



Quality Assurance. From farm to shop.

Database manual
**Initial Registration for Feed
Companies Certified
According to Recognized
Standards**



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Please note: Do not click on the browser's "back" button and do not click another button until the page has been fully loaded (note your browser's progress bar).



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Preface

This manual illustrates how feed companies certified according to a QS-recognized standard that want to make use of the QS recognition can register themselves in the QS database. Serving as an example for all screenshots used in this document is a certification according to GMP+. A list of all other standards recognized by QS can be found in Annex 10.1 (Recognized standards) to the Guideline Feed Sector.

1 Initial registration

1.1 Home screen QS software platform

https://www.qs-plattform.de//index_english.html

Click on button "Initial Registration"

Home Database Contact Imprint Support Data Protection Deutsch <-> English

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QS. Ihr Prüfsystem für Lebensmittel.

Database Login

Initial Registration

Scheme Participant Search

Support

>> Forgot password?

Salmonella Monitoring Database

Antibiotics Monitoring Database

ICRT-Database (Transport for Feed)

Initial Registration The QS database

Visitors to and users of the QS database have the following options:
If you are already a scheme participant, you may log in here. If you wish to become a scheme participant, select the new registration function. It is possible to run a targeted search for a scheme partner without needing to log in. The authorized scheme participants are updated daily. Welcome to the QS data world. You will find our database is a heavily service-oriented and user-friendly platform. Should you discover something that is not working or if you have any questions, please take a look at our support page.

Scheme Participant Website

Consumer Website

QS-Blog

Database

https://www.qs-plattform.de//index_english.html

Click on button "Initial Registration"



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1.2 Data privacy statement

Read and accept the data privacy statement

Close|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?

Initial registration: >

(*) = Mandatory

Close

Continue with:

Stage

Next>

Read and accept the data privacy statement

Next>

Data Privacy Statement

Database privacy policy statement of 03.02.2011
 Data protection information for visitors and users of the database at <https://qs-plattform.de>

The team at QS Qualität und Sicherheit GmbH are pleased to note your interest in QS. Quality Scheme for Food. The database installed at <https://qs-plattform.de> is the data management hub for QS. Quality Scheme for Food, which is why you are required to employ our database when using the system.
 In the following we will provide you with detailed information on the ways in which the data you provide will be used.

Data privacy statement accepted (*)

Initial registration:

On the following pages you have the opportunity to register as a QS scheme participant.

How does the initial registration work?

For registration in the QS scheme you have to pass six steps:

- 1. Step: Selection of the stage
- 2. Step: Enter the address data of the company
- 3. Step: Enter the data of the legal representative
- 4. Step: Enter the data of a contact person for the company
- 5. Step: Enter the data of a crisis manager for the company
- 6. Step: Enter the data of at least one location of your company and select the certification body which is supposed to audit you
- 7. Step: Enter the data of a contact person for the location (optional)
- 8. Step: Enter the data of a crisis manager for the location (optional)

Finally, your data will be stored and transferred to the QS head office.

Then:

- You receive a confirmation with the login details sent to the email address of the legal representative (QS-ID and password for QS-database).
- You contact the certification body which you chose in step 6 and arrange an audit date.>

2 Eight steps for initial registration

2.1 Step 1: Selection of the QS stage "Feed Sector" in the QS scheme

Select QS stage "Feed Sector"

Close|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?

Initial registration: step 1 from 6 - selection of the stage

< Back

Close

Continue with:

Fill in member data

Next>

Select stage

Next>

Stage

- 2. feed sector
- 4. Coordinator agriculture/production
- 5. slaughtering/deboning
- 6. processing meat
- 7. retail food trade
- 8. retail food trade coordinator
- 11. wholesale/logistics fruit, vegetables, potatoes
- 12. system coordinator
- 14. coordinator butchery
- 19. meat wholesale
- 23. agriculture hatcheries
- 24. Preparation/Processing Fruit, Vegetables, Potatoes

The following business types participate in the QS scheme via

- Agricultural businesses (cattle, pigs, poultry), livestock transporters



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2.2 Step 2: Entry of company data

Enter company data

Close|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?

