



# Checklist

## KRAV's EXTRA REQUIREMENTS FOR PROCESSING, PACKAGING & HANDLING

For verifying KRAV's extra requirements in the KRAV standards chapter 16.

NAME OF OPERATOR (Processor/Packer/Handler): .....

Representative present at the audit (name): .....

Telephone: ..... E-mail: .....

Location of production: .....

Product type/production: .....

**ATTEST:** *To be signed by an independent auditor when all extra requirements are fulfilled.*

I attest that the verification of the extra requirements has been carried out on-site at the location of the operator and that the products complies with all extra requirements in the KRAV standard referred to in this checklist.

Date of verification: .....

Name of auditor: .....

Telephone: ..... E-mail: .....

Certification body or other entity: .....

Signature: .....

*The verification shall be performed annually and this document is valid for 18 months from the date of signing.*

The KRAV-certified importer checks that all extra requirements are fulfilled and the independent auditor has described how the extra requirements are verified.

KRAV-certified company: .....

Name: ..... Date: .....

Signature: .....

## WAYS TO VERIFY THE EXTRA REQUIREMENTS

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Ways to Verify the Extra Requirements This checklist shall be used to verify KRAV's extra requirements in chapter 16 for processing and packaging plants or any plant handling unpacked products.

A prerequisite is that the operator is certified according to Regulation (EU) 2018/848 or to equivalent production rules in accordance with Article 33 in (EU) 2018/848. The product shall always be accompanied by a valid EU-certificate.

You will find more information about KRAV's extra requirements at our webpage: [www.krav.se](http://www.krav.se) and the KRAV Standards at: [www.krav.se/en/standards](http://www.krav.se/en/standards)

The checklist shall be filled in and signed either by:

1. A person working as auditor at a certification body accredited for organic certification.

or

2. A person with experience from auditing according to standards for organic production or social responsibility, assigned by a KRAV-certified importer. It must be done by a person outside the company that is being audited.

KRAV has verification agreements with a number of certification bodies that can offer verification of KRAV's Extra Requirements, although any accredited Certification Body can use the checklists.

You will find a list of certification bodies with verification agreements here: [www.krav.se](http://www.krav.se)

The Operator must not use the KRAV-label, or state that the production is KRAV-certified. He or she can only state that KRAV's extra requirements in chapter 16 (for the type of production that the checklist covers) have been verified.

The checklist for Processing, Packaging & Handling must be accompanied by a checklist for the primary production. If it is a product containing meat it must also be accompanied by the checklist for Slaughter. The checklists for primary production and slaughter are:

- Crops and honey – only for production outside of the EU, EEA, Switzerland, USA, Canada, Australia, New Zealand and Japan.
- Sprouts, mushrooms and products from greenhouses
- Wild harvest production
- Dairy products
- Egg products
- Meat products from cattle
- Meat products from pigs
- Meat products from sheep
- Meat products from poultry
- Slaughter - for all kinds of meat products
- NOP-certified products

The checklist is only valid as verification when all extra requirements are fulfilled. When asked for, the verification notes under each question, must be filled in.

***For questions please contact: [food@krav.se](mailto:food@krav.se)***

It is the KRAV-certified importers responsibility to:

- Make a Labelling Agreement, if the products are KRAV-labelled by the operator.
- Ask for a GMO-free Certificate and/or GMO-analysis, for products with high risk for GMO.

More information: [www.krav.se](http://www.krav.se)

## PART 1. EXTRA REQUIREMENTS FOR THE INGREDIENTS/PRODUCTS

The extra requirements shall to be verified for each ingredient/product. For mult-ingredient products one checklist shall be used for each product. For products with only one ingredient the checklist can be used for several products handled by the same operator.

### Ingredient/Product 1.....

Supplier (name and country):.....

Country of primary production<sup>1</sup>:.....

- Verification of the extra requirement is made with a checklist attached, see annex.
- Verification of the extra requirement is made through a certification/ system for supplier evaluation that KRAV recognize<sup>2</sup>.

Please specify which:.....

- There are no extra requirements in the KRAV standard for this ingredient/product.

### Ingredient/Product 2.....

Supplier (name and country): .....

Country of primary production<sup>1</sup>:.....

- Verification of the extra requirement is made with a checklist attached, see annex.
- Verification of the extra requirement is made through a certification/system for supplier evaluation that KRAV recognize<sup>2</sup>.

Please specify which:.....

- There are no extra requirements in the KRAV standard for this ingredient/product.

### Ingredient/Product 3.....

Supplier (name and country):.....

Country of primary production<sup>1</sup>: .....

- Verification of the extra requirement is made with a checklist attached, see annex.
- Verification of the extra requirement is made through a certification/ system for supplier evaluation that KRAV recognize<sup>2</sup>.

Please specify which:.....

- There are no extra requirements in the KRAV standard for this ingredient/product.

1 Country in which the crop is produced or the animal brought up.

2 Information on standards/systems for supplier evaluation recognized by KRAV: [www.krav.se](http://www.krav.se)

**Ingredient/Product 4**.....

Supplier (name and country):.....

Country of primary production<sup>1</sup>:.....

- Verification of the extra requirement is made with a checklist attached, see annex.
- Verification of the extra requirement is made through a certification/system for supplier evaluation that KRAV recognize<sup>2</sup>.

Please specify which:.....

- There are no extra requirements in the KRAV standard for this ingredient/product.

