



V-Label Audits: Quick Facts

V-Label is an internationally recognised and registered trademark for labeling vegan and vegetarian products. It helps customers to make an easy and reliable shopping decision. Standardized criteria ensure that V-Label is a unique seal of quality for vegan and vegetarian products all across the world.

Procedure of the audit on the production site

Production facilities that manufacture V-Label certified vegan or vegetarian products are audited at regular intervals as imparted in the V-Label license agreement. This is not required before the license is issued and can be combined with other controls (e.g. organic or ISO Standards).

During the production site audit the **audit checklist** is filled out by the auditor. The audit checklist shall be signed by both the production site manager and the auditor, who submits this list to the corresponding V-Label authority.

Documents to be presented at the production facility by the licensee:

- All current V-Label certificates
- The current V-Label specification forms for all V-Label products
- All associated supplier confirmations submitted during the checking process
- All V-Label product layouts of the released and fully labeled products

Optional, but recommended:

- A list of all raw materials processed on the production site
- The recipes of all V-Label products
- Cleaning protocol and process control plan for the production and packaging of V-Label products
- Proof of personnel training

Content of the audit checklist:

The following points are being checked during an audit:

1. **Incoming goods:** vegan and vegetarian raw materials must easily be **identified** as such upon delivery to minimize **risk of confusion**
2. **Warehouse:** storage of non-vegetarian, vegetarian and vegan products must be designed in such a way that **cross-contamination** is prevented.
3. **V-Label products:** the **license certificate(s)** must be available; a Material Flow Analysis or a traceability check for **critical raw materials** will be carried out; a **comparison** of the product recipes, the used raw materials in the production facility and the ones listed in the provided V-Label documents (Specification form and supplier confirmations) must be performed for 1-2 random products.
4. **Processing:** control of measures to avoid cross-contamination during **production** and **packaging process** or a mix-up with materials or products that do not conform to the respective V-Label category; control of used **tools and equipment; personnel** must be sufficiently trained in the V-Label criteria *
5. **Labeling:** V-Label products have to be optically distinguishable from non-V-Label products, correct V-Label on the packaging, implementation of V-Label conform to style guide

***Notes on cross-contamination during food production and possible confusions:**

If non-vegan or non-vegetarian products are also produced in the same plant or with the same machines, the licensee undertakes to do everything possible to prevent contamination of the licensed products with animal products, other than those specified in the list of raw materials of the corresponding product. Appropriate measures (besides separate production lines) are sufficiently thorough intermediate cleaning and/or the definition of a production sequence. As a guide, the value of 0.1% (1g/kg) of components of animal origin in the final product should not be exceeded.

If the V-Label products are not marked with the V-Label immediately upon packaging, possible confusion (e.g. through labeling) must be prevented. The respective personnel must be trained with regard to cross-contamination and use of compliant raw materials.

After the audit: Assessment & Measures

The auditor can take any necessary measures in the case of particularly serious infringements with for example cross-contamination. After clarification over phone with the corresponding V-Label authority there is a possibility of taking a sample directly at the plant for laboratory analysis. The assessment of the severity of infringements and the ordering of any follow-up audit is carried out by the corresponding V-Label authority or the audit body.