Initial registration: step 2 from 6 - entry of company data

(*) = Mandatory

< Back Close Continue with: Fill in legal representative Next>

Name (*) Test Company XY

QS-ID

Street (*) Test Street 1

Postal Code (*) 53121 City (*) Bonn

Post-office box

Country (*) DEUTSCHLAND

Post-office box postal code

Federal state (*) Nordrhein-Westfalen

Business volume in euro (*) 1,00 Purchase tax-ID

URL

Location Plan

Enter company data

Next>

Please insert only those company data including VAT-ID, that is officially registered at your country's responsible registry office. QS is compelled to prove your registration data. In case of lack of accordance QS is obliged to charge the system fee incl. VAT.

Please enter the company data **thoroughly** and **correctly** as the data will be used for official documents ; the data entered in the QS database has to match the data given to GMP+ or another certification scheme, respectively.

- QS-ID (**QS-identification number**): please leave this box blank, the system automatically assigns a QS-ID for you
- Please enter your turnover tax ID
- Please specify the turnover that is annually made with feed. For GMP+-certified feed material or additive producers, traders, warehouse keepers or transport companies, a placeholder is sufficient (e.g. 1 €)

2.3 Step 3: Entry of the data of a legal representative

Enter data of legal representative

Close|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?

Initial registration: step 3 from 6 - entry of data of the legal representative

(*) = Mandatory

< Back Close Continue with: Fill in contact person Next>

Title (*) Mr. Title

First name Thomas

Last name (*) Testman

Communication access user

Contact entry	
Phone office 1	12345
Phone office 2	
Mobil	
Fax	
E-Mail	abc@def.de
E-Mail 2	
E-Mail 3	

Profession

Language Deutsch

Enter data of legal representative

Next>

Please enter the data of the legal representative **thoroughly** and **correctly** as the data will be used for official documents

- Contact data: telephone number and email address are mandatory
- After the registration an email containing the **QS-ID and the login data for the software platform** is sent to the legal representative's email address.



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2.4 Steps 4 and 5: Entry of the data of a contact person and a crisis manager

Successively enter the data of a designated contact person as well as a crisis manager

Enter data of contact person and crisis manager

The screenshot shows two sequential steps of a registration form. The first step is titled 'Krisenmanager eingeben' and includes fields for Title, First name, Last name, and a 'Contact entry' section with fields for Phone office 1, Phone office 2, Mobil, Fax, E-Mail 1, E-Mail 2, and E-Mail 3. Below these are fields for Profession and Language. A blue arrow points to the 'Contact person is equivalent to legal representative' checkbox. The second step is titled 'ungeschichte eingeben' and has a similar layout. A blue arrow points to the 'Crisis manager is equivalent to legal representative' checkbox.

Next>

(alternatively:
click

Contact person is equivalent to legal representative

Crisis manager is equivalent to legal representative

or

Crisis manager is equivalent to contact person)

- Contact data: telephone number and email address are mandatory, mobile phone number is mandatory for the crisis manager
- The contact person and the crisis manager do not receive any login data for the software platform

2.5 Intermediate step: Selection of the primary certification scheme

Select certification scheme

Close|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?

The screenshot shows a form titled 'selection of certification scheme'. It has a 'Continue with:' field containing 'Fill in location data' and a 'Next>' button. Below, there is a 'Certification scheme' dropdown menu with 'QS' selected. A blue arrow points to the dropdown, and another blue arrow points to the 'Next>' button.

Select certification scheme

Next>

- Preselected: QS
- Please adjust the certification scheme by selecting the standard according to which you are certified:
 - Click on the folder icon and select the certification scheme (Example: GMP+ Int.)

>>	AIC
>>	AMA
>>	EFISC
>>	GMP+ Int.
>>	Ovocom/Bemefa
>>	QS
>>	Qualimat



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- Enter the registration number with which your company can be found at the other standard owner

Certification scheme	GMP+ Int.
Identification number	98765

2.6 Step 6: Entry of location data

Enter the company's location data and select the production scope

Enter company's location data

(alternatively: click
Location data correspond to company data)

Location data correspond to company data

Name (*) Test Company XY

Allocation number for identical locations (only relevant for registration assistant) (*) 1

Street (*) Test Way 1

Postal Code (*) 53121 City (*) Bonn

Post-office box Country (*) DEUTSCHLAND

Post-office box postal code Federal state (*) Nordrhein-Westfalen

URL

Location Plan/Comment

Production scope (*) (72) feed material production

Certification scheme GMP+ Int.

