



SGF-Checklist Trader

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Status: 18.12.2014

Company:

F-ID-No.:

Date of Audit:

Overview

Audit List TRADERS

1. General data of the audited company
2. Quality Management / Quality Assurance
3. Implementation of the SGF requirements in the audited company
 - 3.1 . Sales of products which are being produced by audited SGF raw material producers
 - 3.2. Sales of products which are not being produced by audited SGF raw material producers
 - 3.3 Sales of products which are being blended
4. Traceability



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AUDIT LIST TRADERS

1. General Data

1.1 Address data:

Name of the company:	
Street.:	
Mailbox:	
Postal Code:	
Tel.:	
Fax:	
e-mail:	
Website:	

1.2 Responsibilities (Name, phone/fax, email):

Managing Director:

Quality Management /Quality assurance:

SGF-Contact person:



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Evaluation: A = very good to good B = satisfactory C = unsatisfactory to faulty

			A	B	C	Corrective actions
1.3	Existence of shares in other companies and/or existence of any subsidiaries?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	—	—	—	
1.4	Number of employees		—	—	—	
1.5	Responsibilities of employees involved in juice activities (Activity with the trade, the handling, the processing or the blending of juices, purees, concentrates and its corresponding by-products)	<u>Responsibility</u> <u>Juice proc. activity</u> — — —	—	—	—	
1.6	Percentage of juice activities compared to the over-all activities of the audited company	<u>Activity</u> <u>Percentage</u> — — —	—	—	—	
1.7	Table of SGF Suppliers and Non-SGF Suppliers from whom products are being imported regularly. Dok <input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				



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						Corrective actions
			A	B	C	
1.8	Internet presentation / brochure	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	-	-	-	
<div style="border: 1px solid black; padding: 2px; display: inline-block;">Dok</div> <input type="checkbox"/>						



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2. Quality Management / Quality Assurance

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		A	B	C	Corrective actions
2.1.	Does a Quality Management exist? <input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	—	—	—	
2.1.1 Dok <input type="checkbox"/>	Is the Quality Management-system certified? <input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				
2.1.2 Dok <input type="checkbox"/>	Does a QM-Manual/Handbook exist? <input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				
2.2 Dok <input type="checkbox"/>	Does the QM-system include food stuff regulations (for example AIJN or SGF-requirements)? <input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				



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Evaluation: A = very good to good B = satisfactory C = unsatisfactory to faulty

					Corrective actions
		A	B	C	
2.3	Do the responsible employees have access to food stuff regulations (especially to the AIJN)?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:			
2.4	Do internal audits take place and in which type and frequency?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:			

Dok



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3. Implementation of the SGF requirements in the audited company

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			A	B	C	Corrective actions
3.1	Sales of products which are being produced by audited SGF-Raw Material Producers		—	—	—	
3.1.1 Dok <input type="checkbox"/>	Can such sales activities be traced back as per the corresponding sales and quality documents?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				
3.1.2	Is it always being checked whether the producer joined the voluntary control system at the moment the product has been produced?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				
3.1.3 Dok <input type="checkbox"/>	How are such raw materials being offered and sold in the market?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				
3.2	Sales of products which are <u>not</u> being produced by audited SGF raw material producers		—	—	—	
3.2.1	Are the producer and the place of production of the traded raw materials always known?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				



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		A	B	C	Corrective actions
3.2.2	In case the product as per 3.2. is being sold as system goods as per the definition of the SGF ...	—	—	—	
3.2.3	...is it guaranteed that this raw material has been checked as per the SGF regulation 1.16				
Dok <input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks: Analysis:				
3.2.4	...can such sales activities be traced back as per the corresponding sales and quality documents and can also the corresponding analytical reports as per SGF regulation 2.1 be traced back to each individual sales activity?				
Dok <input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks: Analysesreports:				
3.3	Sales of products which are being blended	—	—	—	
3.3.1	Does the audited company deal with blended raw materials?	—	—	—	
	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				



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			A	B	C	Corrective actions
3.3.2	Does the audited company buy blended raw materials?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	—	—	—	
3.3.2.1.	Are the components of the blended raw materials known? - Exclusion criterion – (e. c.)	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:				
3.3.2.2.	How is it secured whether such a blended raw material is a system good as per the definition of the SGF? Dok <input type="checkbox"/>	Remarks:				
3.3.3	Does the audited company itself blend raw materials or does the audited company ask other companies to do blends for them (for example in a coldstore)?	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks:	—	—	—	
3.3.3.1.	Is there a full traceability how the own blends have been prepared? Dok <input type="checkbox"/>	<input type="checkbox"/> yes <input type="checkbox"/> no Remarks: - Exclusion criterion – (e. c.)				



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Evaluation: A = very good to good B = satisfactory C = unsatisfactory to faulty

		A	B	C	Corrective actions
3.3.3.2.	<p>Can it be traced back in how far the blended raw materials are system goods as per the definition of the SGF?</p> <p>Dok</p> <p><input type="checkbox"/></p> <p>- Exclusion criterion – (e. c.)</p>				
3.3.3.3.	<p>Where and for how long are representative counter samples of the different components as well as for the blends are being kept?</p>				



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4. Traceability

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		Traceability criteria		
4.1.	In how far does the audited company know about the traceability of its traded raw materials?	Fully known	Partly known – specify -	Unknown
	Producer of the traded raw material			
	Date and place of production			
	Usage of any gene-modified fruits or ingredients			
	Usage of pesticides			



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	Place/Date	Name of SGF contact person in the company	Signature of SGF contact person	Name of SGF/IRMA Auditor	Signature of the SGF/IRMA-Auditor

Comments by the company to the results of the Trader Audit:

Final approval through SGF/IRMA Headquarter

Remarks:

pass

fail

Place, Date

Signature of SGF/IRMA-Technical Manager/Stamp