BRCGS Plant-Based Global Standard

PB108 Guidance on completion of Audit report

Change log

Version no.	Date	Description
1	05/01/2021	First issue

1. INTRODUCTION

Objective
The report produced as a result of an audit against the Plant-Based Global Standard Issue 1 is one of the key outputs from the audit process. It is used to provide real information for the site, retailers and other customers.

The report format
BRCGS has a set format for the reporting of audits to ensure that consistent information is provided and to make it easier for users of reports to find information within the report.
The report is in 3 parts:
1. Audit details
2. Non-Conformity and Corrective Action Summary Sheets
3. Detailed audit report (the summary)
All audit reports must be submitted to BRCGS in the prescribed format. All sections of the report must be provided as typed word documents.

The audit checklist
In addition to the final audit report, we provide 'checklists' so that auditors may capture audit notes during the audit. These are optional in their use as internal documents but we expect that in addition to the audit report the auditor notes are retained. They do form part of the audit documentation and should be appropriately handled. They do not need to be provided to BRCGS or users of the scheme unless otherwise requested.

Report language
The report language shall always be provided in English.

Audit Report Templates
Located within the **Templates** Module of the Global Standards Directory (log-in via www.traceonenetwork.com), are a series of blank Audit Report templates. Audit report templates are Microsoft Word documents.
These should be downloaded, and the Certification Body logo (in jpeg format) and address details added as appropriate – no other changes are permitted to the audit report template.

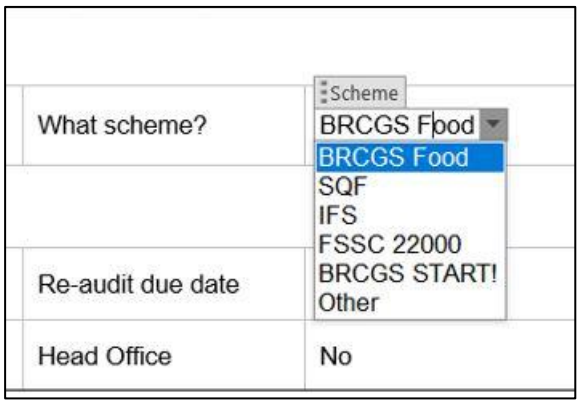
Audit Report Functionality
A core function of the Global Standards Directory is the Audit Template import function. This process takes data from a completed audit report and instantly transfers that data into the Directory. During the process, the Directory looks for a number of specific areas in the Word document which are then mapped to corresponding areas of the database. Those areas are XML tagged. It is essential that those areas of the Word document are completed correctly. Therefore, document format, tables, xml tag locations, headers and footers must not be altered.

Document Footer
The footer at the bottom of each page of the report contains several items of information:

- Certification body name & address
- Auditor name
- Report number
- A reminder that the audit report should not be reproduced in part by any recipient
- How to contact BRCGS and provide feedback. The email address and the confidential feedback system it links to was newly introduced by BRCGS in January 2020.
- A QR code linking to the BRCGS reporting system. Please note that QR code shouldn't be any smaller than a width of 1.35cm as otherwise it is unlikely to scan.

The correct format for this information is shown below:

Principles of the template
The templates feature drop down list options to aid consistent completion. This makes completion errors and therefore upload problems less likely. For example:



Templates also have text fields which automatically expand when typing begins. Pressing return or 'enter' will exit the text box. For example:

5.Product Characteristics	
Product categories	Plant-Based
Allergens handled on site	Choose an allergen Choose an allergen Choose an allergen Choose an allergen Choose an allergen Choose an allergen Choose an allergen

Upload Control Points
During the import/upload process – the database will look for two key control points:

1. BRCGS Site Code:
If the site code in the Audit Template does not match that of the selected site, the upload will be prevented. This ensures that only appropriate audits are linked to a site's record.

2. Auditor Number:
At the final stage of the upload, the database will compare the audit scope with the registered attributes of the auditor(s).

During this process, the Auditor Number entered on the audit report is used to identify the auditor profile in the Directory.
Any discrepancy between auditor(s) registered categories in the auditor's profile and the audit scope categories on the audit report will result in the audit report being sent to the 'Audits Holding Area' for investigation by BRCGS. Auditor numbers which do not correspond to a validated auditor's profile will prevent report upload.

Auditor Numbers for trainee auditors who are not yet validated should not be included in the audit report.

