

Audit checklist Production (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		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 - Preparation/outsourced marketing

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		
FIAS requested		

Scope - Preparation/outsourced marketing

Production scope		Production number
	preparation	450
	outsourced marketing	460

Company details - Potato production

Name of company	
Street and house number	
Postal code and town	
Telephone/fax number	
Email address	
QS location number (OGK-No.)	
Registered production scope no.	
QS identification number	
Name of person responsible	
Name of coordinator	
FIAS requested	

Scope - Potato production

Production scope	Production number
Potato production	5001

Additional information - Potato production

Cultivated crops (pursuant to product list)		Area (ha)
211000	potato	
999998	Producers with not self-produced goods	

Company details - Production fruit, vegetables

Name of company	
Street and house number	
Postal code and town	
Telephone/fax number	
Email address	
QS location number (OGK-No.)	
Registered production scope no.	
QS identification number	
Name of person responsible	
Name of coordinator	
FIAS requested	

Scope - Production fruit, vegetables

Production scope		Production number
	Fruit production (outdoor)	4001
	Fruit production (covered)	4002
	Vegetable production (outdoor)	4004
	Vegetable production (covered)	4008

Additional information - Production fruit, vegetables

Cultivated Crops (pursuant to product list)		Area (ha)
251041	Microgreens	
0233000	Ölkürbis	
120010	almond	
130010	apple	
140010	apricot	
270050	artichoke	
231030	aubergine	

163010	avocado	
251080	baby leaf	
256990/2	balm / lemon balm	
270080	bamboo shoots	
163020	banana	
256080	basil	
256090	bay leaves	
300010	beans (dried)	
260010	beans (with pods)	
260020	beans (without pods)	
213010	beetroot	
213090	black salsify	
153010	blackberry	
151010/2	blue table grape	
120020	brazil nut	
163090	bread fruit; jackfruit	
241010	broccoli	
242010	Brussels sprouts	
232030/002	Calabash (e.g. Calabash)	
231020	capsicum	
161050	carambola	
256030/5	caraway leaves	
213020/1	carrot (bulk goods)	
213020	carrot (bunch)	
120030	cashew nut	
212010	cassava (dasheen, eddoe (japanese taro), tannia, manioc)	
241020	cauliflower (romanesco)	

213030	celeriac	
270030	celery	
256030/2	celery leaves; sorrel	
252030	chard	
163060	cherimoya; rambutan	
256010	chervil	
120040	chestnut	
255000	chicory	
231020/1	chili peppers	
243010	chinese cabbage (indian (chinese) mustard, pak choi)	
256020	chive	
120050	coconut	
0251000	coloured lettuce (lollo, leaf-oak, batavia) (greenhouse)	
0251000/1	coloured lettuce (lollo, leaf-oak, batavia) (outdoor)	
256030/3	coriander	
234001	Corn (popcorn corn)	
234000	Corn (sweet corn)	
232030	courgette	
154010/1	cowberry	
154020	cranberry	
232010	cucumber	
154010	cultivated blueberry	
280010	cultivated fungi (common mushroom, oyster mushroom, shi-take)	
154030	currant (red, black, white)	
161010	date	
153020	dewberry (loganberry)	
256030/1	dill	

163100	durian	
0631000	edible flowers	
154080	elderberries (wild rowan berry)	
251030	escarole (radiccio, endivie, ...)	
270040	fennel	
161020	fig	
251040	garden cress	
220010	garlic	
220010/1	garlic (fresh)	
232020	gherkin	
213040/1	ginger	
252020/1	Glassworts	
154040	gooseberry	
110010	grapefruit (shaddocks, pomelos, sweeties, tangelo, ugli and other hybrids)	
270010/2	green asparagus	
151010/1	green table grape	
163070	guava	
120060	hazelnut	
251020/1	head lettuce (greenhouse)	
251020	head lettuce (outdoor)	
213040	horseradish	
251020/3	iceberg lettuce (greenhouse)	
251020/2	iceberg lettuce (outdoor)	
154010/2	josta berry	
161060	kaki; japanese persimmons	
243020	kale	
162010	kiwi	

