

# Preparation for NATRUE audit

On hand	Not relevant	Control point
<b>Product range documentation:</b>		
<input type="checkbox"/>		<b>Product range list of all NATRUE products</b> (for recertification please correct or extend the list on the previous certificate, as appropriate) Inspection of the entire product range of the brand certified.
<input type="checkbox"/>		<b>NATRUE documentation</b> Please update the NATRUE documentation, where necessary (one per brand in the case of certification of finished products; one per manufacturer in the case of certification of raw materials). See inspectanet, Application forms, Language).
<input type="checkbox"/>		<b>“Agreement on the Usage of the NATRUE Label” (Version 6 or 7)</b> signed by both the label user and NATRUE for inspection. ( <a href="http://www.natrue.org/manufacturers/documents/">http://www.natrue.org/manufacturers/documents/</a> )
<input type="checkbox"/>		<b>Company questionnaire completed and fully up-to-date or amended, as appropriate</b> (see inspectanet, Checklists control preparation, Language, Company Questionnaire).
<b>Raw materials documentation</b>		
<input type="checkbox"/>		<b>List of raw materials updated</b> and sent back to bio.inspecta prior to the audit.
<input type="checkbox"/>		Where applicable, <b>missing documents</b> with respect to raw materials were requested from suppliers and sent to bio.inspecta.
<b>Formulas / descriptions of processing processes:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Current qualitative formulas</b> (in writing). Including a list of all raw materials and raw materials documentation as well as product dossiers for inspection.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Current processing process descriptions</b>
<input type="checkbox"/>	<input type="checkbox"/>	Your suppliers’ invoices or delivery notes for inspection.
<b>Labelling and packaging:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	One copy each of your current labels or packages including their approvals (for all new labels) for inspection.

<input type="checkbox"/>	<input type="checkbox"/>	Advertising materials and Homepage for inspection.
<input type="checkbox"/>	<input type="checkbox"/>	Specifications of the packaging material.
<b>Chain-of-custody monitoring:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Quantities of raw materials delivered to you, yields, sold quantities of products manufactured, inventories, completed reconciliation of quantities etc. You can save auditor work time if you complete the reconciliation of quantities prior to the audit, with the auditor only having to check the figures for correctness. Bio.inspecta audits <b>qualitative and quantitative traceability</b> .
<b>Processing and storage:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b>Incoming goods inspection</b> How is the incoming goods inspection organised? Do you have a notification system for deliveries of non-conformant products?
<input type="checkbox"/>	<input type="checkbox"/>	<b>Adherence to formulas in production</b> How do you ensure that the formulas are adhered to as approved by bio.inspecta?
<input type="checkbox"/>	<input type="checkbox"/>	Measures taken to ensure separation during <b>processing</b>
<input type="checkbox"/>	<input type="checkbox"/>	Measures taken to ensure separation in <b>storage</b>