Data format
A number of the text fields will only accept information in specified formats (e.g., a maximum of 6 digits for auditor number). For example, some text fields will only accept numbers (integers) and some are 'free text' meaning that they will accept any combination of characters – words, numbers, punctuation etc. Where this is in place it is specified in the detail below.

A number of the text fields are mandatory and must be completed in the correct format or the upload will not be successful – these are highlighted in the detail below as **MANDATORY TEXT.**

Some text fields also have a maximum number of characters that they will accept (otherwise upload may fail) and this is specified below. Additional characters maybe included in the report outside the textfields but this text will not be uploaded onto the Directory fields.

The template contains text prompts (e.g., 'choose a region') ensure any 'unused' text is deleted to make the report look tidier but do not delete the text fields.

Additional rows can be added to part 3 (the summary) of the report if there is not enough space to add details to the report.

Date format
The database and Audit Report templates will be used in over 100 countries world-wide and so a universal date format has been adopted. All dates must be completed in YYYY-MM-DD format for all date fields within the document and Directory.

Time Format
All time related fields must be completed as 24-hour clock – i.e., *14.04* rather than *2.04*.

2. EXPLANATION OF THE INDIVIDUAL SECTIONS OF THE REPORT

1. Audit Summary			
Company name **NOT TAGGED** 256 characters (free text)	Nuts for Faux-mage	Site Code Integer with 7 digits **MANDATORY TEXT**	1768780
Site name **NOT TAGGED** 256 characters (free text)	Nuts for Faux-mage		
Stand Alone / Combined Drop down format **MANDATORY**	Combined	What Scheme? Drop down format **MANDATORY**	BRCGS *START!* Intermediate
Scope of audit 500 characters (free text)	The production of tofu and nut-based cheese alternatives.		
Audit Finish Date Drop down date format **MANDATORY**	Select a date	**Re-audit due date** Drop down date format **MANDATORY**	Select a date
Previous audit date Drop down date format **MANDATORY**	Select a date	**Head Office** Drop down format **MANDATORY**	No

Company name - the name the company is known by and will usually be the 'audit owner' (i.e. will have control of the audit report details on the Global Standards Directory and be able to allocate which retailers and customers can view its audit details). The Company may be a single site or maybe a company group.

Site code can be located in the 'sites' listing within the 'Directory' tab. If a site code does not exist a new record is created where the site code is generated by the Global Standards Directory. The site code will be unique to that location and will be used for all subsequent audits of that site irrespective of the Certification Body carrying out the audit.

Site name - any distinguishing name of a site within a company group.
Company and site names allow a hierachy of access to the audit reports within the Global Standards Directory.

Stand Alone / Combined – choose the type of audit conducted from the drop down list. If the audit is a Stand Alone, the site must have a valid GFSI certification in place prior to the audit. If the site is certified to GFSI Global Markets, it must have a BRCGS *START!* Intermediate certification, or equivalent.

What scheme? – select the GFSI scheme the site already has in place, or will have in place, at the completion of the audit process.

Scope of audit - scopes should be clear, succinct and unambiguous. Scopes should not include brand names, and must not include a long list of products or processes. The scope should be stated in English within the textfields. Any other language may be included outside the text field as shown in the example above.

The product scope category of the audit shall reflect the product scope category of the scheme (GFSI or START! program) with which the Standard is being combined. In the case of a standalone audit, the product scope category shall be based on that of the scheme (GFSI or START! program) to which the site's certification pertains.

Audit finish date - should be the last day of the audit.

Re-audit due date - should be calculated from the first day of the initial audit.

Head office audits - Where a separate head office audit has been undertaken select 'yes' from the drop down list, otherwise select 'no'. Non-conformities from the head office audit which have been closed out are not be included in the total of this site's audit result, but shall be recorded within the Additional Modules / Head Office Non-Conformity Summary Sheet tables.

2. Audit Results			
Audit result Drop down list **MANDATORY**	Certificated or not Certificated	**Audit type** Drop down list **MANDATORY**	Announced or Unannounced
Certificate Issue Date Drop down date format **MANDATORY**	Select a date	**Certificate Issue Date** Drop down date format **MANDATORY**	Select a date
Number of Non-Conformities		Integers: one or more digits	

Select the relevant information from the drop down boxes.

Certificate issue date and certificate expiry date refer to the current audit and not the previous one, and therefore the information is usually added by the certification body prior to publication (e.g. at the point of certification decision).

Summarise the numbers of non-conformities in the box. Where there are no non-conformities of that type specify '0'. This shall sum the non-conformities of the Plant-Based audit only and shall NOT include those from GFSI Scheme audits which do not affect the audit result.

