5	1			Prerequisites for maintaining quality						
c 3.3 Cold storage										
c 3.3.6	1			Prerequisites for maintaining quality						
c 3.5 Packaging / redistribution										
c 3.5.6	1			Storage of packaged goods						
c 3.5.7	1			Storage / transport containers for products						
c 3.6 Commissioning, incoming goods / shipping										
c 3.6.8	1			Product labelling						



Company: _____

Date: _____

Require- ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
c 3.6.9	1			Labelling of QS goods with an identification number						
c 3.9 Transport/Logistics										
c 3.9.1	1			Product-compliant Transport						
c 3.9.2	1			Transport hygiene						
c 3.9.3	1		D=K.O.	Temperatur control *						
c 3.9.4	1			Commissioning of logistics companies (subcontractors)						
c 3.11 Residue monitoring										
c 3.11.1	1			Organisation of the residue monitoring						
c 3.11.2	1		D=K.O.	Implementation of the residue monitoring						



Qualitätssicherung. **Vom Landwirt bis zur Ladentheke.**



Company details - Wholesale fruit, vegetables, potatoes and preparation

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 fruit, vegetables, potatoes and preparation

Production scope		Production number
	Food retail warehouse meat and fruit, vegetables, potatoes	86



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

Calculation basis:		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</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.			



Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



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						



Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



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				