



BEVEG VEGAN CERTIFICATION

PRE –AUDIT PLAN

- ➔ Arrive on site – Welcome/ Company Introductions – 5 - 10 minutes
- ➔ Company Site contact to introduce/ provide overview of facility and details of production processes – 15 minutes
- ➔ Company Site contact to have the following information ready for viewing: Completed Application, Ingredient list, Vegan Certificates, product list, Production Flow Chart, Batch/ formula cards for products requiring certification
- ➔ BeVeg Chosen Representative to provide an overview of requirements for Vegan Certification, taking into account type of facility and production – 15 mins.
- ➔ BeVeg Chosen Representative to review production facility including but not limited to: Receiving, R&D, ingredient storage, entire processing facility, packaging, warehousing, office space
- ➔ Post Audit Meeting – BeVeg Chosen Representative to meet with company representatives and provide feedback based on audit
- ➔ Within 5 business days of audit a formal report will be submitted to the company providing a review of the audit, action items if necessary required for follow up prior to certification being granted. Action items required if necessary for follow up to be reviewed at next audit.