Relevant for the registration of more than one production scope at a single location

Production scope

Next>

Produkt

Produkt	Select
Oat husks, 1.03.08	<input type="checkbox"/>
Hafer-Dinkel-Spelzkleie, 1.03.09	<input type="checkbox"/>
Millet, 1.04.01	<input type="checkbox"/>
Sorghum, 1.04.02	<input type="checkbox"/>
Maize, 1.05.01	<input checked="" type="checkbox"/>
Maize flakes, 1.05.02	<input type="checkbox"/>
Maize screenings, 1.05.03	<input type="checkbox"/>
Maize middlings, 1.05.04	<input type="checkbox"/>
Maize bran, 1.05.05	<input type="checkbox"/>

Product

- Please enter all location data **thoroughly** and **correctly**
- If the location data is equivalent to the company data, click "Location data correspond to company data"
- Select **production scope** from drop down menu
- If you are certified as a producer, under "Product" please select the feed you produce

Please note: the certification body of your certification scheme is preselected as "ZZZ-certification body"

Please note: In the feed sector **multiple production scopes** can be registered under the same location number (see chapter 2.8)



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2.7 Steps 7 and 8: Entry of the data of a location's contact person and crisis manager (optional)

Enter data of location's contact person and crisis manager (optional)

- If individual contact persons or crisis managers in the company are responsible for different locations or production scopes, they can be entered here. Otherwise you can skip these steps by clicking "Next"
- Contact data: telephone number and email address are mandatory
- Contact persons and crisis managers do not receive any login data for the software platform

Enter data of location's contact person and crisis manager (optional)

Next>

2.8 Registration of additional locations or production scopes (optional)

Register additional locations or production scopes during the process of initial registration

By selecting "Enter an additional location" in step 8, additional locations or production scopes can be registered during the process of initial registration. Additional locations or production scopes can also always be registered after completing the initial registration.

Register additional location during initial registration (optional)

Next>



If you want to register an **additional location**, please enter the location data as described for steps 5 and 6. For the allocation number, please enter a "2", as it is a geographically different location.

If you want to register an **additional production scope** at the **same location** (geographically identical location, e.g. with feed material as well as compound feed production), please enter the location data as described for steps 5 and 6. For the allocation number, please enter a "1". Since it is the geographically identical location with therefore equivalent location data, you can alternatively transfer the location data entered at the beginning of the initial registration process by clicking "accept previous location data". Please make sure that the allocation number is identical to the one from the first registration process. Locations with the same allocation number receive the same location number which is automatically assigned by the QS software platform.

Register additional production scope at identical location (optional)



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Primary registration process: Registration of the location with a first production scope

Location data correspond to company data			
Name (*)	Test Company XY		
Allocation number for identical locations (only relevant for registration assistant) (*)	1		
Street (*)	Test Street 1		
Postal Code (*)	53121	City (*)	Bonn
Post-office box		Country (*)	DEUTSCHLAND
Post-office box postal code		Federal state (*)	Nordrhein-Westfalen
URL			
Location Plan/Comment			
Production scope (*)	(72) feed material production		
Certification scheme	GMP+ Int.		

Same allocation number → same location number

Secondary registration process: Registration of the same location with identical location data, identical allocation number and a second production scope

accept previous location data	Location data correspond to company data		
Name (*)	Test Company XY		
Allocation number for identical locations (only relevant for registration assistant) (*)	1		
Street (*)	Test Way 1		
Postal Code (*)	53121	City (*)	Bonn
Post-office box		Country (*)	DEUTSCHLAND
Post-office box postal code		Federal state (*)	Nordrhein-Westfalen
URL			
Location Plan/Comment			
Production scope (*)	(71) compound feed production		
Certification scheme	GMP+ Int.		

3 Overview of your data and data storage

After clicking "Next", following step 8, an overview of your entered data is shown.

- Click "Back" for corrections (you can also adjust your data any time after completing the registration process)
- Click "Next" to save the data

Registration completed

Overview

For changes

< Back

Save with

Next>

4 Support

We are happy to help if you have any questions.

The QS support can be found online under the following link:

<https://www.q-s.de/qs-scheme/scheme-participant-database.html>

We are happy to help!

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