3. Company Details			
Address **NOT TAGGED** 8000 characters (free text)	1 Pudding Lane London EC21 5XY		
Country **NOT TAGGED** Drop down list	UK	Site Telephone Number **TAGGED** 30 characters (free text)	+ 44 (0) 116 2345678
Commercial representative Name 100 characters (free text)	Ed Baker	Email 100 characters (free text)	Baker@fauxmage.co.uk
Technical representative Name 100 characters (free text)	John Smith	Email 100 characters (free text)	Smith@fauxmage.co.uk

Address - the address required is the address of the location of the production facilities audited. Note these fields are not tagged and the details should match that entered in the Directory according to the site code. The Directory requires the 'city', 'region/state' and 'post/zipcode' to be completed (in separate fields) – ensure this is captured on the audit report. Ensure that all addresses are completed in full and do not use abbreviations e.g. 'New York', not 'NY' – this aids consistency in Directory information and therefore trending and analysis of data.

Country – add standard country description.

Telephone – main telephone number of the site should be given ideally with country code

Commercial representative name and Email address – this should be the nominated contact for commercial queries.

Technical representative name and Email address – this should be the nominated contact for technical queries.

4. Company Profile					
Plant size (metres square) Drop down list of ranges **MANDATORY**	10-25 K sq. m	No. of employees Drop down list of ranges **MANDATORY**	51-500	No. of HACCP plans Drop down list Integer 2 digits **MANDATORY**	1-3
Dedicated Plant-Based plant		Drop down list **MANDATORY**			
Shift Pattern		Single shift etc			
Subcontracted processes **MANDATORY**		Drop down list – Select Yes/No			
Other certificates held 500 characters (free text) **MANDATORY**		Organic by Soil Association			
Regions exported to **MANDATORY**		Drop down list – Select all relevant regions			
Company registration number		Where the company is required to be registered with the regulatory authorities – for example, EC numbers for Meat/Dairy processors, etc.			
Major changes since last Plant-Based audit 500 characters (free text) **MANDATORY**		No structural changes. Created new position of QA Manager to support Technical Manager. Recent Investment includes metal detection on all lines and upgrade to weight control systems.			
Company Description 2000 characters (free text) Include a background of the company and how the audit was undertaken where relevant: Ownership of the company e.g. privately owned, public, part of larger company, or explain links to other sites. History, age of company, turnover, production volume, age of site, summary of product and customer types. These need not contain specifics such as 'Walmart' but rather 'major retailer' or information deemed confidential by the site such as turnover but should provide enough detail to the reader to envisage the type of company. Outline the type of specialist equipment or processes on site. Also explain here any audit logistics that are 'out of the ordinary' e.g. audit undertaken late or early, seasonality of site, head office audited or multiple sites.					

Choose the relevant range from the drop down list (further information is available in document F806: Audit Duration Calculator).

Plant Size – must be given in metres square and should be the size of the manufacturing facility including storage facilities on site.
The converter from square feet to metres is 10.76, e.g. 86,000 feet equals 8,000 metres

Number of employees (of the site including adminstration) per main shift including seasonal workers – as full time equivalent employees. Details of shifts can be given in the next row and total employee numbers can be given in the company description.

Number of HACCP plans included within scope – a HACCP study corresponds to a family of products with similar hazards and similar production technology

Dedicated Plant-Based plant – Indicate whether the company excludes materials of animal origin from the site or not.

Shift pattern – identify the usual shift pattern indicating number of shifts and typical times e.g. 2 shifts 06:00 - 14:00, 14:00 – 22:00

Subcontracted processes – confirm yes or no if the company uses another company to complete part of the process. This would be where the raw material is supplied by the company (i.e. still owned) and this is then received back in a finished or part finished state. Details must be given in the company profile.

Other Certifications Held – Give the details of other certifications such as Organic, Halal, ISO 9000 etc that are held by the site

Regions Exported to specified text as a drop down list: None, Asia, North America, South America, Europe, Oceania, Other

Major changes since last BRCGS audit – outline the relevant major changes eg capital expenditure, structural or personnel changes, new products or processes

Company Description - The company description shall provide an overview of the set up of the company and should include the details above

5. Product Characteristics	
Product categories **MANDATORY**	Plant-Based
Allergens handled on site **MANDATORY**	Drop down list – select all relevant allergens from the list e.g. wheat, milk, soya, egg and sesame seeds
Product claims made e.g. IP, organic 500 characters (free text) **MANDATORY**	Organic, gluten free
Plant-Based product recalls in last 12 Months Yes / No **MANDATORY**	Drop down list – select Yes/No
Plant-Based products in production at the time of the audit 500 characters (free text)	List the product(s)
Products listed in Schedule A	List the names of products on the Schedules A.