151010/3	kiwi berry	
244000/1	kohlrabi (greenhouse)	
244000	kohlrabi (outdoor)	
161040	kumquat	
251010/1	lamb's lettuce (greenhouse)	
251010	lamb's lettuce (outdoor)	
270060	leek	
110030	lemon	
300020	lentil (dried)	
251020/8	lettuce (romaine; outdoor)	
110040	lime	
130050	loquats / japanese medlars	
256030/4	lovage	
162020	lychee	
120070	macadamia	
110050	mandarins (clementine, tangerine and other hybrids)	
163030	mango	
162030	maracuja; passionfruit (granadilla)	
256070/1	marjoram	
130040	medlar	
233010	melon (muskmelon, kiwano)	
256080/1	mint	
251080/1	mizuna (leaves and sprouts of brassica spp)	
154060	mulberry	
233020/001	Musky gourd (e.g. Butternut)	
130020/1	nashi pear	
140030	nectarine	

231040	okra	
161030	olive	
220020	onion	
220020/1	onions (silverskin onions)	
110020	orange	
256070/2	oregano	
220990	other bulb vegetables	
153990	other cane fruits	
241990	other cauliflower	
280990	other cultivated fungi	
232990	other cucurbits - edible peel	
233990	other cucurbits - inedible peel	
256990	other fresh herbs	
242990	other head cabbages	
163990	other large fruits - inedible peel	
243990	other leafy brassica	
300990	other legumes, dried	
251990	other lettuces, other salad varieties incl. brassicaceae	
161990	other miscellaneous fruits - edible peel	
120990	other nuts (shelled/unshelled)	
213990	other root and tuber vegetables except sugar beet	
162990	other small fruits - inedible peel	
231990	other solanaceae	
252990	other spinach and similar leaves	
251080/9	other sprouts and shoots	
270990	other stem vegetables (fresh)	
140990	other stone fruits	

212990	other tropical root and tuber vegetables	
110990	others citrus fruit	
130990	others pome fruits	
154990	others small fruit and berries	
163040	papaya; tamarillo	
256040	parsley	
256040/1	parsley (pot)	
213070	parsley root	
213060	parsnip	
140030/1	peach	
401020	peanuts	
130020	pear	
300030	peas (dried)	
260030	peas (with pods)	
260040	peas (without pods)	
120080	pecans	
231010/1	physalis/cape gooseberry	
120090	pine nuts	
163080	pineapple	
120100	pistachio	
140040	plum (reneclaudes, mirabelle)	
242020/4	pointed cabbage	
163050	pomegranate	
162040	prickly pear; cactus fruit; pitaya	
999998	Producers with not self-produced goods	
500020	Pseudocereals (Amaranth, Buckwheat, Chia seeds, Quinoa)	
233020/003	Pumpkin (giant) (e.g. Hokkaido)	

233020/1	Pumpkin (others)	
252020	purslane (winter purslane (miner's lettuce), glasswort)	
130030	quince	
213080/1	radish (greenhouse)	
213080	radish (outdoor)	
256990/3	ramson/ wild garlic/ bear's garlic	
153030	raspberry	
242020	red cabbage	
270070	rhubarb	
251060	roman rocket / rucola	
154050	rose hip	
256060	rosemary	
256050	sage	
256990/1	savory	
242020/2	savoy cabbage	
022030	shallots	
213080/3	small radish (greenhouse)	
213080/2	small radish (outdoor)	
140020/1	sour cherry	
252010	spinach	
220040	spring onion	
232030/008	Squashes (e.g. Spaghetti squash, Halloween squash, Pattypan squash)	
152000/1	strawberry (greenhouse)	
152000	strawberry (outdoor)	
140020	sweet cherry	
212020	sweet potato	
256100	tarragon	

