Audit checklist Wholesale 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	X			
Random sample audit				
Audit of special purpose				
Parallel audit				
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)				
Certification body				
First name/surename of auditor				
Repeated D evaluation/general K.O.		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

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 SPOT	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 SPOT	1			Foreign substance management						
2.3.5 SPOT	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 SPOT	1			General rules of conduct						
2.7.2	1			Staff rooms and sanitary facilities						
2.7.3 SPOT	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 SPOT	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 SPOT	1			Ground clerance						
3.1.4 SPOT	1			Order and organization						
3.1.5	1			Transport vehicles delivery						
3.1.6 SPOT	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 SPOT	1			Room, equipment and plant hygiene						
3.2.3 SPOT	1			Ground clearance						
3.2.4 SPOT	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 SPOT	1			Room, plant and equipment hygiene						
3.3.3 SPOT	1			Ground clearance						
3.3.4 SPOT	1			Stock management						
3.3.5 SPOT	1		**D=K.O.**	Temperature recording and monitoring *						
3.3.6 SPOT	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 SPOT	1			Room, equipment and plant hygiene						
3.4.3 SPOT	1			Ground clearance						
3.4.4 SPOT	1			Stock management						
3.4.5 SPOT	1		**D=K.O.**	Temperature recording and monitoring *						
3.4.6 SPOT	1		**D=K.O.**	Best-before date						
3.5	**Packaging/redistribution**									
3.5.1	1			Technical/structural condition						
3.5.2 SPOT	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 SPOT	1			Ground clearance						
3.5.4 SPOT	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 SPOT	1		**D=K.O.**	Temperature recording and monitoring *						
3.5.9 SPOT	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 SPOT	1			Room, equipment and plant hygiene						
3.6.3 SPOT	1			Ground clearance						
3.6.4	1			Order and organization						
3.6.5 SPOT	1		**D=K.O.**	Inspection of outgoing goods						
3.6.6 SPOT	1		**D=K.O.**	Labelling of marketed QS goods *						
3.6.7 SPOT	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 SPOT	1			Packaging material storage						
3.7.2 SPOT	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 SPOT	1			transport hygiene						
3.8.3	1			Ground clearance						
3.8.4 SPOT	1		**D=K.O.**	Temperature check						
3.9	**Freeze and thawing**									
3.9.1	1			Technical/structural condition						
3.9.2 SPOT	1			Room, equipment and plant hygiene						
3.9.3 SPOT	1			Ground clearance						
3.9.4	1			Process control						
4	**Traceability and origin of goods**									
4.1	**Methods and control of traceability**									

Requirement no.	Factor	Filter[1]		Criterion/ requirement	A	B	C	D/ K.O.	E	Comments/corrective action number
4.1.1	1		**D=K.O.**	Methods of traceability						
4.1.2 SPOT	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 SPOT	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				