Product Categories – "Plant Based" is the only available option here.

Allergens handled on site – select from drop down list all the pertinent allergens that are handled within production as ingredients.

Product claims made e.g. IP, organic – list the general groups of claims made as this may indicate specific controls that need to be in place during manufacture.

Plant-Based product recalls in last 12 Months – specify yes on no. Details must then be given under clause 12.1 within the report.

Plant-Based products in production at time of audit – this should indicate the products in production but not the brand names.

Products listed in Schedule A – list basic information about the products from the site's Schedules A. Check the "Number of Schedules" field as there may be more than one Schedule A per site, e.g. "Schedule 1 of 3". Each of the site's Schedules A should be uploaded to the Directory with the audit report via the paperclip tool.

6. Audit Duration Details			
On-site duration	18 man hours 2 digit integer	Duration of production facility inspection	9 man hours 2 digit integer
Reasons for deviation from typical or expected audit duration	500 characters (free text)		
Next audit type selected Drop down list	Announced		

Audit Duration per day			
Audit days	**Audit Dates**	**Audit Start Time**	**Audit Finish Time**
1	yyyy-mm-dd	09:08	17:11
2	yyyy-mm-dd	5 characters (format HH:MM)	5 characters (format HH:MM)

On-site audit duration - this should be completed to the nearest hour. This should specify the total time spent on the Plant-Based audit at the site. If, for example the Plant-Based audit was carried out in conjunction with another audit, a calculation shall be made to specify the time spent on Plant-Based only. This should not include time spent on writing the report and significant time for lunch breaks off site.

Duration of production facility audit – again this should be completed to the nearest hour and should be a proportion of the total site audit which was spent actively looking around the production facility. BRCGS are looking for approximately 50% of the total audit time to be spent touring the production facility.

Where there is a **deviation** from specified guidance on audit times (as detailed in F806) reasons must be given. Also specify here if the audit was carried out in combination with another audit – this may lead to the audit duration times given per day not matching the total specified above then reasons for this shall be stated e.g. BRCGS audit undertaken in conjunction with ISO 9000 audit. If the production facility audit duration varies <40% or >60% of total site time, an explanation must be given here.

Optional unannounced specified text from drop down list. It is appreciated that the site have up to 3 months from the date of the audit to opt in, this should be completed with the information known at the time.

Audit dates and start and finish times
The time of arrival and leaving the site on each day of the audit shall be recorded. This should be completed in 24 hour clock e.g. 17:10 not 5:10. If the audit is a split audit (eg includes a

head office audit) then all the dates and durations on site should be given. Additional days can be added by inserting extra rows ensuring that functionality (i.e. text fields or drop down selection boxes) are included.

	Auditor(s) number	Name	Role
Auditor Number 6 characters **MANDATORY**	123256	Martin Oliver	Lead Auditor
Second Auditor Number 6 characters **MANDATORY**	N/A	COFRAC	Witness Auditor

Auditor(s) Number – this must be one number only in each box and consists of the 6 digit number of each auditor unique to the auditor and Certification Body. The Directory will check the combination of numbers for teams of more than one auditor against their registered category competencies. Any discrepancies will lead to the audit report being held in the audit holding area. Refer to the introduction for more information on auditor numbers and Directory functionality.

Auditor Name and roles - Enter the name and select the role from the list where other personnel are present e.g. witness auditor. Where an external agency such as an accreditation body is present state the company name, not the name of the person as shown in the example above.

Present at audit				
Note: the most senior member of the PBMS team on site should be listed first and be present at both opening & closing meetings **Name / Job Title**	**Opening Meeting**	**Site Inspection**	**Procedure Review**	**Closing Meeting**
James Wilson - Managing Director	x			x
Peter Thomas - Production Manager	x	x		x
Ian Greave - Technical Manager	x	x	x	x
David Goliath - Hygiene Manager	x	x		x

Personnel attending – personnel from the company should usually be listed in order of seniority. The name – first name and family name - and title of the person shall be indicated. This list will be used for validating requests for access to data on the BRCGS Directory so it is important that the correct full names and titles are included.

Where large numbers of people have attended the list can be restricted to key managers. Auditor names do not need to be in this list.

