## Audit checklist Wholesale Meat and Meat Products (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 - Wholesale 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 - Wholesale meat and meat products

| **Production scope** | | **Production number** |
|---|---|---|
| | Meat wholesale | 80 |
| | Central warehouse (meat and meat products) | 61 |

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 | | | Use of the QS certification mark | | | | | | |
| 2.1.3 | 1 | | | Incident and crisis management | | | | | | |
| 2.1.4 | 1 | | | Handling of documents | | | | | | |
| 2.1.5 | 1 | | | Company Premises and Access Regulations | | | | | | |
| 2.1.6 | 1 | | | Monitoring of test equipment | | | | | | |
| 2.1.7 | 1 | | **D=K.O.** | Conducting self-assessments | | | | | | |
| 2.1.8 | 1 | | | Completion of corrective actions in the case of nonconformity | | | | | | |
| 2.1.9 | 1 | | | Food safety culture | | | | | | |
| 2.1.10 | 1 | | | Commissioning of logistics companies/subcontractors | | | | | | |
| **2.2** | **HACCP** | | | | | | | | | |

| Requirement no. | Factor | Filter[1] | | Criterion/ requirement | A | B | C | D/ K.O. | E | Comments/corrective action number |
|---|---|---|---|---|---|---|---|---|---|---|
| 2.2.1 | 1 | | **D=K.O.** | HACCP concept * | | | | | | |
| 2.2.2 | 1 | | | HACCP-team | | | | | | |
| 2.2.3 | 1 | | | Product description | | | | | | |
| 2.2.4 | 1 | | | Flow chart | | | | | | |
| 2.2.5 | 1 | | | Hazard analysis | | | | | | |
| 2.2.6 | 1 | | | Critical control points (CCP) | | | | | | |
| 2.2.7 | 1 | | | Limit values for CCP | | | | | | |
| 2.2.8 | 1 | | | Monitoring and verification of limit values for CCP | | | | | | |
| 2.2.9 | 1 | | | Corrective actions for CCP | | | | | | |
| 2.2.10 | 1 | | | Responsibilities | | | | | | |
| 2.2.11 | 1 | | | Records | | | | | | |
| 2.2.12 | 1 | | | HACCP verification | | | | | | |
| **2.3** | **Good manufacturing and hygiene practice** | | | | | | | | | |
| 2.3.1 | 1 | | | Water quality | | | | | | |
| 2.3.2 | 1 | | | Cleaning and disinfection | | | | | | |
| 2.3.3 | 1 | | | Pest control * | | | | | | |

| Requirement no. | Factor | Filter[1] | | Criterion/ requirement | A | B | C | D/ K.O. | E | Comments/corrective action number |
|---|---|---|---|---|---|---|---|---|---|---|
| 2.3.4 | 1 | | | Foreign substance management | | | | | | |
| 2.3.5 | 1 | | **D=K.O.** | Risk of contamination | | | | | | |
| **2.4** | **Technical/structural condition** | | | | | | | | | |
| **2.5** | **Room, equipment and plant hygiene** | | | | | | | | | |
| **2.6** | **Ground clearance** | | | | | | | | | |
| **2.7** | **Staff hygiene** | | | | | | | | | |
| 2.7.1 | 1 | | | General rules of conduct | | | | | | |
| 2.7.2 | 1 | | | Staff rooms and sanitary facilities | | | | | | |
| 2.7.3 | 1 | | | Hygiene sluice | | | | | | |
| **2.8** | **Training of staff** | | | | | | | | | |
| 2.8.1 | 1 | | **D=K.O.** | Hygiene training/Protection against Infection Act | | | | | | |
| 2.8.2 | 1 | | | Information on the QS scheme | | | | | | |
| **3** | **Process-specific requirements** | | | | | | | | | |
| **3.1** | **Incoming goods** | | | | | | | | | |
| 3.1.1 | 1 | | | Technical/structural condition | | | | | | |
| 3.1.2 | 1 | | | Room, equipment and plant hygiene | | | | | | |

| Requirement no. | Factor | Filter[1] | | Criterion/ requirement | A | B | C | D/ K.O. | E | Comments/corrective action number |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.1.3 | 1 | | | Ground clerance | | | | | | |
| 3.1.4 | 1 | | | Order and organization | | | | | | |
| 3.1.5 | 1 | | | Transport vehicles delivery | | | | | | |
| 3.1.6 | 1 | | | Incoming goods inspection * | | | | | | |
| 3.1.7 | 1 | | **D=K.O.** | Labelling purchased QS goods* | | | | | | |
| 3.1.8 | 1 | | **D=K.O.** | Product temperature | | | | | | |
| 3.1.9 | 1 | | **D=K.O.** | Returns management | | | | | | |
| 3.1.10 | 1 | | | Complaints management | | | | | | |
| **3.2** | **Storage** | | | | | | | | | |
| 3.2.1 | 1 | | | Technical/structural condition | | | | | | |
| 3.2.2 | 1 | | | Room, equipment and plant hygiene | | | | | | |
| 3.2.3 | 1 | | | Ground clearance | | | | | | |
| 3.2.4 | 1 | | | Stock management | | | | | | |
| 3.2.5 | 1 | | | Best-before date | | | | | | |
| **3.3** | **Cold storage rooms** | | | | | | | | | |
| 3.3.1 | 1 | | | Technical/structural condition | | | | | | |