256070	thyme	
231010	tomato	
213050	topinambur	
252010/1	turnip greens	
253000	vine leaf	
120110	walnut	
254000	water cress (water convolvulus, water clovers, water mimosas)	
233030	watermelon	
250214	wheat seedlings	
270010/1	white asparagus	
242020/3	white cabbage	
213110	white turnip; turnip; swedes	
212030	yams	

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!) .										
a 2 General requirements										
a 2.1 General scheme requirements										
a 2.1.1	1	FV,Po		General company data #						
a 2.1.2	1	FV,Po		Implementation and documentation of self-assessment * #						
a 2.1.3	1	FV,Po	D=K.O.	Implementation of initiated measures from self-assessment *						
a 2.1.4	1	FV,Po		Incident and crisis management						
a 2.1.5	1	FV,Po		Participation "Separated Marketing"						
a 2.2 Company management										

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 2.2.1	1	FV,Po		Qualification						
a 2.2.2	1	FV,Po	D=K.O.	Subcontractors *						
a 2.2.3	1	FV,Po		Maintainance of facilities, irrigation system and equipment						
a 2.2.4	1	FV,Po	D=K.O.	Separate storage						
a 3 Plant production requirements										
a 3.1 Requirements for the location										
a 3.1.1	1	FV,Po		Risk assessment and risk management for fields/substances						
a 3.2 Sustainable tillage and soil conservation										
a 3.2.1	1	FV,Po		Erosion reduction, soil protection and minimisation of soil borne diseases						
a 3.3 Sowing/Planting										
a 3.3.1	1	FV,Po		Records on sowing and planting						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.3.2	1	FV,Po		Plant health, suitability of propagation material and purchase of champignon mushroom substrate						
a 3.3.3	1	FV,Po		Control system for in-house plant propagation material						
a 3.3.4	1	FV,Po	D=K.O.	Potatoes. Use of certified seeds						
a 3.3.5	1	FV,Po		Sprouts and germ buds: Sustainability of seeds						
a 3.4 Fertilisation										
a 3.4.1	1	FV,Po		Records on fertilisation #						
a 3.4.2	1	FV,Po		Determination of the nutrient quantities available in the soil						
a 3.4.3	1	FV,Po		Determination of fertilisation requirements						
a 3.4.4	1	FV,Po		Demand-oriented fertilisation						
a 3.4.5	1	FV,Po		Comparison of fertilizer requirement and nutrient input						
a 3.4.6	1	FV,Po		Application of fertilisers						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.4.7	1	FV,Po		Risk assessment for organic fertilisers						
a 3.4.8	1	FV,Po	D=K.O.	Application of farm-produced fertilisers from animal origin						
a 3.4.9	1	FV,Po	D=K.O.	Application of sewage sludge						
a 3.4.10	1	FV,Po		Use of fermentation substances						
a 3.4.11	1	FV,Po		Storage of inorganic fertilisers						
a 3.4.12	1	FV,Po		Storage of organic fertilisers						
a 3.5 Plant protection/Post-harvest treatment										
a 3.5.1	1	FV,Po	D=K.O.	Records on plant protection and post-harvest measures *						
a 3.5.2	1	FV,Po	D=K.O.	Compliance with the pre-harvest interval *						
a 3.5.3	1	FV,Po	D=K.O.	Use of plant protection, post-harvest treatment and dressing substances *						
a 3.5.4	1	FV,Po	D=K.O.	Proof of competence						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.5.5	1	FV,Po	D=K.O.	Integrated pest management measures						
a 3.5.6	1	FV,Po		Prevention of spray drift						
a 3.5.7	1	FV,Po		Disposal of surplus application mix						
a 3.5.8	1	FV,Po		List of plant protection/post-harvest treatment substances						
a 3.5.9	1	FV,Po	D=K.O.	Storage of plant protection products						
a 3.5.10	1	FV,Po		Inventory/list of hazardous substances						
a 3.5.11	1	FV,Po		Plant protection products storage						