Unused rows may be deleted to improve the visual appearance of the report. Additional rows may also be inserted ensuring that functionality (i.e. text fields or drop down selection boxes) is included.

Non-conformity summary sheet

No.	Requirement ref.	Details of non-conformity	Correction	Proposed preventive action plan (based on root cause analysis)	Evidence provided document, photograph, visit/other	Date reviewed	Reviewed by
1	1.3	The PBMS team leader did not have formal Plant-Based training.	The "Plant-Based Global Standard – Industry Training" was purchased from BRCGS and taken by the PBMS Team Leader on March 12, 2020. The training course was completed on March 31, 2020.	After implementation of the standard, there were changes to the PBMS that became effective, but were not implemented. They were not implemented because the standard was not thoroughly read by the PBMS Team Leader.	The PBMS team leader obtained formal training by the Plant-Based Global Standard – Industry training and this certificate was sent to the auditor.	2020-07-28	Mark Smith
2	6.1	The company's supplier of xanthan gum uses an enzyme derived from eggs as part of its production process.	Regulatory department verified that the inco rrect ingredient specification was on-file. Supplier provided clarification of the actual spec and current product spec that does not include any animal derived enzymes.	Regulatory department followed procedures for approval of plant-based ingredients. Approved formulation/recipe for the plant-based dough updated with the correct product code of the xanthan gum intended for use.	Ingredient specification and approved formulation.	2020-07-28	MS

Comments on non-conformities

Numbering – The non-conformities for the Standard should be sequentially numbered.

Requirement ref – the non-conformity shall be classified against one clause only highlighting the main issue of the non-conformity.

Detail of non-conformity - maximum 2000 characters – The detail of the non-conformity must be specific and unambiguous, so that actions taken by the site can be specifically identified as correcting the issue.

Correction – maximum 2000 characters - This should contain a short description of the corrective action taken by the site, confirming in the past tense that it has been completed prior to the certificate being issued.

Proposed preventive action plan based on root cause analysis– maximum 5000 characters - a short description of what the site will do to ensure that the non-conformity does not re-occur with a short summary of the root cause of the non-conformity identified by the site. BRCGS have published a Guideline on preventive action and root cause analysis if sites need guidance on how to complete these activities.

Date reviewed and Reviewed by – name of person reviewing and accepting the evidence provided. Where all of the evidence has been reviewed and accepted by the same person initials will be sufficient after the first entry. The date of final sign off of the correction should be specified.

Comments on non-conformities – free text box may be used to explain a large number of minor non-conformities (>10). May also be used for commentary on corrective action where appropriate e.g. late or no submission of evidence.

3. DETAILED AUDIT REPORT

There is not a requirement for a statement against every clause but the report contains one summary box per section of the requirements. This summary box needs to capture sufficient specific information to explain the controls in place to satisfy the requirements.

It is intended that future versions of the Directory will allow information which does not usually change between audits to be prepopulated into the audit report and verified by the auditor at the audit. Other key information would need to be assessed and reported on at each audit. These changes wil be communicated (and this document updated when they are available).

Below gives guidance against each clause about specific detail that MUST be captured in the report/auditor notes.

The detaited section of the report should not contain actual names of staff but can include positions (such as team leader, hygiene operative etc).

Bullet points can be used, but should contain relevant detail of evidence provided demonstrating compliance where applicable.

All non-conforming clauses must be detailed in the front section of the report under the relevant non-conformity classification.

1. Senior management commitment
Ensure the site has an up-to-date copy of the Standard in either hard or soft copy. Schedule A approval date should be less than one year prior to the audit. Outline how the site's senior leadership demonstrate their commitment to the PBMS.
2. The Food Safety Plan - HACCP
Sufficient information should be given to demonstrate that the site has effectively carried out a full HACCP study and that it conforms to Codex principles. Describe the method of developing the hazard analysis and how CCPs have been determined. Describe the CCPs, their critical limits and the monitoring points. Explain how and when the company have validated and verified critical limits. Information on last review and date of each HACCP study.
3. PBMS maintenance and reassessment
Gather information on the last review date of each section of the PBMS. Ensure any changes resulting from review have been incorporated and implemented fully.
4. Documentation and Records
Define the document control systems in place.

Determine the retention period of documents and back up security process for electronic records.

Detail what records are established and maintained.

Indicate the system followed to ensure all records meet the criteria set out in the Standard.

5. Internal audits

Define the scope of the audit system (what is covered) and the schedule of audits (how often).

Give details of the auditors and their competence/training/independence.