| Requirement no. | Factor | Filter[1] | | Criterion/ requirement | A | B | C | D/ K.O. | E | Comments/corrective action number |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.3.2 | 1 | | | Room, plant and equipment hygiene | | | | | | |
| 3.3.3 | 1 | | | Ground clearance | | | | | | |
| 3.3.4 | 1 | | | Stock management | | | | | | |
| 3.3.5 | 1 | | **D=K.O.** | Temperature recording and monitoring * | | | | | | |
| 3.3.6 | 1 | | **D=K.O.** | Best-before date/use-by date | | | | | | |
| 3.3.7 | 1 | | | Species-specific product separation | | | | | | |
| **3.4** | **Frozen storage rooms** | | | | | | | | | |
| 3.4.1 | 1 | | | Technical/structural condition | | | | | | |
| 3.4.2 | 1 | | | Room, equipment and plant hygiene | | | | | | |
| 3.4.3 | 1 | | | Ground clearance | | | | | | |
| 3.4.4 | 1 | | | Stock management | | | | | | |
| 3.4.5 | 1 | | **D=K.O.** | Temperature recording and monitoring * | | | | | | |
| 3.4.6 | 1 | | **D=K.O.** | Best-before date | | | | | | |
| **3.5** | **Packaging/redistribution** | | | | | | | | | |
| 3.5.1 | 1 | | | Technical/structural condition | | | | | | |
| 3.5.2 | 1 | | | Room, equipment and plant hygiene | | | | | | |

| Requirement no. | Factor | Filter[1] | | Criterion/ requirement | A | B | C | D/ K.O. | E | Comments/corrective action number |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.5.3 | 1 | | | Ground clearance | | | | | | |
| 3.5.4 | 1 | | | Packaging material | | | | | | |
| 3.5.5 | 1 | | **D=K.O.** | Declaration of conformity/declaration of no objection | | | | | | |
| 3.5.6 | 1 | | | Storage of packed products | | | | | | |
| 3.5.7 | 1 | | | Storage/transport containers for products | | | | | | |
| 3.5.8 | 1 | | **D=K.O.** | Temperature recording and monitoring * | | | | | | |
| 3.5.9 | 1 | | **D=K.O.** | Product labelling meat/meat products | | | | | | |
| **3.6** | **Order picking, outgoing goods/shipping** | | | | | | | | | |
| 3.6.1 | 1 | | | Technical/structural condition | | | | | | |
| 3.6.2 | 1 | | | Room, equipment and plant hygiene | | | | | | |
| 3.6.3 | 1 | | | Ground clearance | | | | | | |
| 3.6.4 | 1 | | | Order and organization | | | | | | |
| 3.6.5 | 1 | | **D=K.O.** | Inspection of outgoing goods | | | | | | |
| 3.6.6 | 1 | | **D=K.O.** | Labelling of marketed QS goods * | | | | | | |
| 3.6.7 | 1 | | **D=K.O.** | Product temperature | | | | | | |
| **3.7** | **Further plant sections and spaces** | | | | | | | | | |

| Requirement no. | Factor | Filter[1] | | Criterion/ requirement | A | B | C | D/ K.O. | E | Comments/corrective action number |
|---|---|---|---|---|---|---|---|---|---|---|
| 3.7.1 | 1 | | | Packaging material storage | | | | | | |
| 3.7.2 | 1 | | | Storage of cleaning agents and disinfectants | | | | | | |
| 3.7.3 | 1 | | | Waste disposal logistics | | | | | | |
| 3.7.4 | 1 | | | Sink area | | | | | | |
| **3.8** | **Transport/Logistics** | | | | | | | | | |
| 3.8.1 | 1 | | | product compliant transport | | | | | | |
| 3.8.2 | 1 | | | transport hygiene | | | | | | |
| 3.8.3 | 1 | | **D=K.O.** | Temperature check | | | | | | |
| **3.9** | **Freeze and thawing** | | | | | | | | | |
| 3.9.1 | 1 | | | Technical/structural condition | | | | | | |
| 3.9.2 | 1 | | | Room, equipment and plant hygiene | | | | | | |
| 3.9.3 | 1 | | | Ground clearance | | | | | | |
| 3.9.4 | 1 | | | Process control | | | | | | |
| **4** | **Traceability and origin of goods** | | | | | | | | | |
| **4.1** | **Methods and control of traceability** | | | | | | | | | |
| 4.1.1 | 1 | | **D=K.O.** | Methods of traceability | | | | | | |

| Requirement no. | Factor | Filter[1] | | Criterion/ requirement | A | B | C | D/ K.O. | E | Comments/corrective action number |
|---|---|---|---|---|---|---|---|---|---|---|
| 4.1.2 | 1 | | **D=K.O.** | Separation and identification of QS goodse/non-QS goods | | | | | | |
| 4.1.3 | 1 | | **D=K.O.** | Traceability check* | | | | | | |
| 4.1.4 | 1 | | **D=K.O.** | Reconciliation of incoming goods with outgoing goods * | | | | | | |
| 4.1.5 | 1 | | **D=K.O.** | Check on QS eligibility of delivery | | | | | | |

**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 | | | | |