

CWB Program – Distribution Centres



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Created by	CWB Head office	Approved by	Elandri de Bruyn
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GUIDELINES FOR COMPLETING CHECKLIST:

1. Please remember that the checklist must be submitted as supporting documentation after an external audit, therefore it would be appreciated if it is filled in, in detail.
2. Where you are asked to describe please add notes in comments column.
3. Items not audited please write a “ NOT Audited” in comment box and draw a line through the Comply column. If a whole section is not audited a line may be drawn through whole section with “NOT Audited”
4. If an item is a NCR please put across in the respective minor or major column.
5. 1 Critical= Failure of audit
6. 3 Majors = Failure of audit

NB: please use full item number on your NCR's to facilitate accurate analysis

Note: CWB Requirements = Certified Wagyu Beef Requirements

Scheme = Requirements based on the certified scheme that is based on elements of ISO 9001, ISO 22000, ISO 14001, ISO 45001

Regulatory = Requirements as be South African regulations.

RLB = Rangeland Beef

All Audits can be postponed once by member, however, please note that all audits are planned on a route as to save costs any postponements that fall out of said route may results in additional cost. **Distribution Centres (DC's) are audited annually through physical inspection. Only 10% of retailers supplied by DC's will be audited annually on completion of a successful DC audit.**

Member name:_____

Contact Person:_____

Member number:_____

Date:_____

Audit Item	Requirement Guidance	NCR Guideline	Comply	Minor	Major	Critical	Comment
Is there a responsible person for the CWB Program?	CWB	No one= Major Outdated= minor					
Is the CWB certificate valid?	CWB	Critical					
Is the CWB certificate displayed?	CWB	Minor					
Signed, valid copy of the CWB license and Protocol available at the time of the audit?	CWB	Major					
All primal cuts claimed to be CWB Wagyu on premises to be CWB minimum marble score of 3	CWB	Critical					
All CWB products sold as cut steaks, other cuts, or manufactured meats e.g., diced or minced to have a CWB sticker adhere to the customer level packaging at a graphic level subordinate to that of the retail brand.	CWB	Critical					
All cryovac bags or other forms of packaging containing CWB product logo prominently displaying the CWB logo at graphic level subordinate to that of the retail brand	CWB	Critical					
All cartons containing CWB product prominently displaying the CWB logo at a graphic level subordinate to that of the retail brand	CWB	Critical					
CWB carcass primal cuts or carcass components which are to be sold		Critical					

Audit Item	Requirement Guidance	NCR Guideline	Comply	Minor	Major	Critical	Comment
without cryovac or other forms of packaging are displaying the approved CWB stamp on the outside of the carcass surface	CWB						
All Wagyu products on the premises should be CWB and grading must be visible	CWB	Major					
All CWB products buyers in South Africa, Namibia, Botswana, should be CWB licensees	CWB	Major					
A written commitment by management is provided that includes: An undertaking. To be committed to comply to the CWB program	CWB	Minor					
All CWB products advertised at customer level has the CWB logo prominently displayed at a graphic level subordinate to that of the retail brand	CWB	Critical					
The CWB licenced DC should purchase Wagyu beef only in CWB labelled cartons and cryovac bags or other forms of packaging containing CWB product or CWB stamp identified carcass primals and only from a CWB licensee	CWB	Critical					
All cartoned, cryovaced and primal cut products that are part of the CWB program must at all times be owned	CWB	Critical					

Audit Item	Requirement Guidance	NCR Guideline	Comply	Minor	Major	Critical	Comment
<p>by a licensed participant of the program. Only CWB cartoned, cryovaced and primal cut products processed in accordance with the CWB program can qualify for the wholesale stage. All CWB cartoned, cryovaced and primal cut products should be purchased from a CWB licensee and identified according to CWB requirements (<i>i.e.</i>, CWB logos on cartons and cryovac packs and CWB stamp marks on primal cuts).</p>							
<p>Wagyu beef purchased from a non-CWB entity is not allowed to display the CWB Logo</p>	CWB	Critical					
<p>It is a requirement of all licensees to keep proper records (in an approved format) of all cartoned, cryovaced and primal cut products that are part of the CWB program and all the relevant events pertaining to the wholesaling of these products as part of the documented management program. All relevant records must be kept and made available to a representative of the CWB program</p>	CWB	Major					
<p>The establishment is approved/registered in terms of R638 with a PRP Program to be implemented to comply to requirements</p>	Scheme/Regulatory	Minor					

Audit Item	Requirement Guidance	NCR Guideline	Comply	Minor	Major	Critical	Comment
Staff to be trained to ensure fully understand CWB requirements, marking and identification	Scheme/Regulatory	Major					
Procedure to be in place to handle possible customer complaints CWB specific	CWB	Minor					
A prerequisite program is available to manage returned product at the establishment. All CWB returns must be recorded and traceably	CWB	Minor					
A detailed Recall Procedure is provided, and full traceability required for CWB products back to farm	CWB	Major					
A prerequisite program is available for management of cold rooms/freezers and shall comply to the Meat safety act and the R638 as well as other legal requirements or industry standards. This process is required from receiving to dispatch.	Scheme/Regulatory	Major					
Compliance to all other South African Legal requirements	Scheme/Regulatory	Major					

The below table is only applicable to members that participate in the Rangeland Beef production system

Audit Item	Requirement Guidance	NCR Guideline	Comply	Minor	Major	Critical	Comment
Was the auditing body informed in advance of participation in the Rangeland Beef Program?	RLB	Minor					
Products from the Rangeland Beef Program are clearly marked and include the CWB logo on the package.	RLB	Critical					

Audit Date	
Auditor	
Auditor Signature	
Total Number of NCRs	Minor: Major: Critical
Pass/Fail	