a 3.5.12	1	FV,Po	D=K.O.	Access to the plant protection products storage						
a 3.5.13	1	FV,Po		Precautions for spilling/leakage						
a 3.5.14	1	FV,Po	D=K.O.	Mixing plant protection products						
a 3.5.15	1	FV,Po	D=K.O.	Disposal of empty containers						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.5.16	1	FV,Po	D=K.O.	Rinsing of empty containers						
a 3.5.17	1	FV,Po		Disposal of plant protection products						
a 3.6 Irrigation and use of water on pre-harvest activities										
a 3.6.1	1	FV,Po	D=K.O.	Risk assessment on microbiologic quality of the water *						
a 3.6.2	1	FV,Po		Risk assessment chemical and physical water quality						
a 3.6.3	1	FV,Po	D=K.O.	Sewage						
a 3.7 Water management										
a 3.7.1	1	FV,Po	D=K.O.	Water extraction and discharge						
a 3.8 Harvest and transport										
a 3.8.1	1	FV,Po		Preparation of the harvest						
a 3.8.2	1	FV,Po		Records on harvest						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.9 Storage and handling of products										
a 3.9.1	1	FV,Po		Product identification in the storage						
a 3.9.2	1	FV,Po		Quality preservation methods						
a 3.9.3	1	FV,Po		Control of measurement devices						
a 3.9.4	1	FV,Po	D=K.O.	Pest monitoring and pest control *						
a 3.9.5	1	FV,Po		Handling non-compliant products #						
a 3.10 Documentation of means of production, traceability, labelling and use of the QS certification mark										
a 3.10.1	1	FV,Po		Purchase of means and production services						
a 3.10.2	1	FV,Po	D=K.O.	Traceability *						
a 3.10.3	1	FV,Po	D=K.O.	Labelling of QS produce *						
a 3.10.4	1	FV,Po		Labelling QS goods with an identification number						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 3.10.5	1	FV,Po		Use of the QS certification mark						
a 3.10.6	1	FV,Po		Product labelling						
a 3.11 Packing of harvest products										
a 3.11.1	1	FV,Po	D=K.O.	Packing material						
a 3.11.2	1	FV,Po		Declaration of conformity/no objection						
a 4 Hygiene requirements										
a 4.1 Hygiene management										
a 4.1.1	1	FV,Po		Risk assessment on hygiene						
a 4.1.2	1	FV,Po	D=K.O.	Hygiene checklist/procedure						
a 4.1.3	1	FV,Po	D=K.O.	Hygiene requirements for the company's premises and facilities						
a 4.1.4	1	FV,Po	D=K.O.	Hygiene instructions						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 4.1.5	1	FV,Po	D=K.O.	Hygiene training						
a 4.1.6	1	FV,Po	D=K.O.	Requirements for water and ice *						
a 4.1.7	1	FV,Po	D=K.O.	Toilets for harvesters						
a 4.1.8	1	FV,Po		Suitability of means of production						
a 4.1.9	1	FV,Po	D=K.O.	Breakage of lamps						
a 4.1.10	1	FV,Po		Handling of glas and hard plastic						
a 4.1.11	1	FV,Po		Access of domestic animals						
a 5 Producers handling not self-produced goods										
a 5.1 Handling of not self-produced goods										
a 5.1.1	1	FV,Po		Incoming goods inspection						
a 5.1.2	1	FV,Po		Returns Management						

Require ment no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 5.1.3	1	FV,Po		Traceability check						
a 5.1.4	1	FV,Po	D=K.O.	Produce separation						
a 5.1.5	1	FV,Po	D=K.O.	Reconciliation of incoming and outgoing goods						
a 5.1.6	1	FV,Po		Use of certification mark on purchased products						
a 6 Waste an environmental management, recycling and reuse										
a 6.1 Waste management, recycling and reuse										
a 6.1.1	1	FV,Po		Waste products and sources of pollution						
a 6.1.2	1	FV,Po	D=K.O.	Storage of Waste						
a 6.1.3	1	FV,Po		Waste management						
a 7 Working conditions										
a 7.1 Occupational safety and social issues										

