Audit checklist Pet food

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			
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

Company details - Pet Food

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 - Pet Food

Production scope		**Production number**
	Transport (raw material pet food)	501
	Storage (raw material pet food)	505
	Processing plant (raw material pet food)	510
	Pet food plant	515
	Wholesale (pet food)	520
	Private labelling (pet food)	525
	Broker (pet food)	530

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 and QS-GAP and FIAS!) .**										
2.	**General requirements**									
2.1	**General scheme requirements**									
2.1.1	1			General business data*						
2.1.2	1		**D=K.O.**	Official registration and authorisation						
2.1.3	1			Incident and crisis management						
3.	**Good manufacturing and hygiene practices, management systems**									
3.1	**Quality management system (QM system)**									
3.1.1	1			Establishment of a quality management system						
3.2	**HACCP system and self-assessments**									
3.2.1	1		**D=K.O.**	HACCP system*						
3.2.2	1			HACCP team						
3.2.3	1			Product description						
3.2.4	1			Flow charts						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.2.5	1			Hazard analysis						
3.2.6	1			Critical Control Points (CCP)*						
3.2.7	1			Limit values for CCP						
3.2.8	1			Monitoring and verification of limit values for CCP						
3.2.9	1			Corrective actions for CCP						
3.2.10	1			Responsibilities						
3.2.11	1			Documentations/Records						
3.2.12	1			HACCP verification						
3.2.13	1			Self-assessments*						
3.3	**Good hygiene and manufacturing practice**									
3.3.1	1			Water quality						
3.3.2	1			Cleaning and disinfection						
3.3.3	1			Pest monitoring/control*						
3.3.4	1		**D=K.O.**	Control of defective products and services*						
3.3.5	1			Contamination						
3.3.6	1			Foreign body management						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
3.3.7	1		**D=K.O.**	Use of glass and other fragile material						
3.3.8	1			Production release*						
3.3.9	1		**D=K.O.**	Waste management and disposal logistics						
3.3.10	1			Maintenance and repair/maintenance programmes						
3.3.11	1			Calibration						
3.4	**Staff**									
3.4.1	1			Premises and access regulations						
3.4.2	1			General rules of conduct and staff hygiene						
3.4.3	1			Staff rooms and sanitary facilities						
3.4.4	1		**D=K.O.**	Hygiene sluice						
3.5	**Staff training**									
3.5.1	1		**D=K.O.**	Hygiene trainings*						
3.5.2	1			Information about the QS scheme						
3.6	**Technical/structural condition**									
3.7	**Premises, facility and device hygiene**									
4.	**Specific product requirements for petfood (raw material and final product)**									

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.1	**Requirements for raw materials**									
4.1.1	1			Raw material for processed pet food and for dogchews						
4.1.2	1			Requirements for processed animal protein and other derived products						
4.2	**Specific requirements for product groups**									
4.2.1	1			Processed petfood in tins and other containers						
4.2.2	1			Dry food and snacks (incl. semi-moist)						
4.2.3	1			Dogchews						
4.2.4	1			Raw pet food						
4.2.5	1			Specific requirements for flavour enhancing meat extracts for the production of petfood						
4.2.6	1			Use of technological additives (processing aids)						
4.2.7	1			Further processing of intermediate and final products, rework (including breakage)						
5.	**Supplier management, purchasing and specification**									
5.1	**Recipes/Specifications**									
5.1.1	1		**D=K.O.**	Recipes/Product specifications						
5.1.2	1			Conformity Packaging materials						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
5.2	**Supplier management**									
5.2.1	1			Supplier selection and evaluation						
5.2.2	1			Outsourced processes						
6.	**Transport and carriage of animal by-products**									
6.1	**Requirements for transport and carriage**									
6.1.1	1			Vehicles and containers						
6.1.2	1			Temperature monitoring system*						
6.1.3	1			Identification and labelling*						
6.1.4	1			Transport vehicle washing facilities						
6.1.5	1			Cleaning and disinfection						
7.	**Incoming and outgoing goods, warehousing**									
7.1	**Incoming goods and outgoing goods**									
7.1.1	1			Technical/structural condition						
7.1.2	1			Premises, facility and device hygiene						
7.1.3	1			Organisation and workflows						
7.1.4	1		**D=K.O.**	Incoming goods inspection*						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
7.1.5	1		**D=K.O.**	Product temperature						
7.2	**Picking, outgoing goods/shipping**									
7.2.1	1		**D=K.O.**	Outgoing goods inspection						
7.2.2	1		**D=K.O.**	Product temperature						
7.3	**Storage**									
7.3.1	1			Technical/structural condition						
7.3.2	1			Premises, facility and device hygiene						
7.3.3	1			Storage of packed goods						
7.3.4	1			Storage/transport containers of the goods						
7.4	**Storage management**									
7.5	**Cold storage rooms**									
7.5.1	1			Technical/structural condition						
7.5.2	1			Premises, facility and device hygiene						
7.5.3	1		**D=K.O.**	Temperature recording and monitoring*						
7.5.4	1		**D=K.O.**	Storage management						
7.5.5	1			Storage of raw materials, semi-finished goods and final products						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
7.6	**Deep-freeze facility**									
7.6.1	1			Technical/structural condition						
7.6.2	1			Premises, facility and device hygiene						
7.6.3	1		**D=K.O.**	Storage management						
7.6.4	1		**D=K.O.**	Temperature recording and monitoring*						
7.7	**Freezing and thawing**									
7.7.1	1			Technical/structural condition						
7.7.2	1			Premises, facility and device hygiene						
7.7.3	1			Process control						
7.8	**Dry storage**									
7.8.1	1			Storage of dry materials						
7.9	**Cleaning areas**									
7.9.1	1			Washrooms						
7.9.2	1			Detergent and disinfectant store						
8.	**Requirements for the production processes**									
8.1	**Preparation processes**									

