Audit Plan

Dear client!

We would like to provide you with the following audit plan for the forthcoming inspection (see also tha additoinal information in the audit confirmation):

Time	Topic	Contact persons / place
Start (see accompanying letter)	Opening talk (inspector see accompanying letter) • Standards to be inspected (standards see accompanying letter) • Schedule of inspection • Duration of inspection	Responsible persons in charge defined by the operation (quality management,…)/usually in the office
	Data collection Document check (suppliers, assortment, import documents, ….)	Responsible persons in charge defined by the operation (quality management,…)/usually in the office
	Inspection tour	Responsible persons in charge defined by the operation (quality management,…)/entire operation
	Edit of inspection documentation Reporting	Responsible persons in charge defined by the operation (quality management,…)/usually in the office
End (set during the opening talk)	Closing meeting	Responsible persons in charge defined by the operation (quality management,…)/usually in the office
The indicated schedule may deviate or vary depending on the scope during the inspection.		

Relevant documents for processors and importers to prepare for inspection

Please prepare or update the following documents for the forthcoming inspection, to guarantee a quick and efficient inspection and to avoid unnecessary costs.

Please check with your last inspections report if all requirements are done - especially the ones with a „with immediate effect"-deadline (i.e. verification during the next inspection!).

We would like to inform you that the administration of all late submissions will be indicated separately on the invoice (for more information see our tariff scheme at „other services").

Please update if relevant and prepare for inspection:

Check-mark

1. Company describing documents ☐
(document company description document, critical control points as well as organisation chart, site plan, description of flow of goods) must be available in updated form and if relevant handed out to the inspector. These documents must be available at your company (if necessary the inspector will give you the documents for taking a copy).

2. List of suppliers of organic products incl. valid certificates ☐
Ideally with the following information:

Organic raw material	Supplier	Postal code, town	Certificate from the inspection body	Period of validity

3. List of used conventional ingredients/ /additives and processing aids including their suppliers (and product specifications) ☐
Ideally with the following information:

Conv. ingredient, additives, aids	Supplier	Postal code, town	infoXgen GMO-free declaration of compliance (if relevant)	Specification enclosed

4. Detailed assortment list of products as well as a list of product groups ☐

5. Keep actual recipe and labels ready ☐

6. flow of goods ☐
We will randomly check the quantity balance for the traded organic products.
This means we need access to information about incoming/outgoing goods, goods in stock and production records including related records (time period: usually from last to current inspection).

7. Information about organic imports from third countries (if relevant) ☐
If relevant, the actual import documents and/or a list of all received organic imports (since the last main inspection) must be available with all complete and original "certificates of inspection (for import)".

You may use the „check-mark" to tick off the relevant points. If you have further questions do not hesitate to contact us.

We thank you for your cooperation!

Your team from Austria Bio Garantie GmbH