**Ingredient/Product 5**.....

Supplier (name and country):.....

Country of primary production<sup>1</sup> .....

- Verification of the extra requirement is made with a checklist attached, see annex.
- Verification of the extra requirement is made through a certification/system for supplier evaluation that KRAV recognize<sup>2</sup>.

Please specify which:.....

- There are no extra requirements in the KRAV standard for this ingredient/product.

*If there are more than five ingredients/products to be KRAV-certified, please add a supplement with the corresponding information for the remaining ingredients/products.*

**EU-organic or conventional ingredients**

*To be KRAV-labelled, the final product must contain at least 90% KRAV-certified ingredients.*

- The product only contains ingredients where the extra requirements are verified, i.e. all the ingredients can be KRAV-certified.
- The product contains EU-organic ingredient(s) (for these ingredients the extra requirements isn't verified) and/or conventional ingredients, and the National Authority have approved the use of the conventional ingredients in organic products. If so, please fill in the following specifications:

The product contains the following EU-organic ingredient(s) (for these ingredients the extra requirements isn't verified):.....

Please specify the total percentage of EU-organic ingredients:.....

The product contains the following conventional ingredient(s):.....

Please specify the total percentage of conventional ingredients: .....

**Additives**

- There are no additives
- The product contains the following additives:
- I have verified that the additives are permitted in KRAV-certified products of this kind.

See Appendix 2 Additives in KRAV's Standards [krav.se/krav-standards](http://krav.se/krav-standards)

## PART 2. SOCIAL RESPONSIBILITY IN PROCESSING, PACKAGING AND HANDLING

- The production, including primary production, takes place in the European Union, the EEA area, Switzerland, UK, USA, Canada, Australia, New Zealand or Japan.
- The operator has less than 10 employees, and are exempt from the documentation requirement.
- The operator is certified according to a KRAV recognized standard for social responsibility or evaluated according to a KRAV recognized system for supplier evaluation. (Certificate or corresponding document shall be sent to the buyer.)

*If any of the conditions above are fulfilled, you do not have to fill in the checklist for social responsibility below.*

### 16.4 SOCIAL RESPONSIBILITY – CHECKLIST

The auditor shall mark if the standard is fulfilled or not, and explain how this has been verified. For example, what kind of documentation has been checked, what have been noted during ocular inspection or how many worker interviews has been made (depending on the character of each question).

	Fulfilled	Not fulfilled
16.4.2 National legislation on labour law must be complied with.	<input type="checkbox"/>	<input type="checkbox"/>

*Verified through:* .....

16.4.3 Products cannot be KRAV-certified if there are human rights violations associated with the production. Activities where production takes place must comply with the ILO core conventions, the UN Convention on the Rights of the Child, and the UN Universal Declaration of Human Rights. (K)	<input type="checkbox"/>	<input type="checkbox"/>
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*Verified through:* .....

16.4.4 Forced or involuntary labour is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>
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*Verified through:* .....

16.4.5 Employees must be treated equally, provided with the same opportunities and not be subjected to discrimination.	<input type="checkbox"/>	<input type="checkbox"/>
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*Verified through:* .....

16.4.6. It is prohibited to employ children under 15 years of age. (K) ILO's exception for limited extra work in accordance with ILO convention 138 applies.	<input type="checkbox"/>	<input type="checkbox"/>
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*Verified through:* .....

1 Information on standards/systems for supplier evaluation recognized by KRAV: [www.krav.se/en/](http://www.krav.se/en/)

## 16.4 SOCIAL RESPONSIBILITY – CHECKLIST

The auditor shall mark if the standard is fulfilled or not, and explain how this has been verified. For example, what kind of documentation has been checked, what have been noted during ocular inspection or how many worker interviews has been made (depending on the character of each question).

	Fulfilled	Not fulfilled
16.4.7 When child and young employees under 18 years of age are hired, it must be ensured that:	<input type="checkbox"/>	<input type="checkbox"/>

- the work is not harmful to their health or development
- the number of hours or scheduling of work does not affect their school attendance.

*Verified through:* .....

16.4.8. Employees must have the opportunity to organize and the right to collective bargaining.	<input type="checkbox"/>	<input type="checkbox"/>
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*Verified through:* .....

16.4.9. Employers must comply at the least with the alternative which follows that most benefits employees:	<input type="checkbox"/>	<input type="checkbox"/>
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- the statutory minimum wage in each respective country or
- the industry standard implemented through collective bargaining agreements.

*Verified through:* .....

16.4.10. National legislation regarding working hours and overtime must be complied with.	<input type="checkbox"/>	<input type="checkbox"/>
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*Verified through:* .....

16.4.11. The work environment must be safe and not present a health risk.	<input type="checkbox"/>	<input type="checkbox"/>
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*Verified through:* .....

16.4.12. All employees must have a binding employment contract.	<input type="checkbox"/>	<input type="checkbox"/>
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*Verified through:* .....

## DETAILED INFORMATION ON NON-COMPLIANCES

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If any of the extra requirements are not fulfilled, please describe what's deviating. If appropriate, you are encouraged to make recommendations on possible measures. This may be useful information for the operator and the KRAV-certified importer.

Please observe that the checklist shall not be signed at the front page when one or more requirements are not fulfilled.

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Name of auditor:.....

Telephone:..... E-mail: .....

Certification body or other entity:.....

Date of verification: ..... Signature:.....