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
a 7.1.1	1	FV,Po		Worker's instruction and qualification						
a 7.1.2	1	FV,Po	D=K.O.	Protective clothing and equipment, user protection						
a 7.1.3	1	FV,Po		First-aid facilities						
a 7.1.4	1	FV,Po		Accident and emergency plan						
a 7.1.5	1	FV,Po		Workers trained on first aid						
y 2 Allgemeine Anforderungen FIN										
y 2.1 Organisation Nachhaltigkeitsmaßnahmen										
y 2.1.1	1	FV,Po		Verantwortlicher für Nachhaltigkeit (Nachhaltigkeitsbeauftragter)						
y 2.1.2	1	FV,Po		Durchführung QS-Nachhaltigkeitscheck						
y 2.1.3	1	FV,Po		Durchführung und Dokumentation der Eigenkontrolle						
y 2.1.4	1	FV,Po		Umsetzung eingeleiteter Maßnahmen aus der Eigenkontrolle						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
y 3 Anforderungen Handlungsfelder FIN										
y 3.1 Biodiversität										
y 3.1.1	1	FV,Po		Umsetzung von Biodiversitätsmaßnahmen						
y 3.1.2	1	FV,Po		Übersicht Biodiversitätsaktivitäten						
y 3.1.3	1	FV,Po		Fortbildung/Beratung						
y 3.1.4	1	FV,Po		Eingeschränkte Anwendung Pflanzenschutz- und Düngemittel						
y 3.1.5	1	FV,Po		Erhalt natürlicher Ökosysteme und Lebensräume						

Company _____


Date: _____

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D	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>										
<p>g 2 Requirements for Working and Social Conditions</p>										
g 2.1.1	1			Durchführung und Dokumentation der Eigenkontrolle #						
g 2.1.2	1			Umsetzung eingeleiteter Maßnahmen aus der Eigenkontrolle #						
g 2.1.3	1			Arbeitnehmervertretung #						
g 2.1.4	1			Beschwerdeverfahren #						
g 2.1.5	1			Einhaltung der ILO-Kernarbeitsnormen #						
g 2.1.6	1			Arbeitnehmerinformation #						
g 2.1.7	1			Arbeitsverträge/schriftlich fixierte Arbeitsbedingungen #						
g 2.1.8	1			Regelmäßige Lohnzahlungen #						
g 2.1.9	1			Arbeitentgelt #						
g 2.1.10	1			Beschäftigung von Kindern und Jugendlichen #						
g 2.1.11	1			Pflichtschulbildung #						
g 2.1.12	1			Arbeitszeiterfassung #						

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D	E	Comments/corrective action number
g 2.1.13	1			Arbeits- und Ruhezeiten #						
g 2.1.14	1			Pausen- und Bereitschaftsräume #						
g 2.1.15	1			Umkleidemöglichkeiten #						
g 2.1.16	1			Aufbewahrungsmöglichkei- ten #						
g 2.1.17	1			Unterbringung der Arbeitskräfte #						

Company _____

Date: _____

Requirement no.	Factor	Filter ¹		Criterion/ requirement	A	B	C	D	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.										
e.I. regional windows										
e.I.1 Requirement (only relevant for locations registered for Regionalfenster via their coordinator)										
e.I.1.1	1			Identification of regional goods						
e.I.1.2	1			Marking of delivery documents						
e.I.1.3	1			Variety-specific cultivation time for plant products						
e.I.1.4	1			Variety-specific cultivation time for champignons and other cultivated						
e.I.1.5	1			Quantity plausibility						

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
	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!)

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 (FV,Po)	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				

Delivery note to be verified

Delivery note date	Delivery note number	Location	Inspected