Annex Checklist of specific requirements for foodstuffs

The points listed in the checklist correspond to the stated requirements and are checked during the audit.

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | | Comments on implementation/deviations | Evaluation |
| Has the person responsible for quality management received, read and understood the regulations?   * Regulations for the Allergy Seal of Quality * Specific requirements for foodstuffs * Requirements for auditing bodies and audits * Penalty provisions | | yes  no  Click here to enter text. | Rating |
| Chapter 3 Quality management requirements | | |  |
| 3.1 | Global Food Safety Initiative |  |  |
|  | Is proof of a GFSI standard in quality management provided? | yes  no  of what kind?  Click here to enter text. | Rating |
| 3.2 | Allergen management |  |  |
|  | Is an allergen management system in place according to the specifications of a HACCP concept in accordance with the Codex Alimentarius?  How is the allergen management system linked to the quality management? | Click here to enter text. | Rating |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Requirements | | | Comments on implementation/deviations | | Evaluation |
| 3.2.1 | Responsibilities | |  | |  |
|  | Has a responsible person been designated for allergen management? Are the authorisations regulated in such a way that the effective implementation and maintenance of the allergen management system can be ensured? | | Click here to enter text. | | Rating |
| 3.2.2 | Hazard analysis and measures | |  | |  |
|  | Is there a hazard analysis that identifies, assesses and controls the hazards? Does the hazard analysis correspond to a HACCP concept? Which points are missing in the hazard analysis? | | Click here to enter text. | | Rating |
| 3.2.2a | In what form is the allergen to be claimed described in the hazard analysis? Is the hazard sufficiently described? Which measures are specified? | | Click here to enter text. | | Rating |
| 3.2.2a | | Is the management of raw materials and raw material suppliers, including any change of supplier, described as a hazard? Which measures are specified? | | Click here to enter text. | Rating |
| 3.2.2a | | How is the incoming inspection described as a hazard? Which measures are specified? | | Click here to enter text. | Rating |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Requirements | | Comments on implementation/deviations | | Evaluation |
| 3.2.2b | Which points regarding transport and storage are described in the hazard analysis? What do these conditions and measures look like? Are the hazards of insufficient separation, contamination, and mix-ups controlled? | | Click here to enter text. | Rating |
| 3.2.2c | How is the hazard of unintended allergen presence/contaminations described in the hazard analysis, e.g., as a result of impure raw materials, mixing up raw materials, changing the production lines or changing suppliers? | | Click here to enter text. | Rating |
| 3.2.2c | How are the arrangement and the production sequence described in the hazard analysis (e.g., spatial and temporal separation of production)? What do these conditions and measures look like? | | Click here to enter text. | Rating |
| 3.2.2d | What is described in the hazard analysis in relation to rework? In what form is rework used? | | Click here to enter text. | Rating |
| 3.2.2e | Is insufficient, incorrect or non-existent cleaning/disinfection recognised as a hazard? What cleaning method is in use?  Are cleaning and disinfection implemented, especially when switching production facilities? | | Click here to enter text. | Rating |
| Requirements | | **Comments on implementation/deviations** | | **Evaluation** |
| 3.2.2f | Is there final inspection and approval of the packaging? Are the hazards of incorrect packaging sufficiently described as a hazard? How is it ensured that the correct packaging is used? | | Click here to enter text. | Rating |
| 3.2.2g | Have the requirements and maximum content levels been specified, alongside measures and sanctions? What are the criteria for the final inspection and approval? | | Click here to enter text. | Rating |
| 3.2.2h | Is the traceability of all products and raw materials guaranteed?  Is insufficient traceability recognised as a hazard? Have processes been defined with regard to blocking, withdrawing and recalling goods in the event of exceeding the specified requirements and maximum content levels? | Click here to enter text. | | Rating |
| 3.2.3 | Verification |  | |  |
|  | Is there a verification plan and have the effectiveness, a monitoring plan, and the methods and measures been defined? What does the verification plan look like? | yes  no  Click here to enter text. | | Rating |
| 3.2.3a | Are there regular checks and monitoring of the defined hazards and measures? Which checks are carried out and by whom? | yes  no  Click here to enter text. | | Rating |

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | | **Comments on implementation/deviations** | **Evaluation** |
| 3.2.3b | Which validated methods are used for verification? How is the measurement uncertainty determined? | Click here to enter text. | Rating |
| 3.2.3c | Is the evaluation of the measures and verification results documented? | Click here to enter text. | Rating |
| 3.2.3d | How and by whom is the effectiveness of the verification confirmed? | Click here to enter text. | Rating |
| 3.2.4 | Sanctioning |  |  |
|  | Is there a concept regarding sanctions? | yes  no  Click here to enter text. | Rating |
| 3.2.5 | Training |  |  |
|  | Are staff members regularly and sufficiently trained and made aware of the hazards in dealing with allergens? When was the last training? | Click here to enter text. | Rating |
| Chapter 4 Specific requirements | |  |  |
| 4.1 | Does the content level of the claimed ingredient (or allergen) is specified in the allergen management system correspond to the requirement of the Allergy Seal of Quality? | Click here to enter text. | Rating |

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | | **Comments on implementation/deviations** | **Evaluation** |
| 4.2a | Are the test methods used to confirm the specific requirements validated by an accredited test centre? Do the test reports have an accreditation mark? | Click here to enter text. | Rating |
| 4.2b | Does the limit of quantification of the test methods meet the requirements of the Allergy Seal of Quality? How low is it? | Click here to enter text. | Rating |
| 4.2c | How high is the measurement uncertainty? Is the measurement uncertainty included in the result? Is this recorded in the quality management system? | Click here to enter text. | Rating |
| 4.2d | Is there a test plan for reviewing the specific requirements? How often is it carried out and verified? | Click here to enter text. | Rating |
| Chapter 5 Specific labelling | |  |  |
| 5.1 | Is a packaging or a packaging blueprint available? Has the claim been checked? | yes  no  Click here to enter text. | Rating |
| 5.2 | Which allergenic ingredients are clearly marked and highlighted in the list of ingredients? | Click here to enter text. | Rating |
| 5.3 | Which allergenic ingredients are contained as unintended allergen presence or contaminations and are declared as "may contain"? | Click here to enter text. | Rating |

|  |  |  |  |
| --- | --- | --- | --- |
| Requirements | | **Comments on implementation/deviations** | **Evaluation** |
| 5.4 | Are declaration of additional potentially allergenic ingredients labelled in accordance with chapter 5.4? Which? | yes  no  Click here to enter text. | Rating |

By providing a signature, you confirm that all requirements have been reviewed.

|  |  |  |
| --- | --- | --- |
| Place and date:  Click here to enter text. | Signature of auditor: | Name and first name of the auditor in block capitals  Click here to enter text. |