Describe how audits are reported and followed up – how is it ensured that corrective actions are appropriately actioned i.e., whose responsibility and timescale. Give examples of internal audit reports seen.

6. Supplier and ingredients/inputs approval and performance monitoring

Confirm that all materials bought onto site which form part of the final product – including packaging - are sourced through approved suppliers that are monitored.

Where this is part of a head office function then this should be stated.

Give a description of how the company has undertaken the risk assessment and any significant outcomes.

Describe how suppliers are assessed e.g., by audit; third party certification or questionnaire, state the frequency and link to risk assessment.

Detail the ongoing monitoring processes that are in place.

A long list of suppliers is not needed in final report, just an example of those sampled during the audit.

7. Ingredient and input receipt and acceptance

Describe how ingredients are assessed, state the frequency and link to risk assessment.

Detail what's done & how information on ingredient and input requirements and checks are communicated to goods receipt personnel. Confirm checks which have been assessed.

8. Suppliers of Services

Confirm how suppliers of services are approved.

Provide examples of key services included and of evidence seen.

9. Specifications

Specifications must be available for all products packed onsite. Confirm the specifications checked and comment on suitability.

Where this is a head office-controlled function – details are required including how the site can access the specifications and who has access.

Details of specification review to be given.

10. Traceability

A full traceability exercise must be conducted during the audit that proves that there is a suitable traceability system in place to track products and ingredients forwards and backwards. Details of the product traced must be given. It is not necessary to give all ingredient trace details in the final report but a summary of what was chosen and why, and the outcome of the test.

Confirm if the site completes the minimum annual traceability checks (with dates and products traced) including mass balance.

11. Complaint handling

Confirmation that there are suitable systems in place to record and monitor complaints.

Give an overview of the analysis of complaint trends and how this is being used to make improvements and the level of complaints recorded.

12. Product Recall and Withdrawal

The procedure should confirm that the Certification Body will be informed within 24 hours of the event of a recall.

Provide details of the latest test and conclusions; any changes/improvements made as a result.

Confirm any recalls since the previous audit, that these had been notified to the certification body and comment on actions taken.

13. Product development

Identify the product used to test the product development process. The inclusion of this example in the final report may be useful, where this does not compromise confidentiality.

Confirm that a procedure exists and that a review of HACCP form part of the procedure.

14. Approval and control of labels

Detail how packaging materials are allocated to production. Confirm the processes in place to prevent labelling errors and the checks routinely undertaken.

Where automatic label check equipment is in place confirm how this is set up and tested to ensure it operates effectively.

Provide details of the product changeover witnessed and suitability of the controls to prevent mislabelling. If there is no product changeover during the whole of the audit, this should also be explained here.

15. Product authenticity, claims and chain of custody

Ensure that where plant-based claims have been noted at the front of the report there is consistency in this section.

Confirm how the site keeps up to date with potential risks of fraud concerning materials of animal origin. Has the vulnerability assessment been completed satisfactorily? How have

suppliers been assessed? What are the major risks identified and what mitigations have been put in place to reduce risk?

16. Marketing claims

Explain the process to ensure label information meets legislative requirements in the country of sale. Are allergen claims made and if so, how are they substantiated.

Confirm which label bearing a Plant-Based trademark was checked during the audit (if applicable). Examine a Trademark Approval Form to confirm the process has been completed correctly and any label bearing the Informed Plant-Based trademark has been formally approved by BRCGS.

17. Cross-contamination control

Explain how the site ensures that the products they manufacture are not at risk from the layout of the premises.

In all instances, reference must be made to the site plan and where appropriate details of the different risk areas; personnel access point; routes for travel of equipment, people, rework, and waste; process flow etc. to be made.

Comment on the adequacy of the layout of the site.

Details regarding the safe and clean storage of equipment and the positioning of fixed equipment for adequate cleaning.

Give detail whether maintenance functions are performed internally or by contractors. If the latter how are they controlled to ensure product integrity.

Confirm adequate changing/locker facilities; hand washing; toilets; canteen facilities/staff food.

18. Control of recipes and formulation

Give details of any work in progress and how this is managed to prevent contamination of a plant-based product with materials of animal origin.

19. Segregation and disposal of obsolete and waste material

Confirm that the site is handling/disposing of waste material with no risk to end product contamination.

Where obsolete or waste packaging bearing the Informed Plant-Based trademark is handled, measures in place to prevent its inadvertent use must be noted.

20. Plant-based awareness training

Confirm how the site manages staff training including temporary staff to ensure that they can comply with both legal requirements and in-house requirements.