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
8.1.1	1			Technical/structural condition						
8.1.2	1			Premises, facility and device hygiene						
8.1.3	1			Order and organisation						
8.2	**Mixing**									
8.2.1	1			Technical/structural condition						
8.2.2	1			Premises, facility and device hygiene						
8.2.3	1		**D=K.O.**	Order and organisation						
8.3	**Cutting, mincing and separation processes**									
8.3.1	1			Technical/structural condition						
8.3.2	1			Premises, facility and device hygiene						
8.3.3	1		**D=K.O.**	Order and organisation						
8.4	**Batch processing**									
8.4.1	1			Technical/structural condition						
8.4.2	1			Premises, facility and device hygiene						
8.4.3	1			Order and organisation						
8.5	**Heating processes**									

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
8.5.1	1			Technical/structural condition						
8.5.2	1			Premises, facility and device hygiene						
8.5.3	1			Order and organisation						
8.5.4	1		**D=K.O.**	Registration of heating and cooking temperature*						
8.5.5	1			Cooling down						
8.6	**Canning**									
8.6.1	1			Technical/structural condition						
8.6.2	1			Premises, facility and device hygiene						
8.6.3	1			Order and organisation						
8.6.4	1			Cleaning and preparation of the containers						
8.6.5	1		**D=K.O.**	Pasteurisation/sterilisation temperature and time control registration*						
8.6.6	1			Cooling down						
8.7	**Drying process**									
8.7.1	1			Technical/structural condition						
8.7.2	1			Premises, facility and device hygiene						
8.7.3	1			Order and organisation						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
8.7.4	1		**D=K.O.**	Monitoring drying						
8.8	**Wrapping and packaging**									
8.8.1	1			Technical/structural condition						
8.8.2	1			Premises, facility and device hygiene						
8.8.3	1			Order and organisation						
8.8.4	1		**D=K.O.**	Packaging material						
8.8.5	1		**D=K.O.**	Final product inspection						
9.	**Traceability**									
9.1	**Ensuring traceability**									
9.1.1	1		**D=K.O.**	Methods of traceability*						
9.1.2	1			Traceability check						
10.	**Trading activities**									
10.1	**Requirements for wholesalers/brokers/private labellers**									
10.1.1	1		**D=K.O.**	Agreements with service providers*						
10.1.2	1			Packaging material						
10.1.3	1		**D=K.O.**	Labelling of purchased goods*						

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
10.1.4	1		**D=K.O.**	Labelling of marketed goods*						
10.1.5	1			Private labelling						

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
	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.**			
K.O.	**Audit not passed.**			
General K.O./ repeated D evaluation	**Audit not passed.**			

***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

Number of K.O.	

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.	Require-ment 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				