



Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



Database Instructions **Master Data Coordinator Agriculture/Production (incl. Sub-Coordinator)**



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Explanation of symbols/buttons in the database

	New		Refresh
	Edit		Save
	Close		Delete

Note: Please note that you should not use the „back“-button of your browser. Please note as well that you should not click on a button before a page was fully loaded. The website´s loading status is displayed by your browser.

Note: If you need a placeholder, please enter a percent sign (%) (e.g. when filtering by name, location number, etc.)



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1 Maintenance of master data

As a coordinator you can:

- Register and de-register location (see menu item 3.8- 3.10)
- Set up sub-coordinators (see menu item 3.3)
- Conduct residue and feed monitoring (see residue or feed monitoring instructions, respectively)

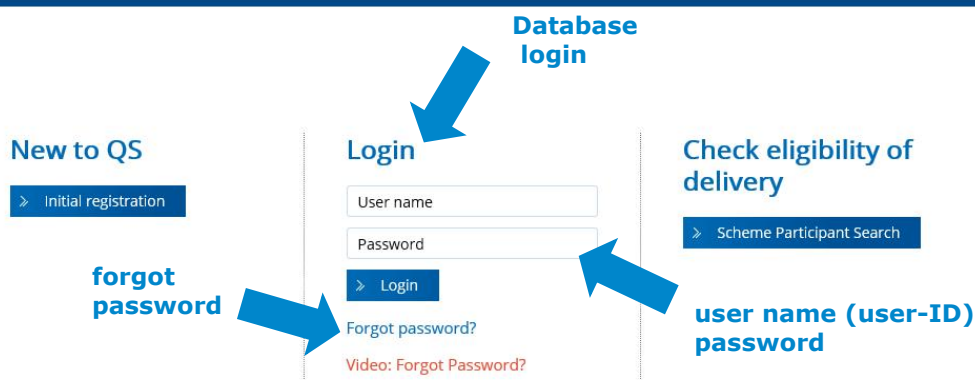
**Coordinator/
Sub-coordinator
(3.3)**

2 Login to the database

<https://www.q-s.de/softwareplattform/en/>

Database

<https://www.q-s.de/softwareplattform/en/>



**Enter user name
(user-ID) and
password**

- Enter user name (user-ID)
- Enter password
- Click [Login](#)

[Login](#)

2.1 Forgot your password?

- Enter user name (user-ID)

**Click Forgot
password?**

A new password will be sent via email to the email-address given for the coordinator's legal representative.

Note: Click [Video: Forgot Password?](#) to see a Video-Tutorial with this practice.



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2.2 Change password

For reasons of safety you should immediately change the password assigned to you. It should be changed regularly afterwards.

Click change password

Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out

Click "change password"

Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out

Change password

Change password

User-ID	4048473178426	OK
Old password	<input type="password"/>	
New password	<input type="password"/>	Cancel
Retype password	<input type="password"/>	
Retry	0	

Enter old password
Enter new password
Repeat new password

OK

- Enter old password
- Enter new password
- Repeat new password

3 Master data

Master data

Menu Master Data

Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out

- Bundles
- Coordinator
- Sub-coordinator
- Allocation sub-coordinator to location
- Number of locations per production scope (SPOTAudits)
- Bundled scheme participants
- Login data
- Bundled locations
- Registration of bundled locations
- GLOBALGAP-tie bundle
- AMA-GAP-tie bundle
- Vegaplan-tie bundle
- Edit GLOBAL G.A.P. Option2/Option 1 with QMS-bundle
- Reregistration of a location
- Corrective actions
- Release results of social conditions
- Search social conditions producer
- Search social conditions others
- Search for Locations
- Notes



Features of the menu master data



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Bundles

3.1 Menu item bundles

Overview over bundles

Bundles

Number of selected Records: 60

Search criteria

Bundle number: Sorting:

Name of bundle:

Type:

Coordinator	QS-ID	Type	Bundle number	Name of bundle	Date of approval
TEST Bündler QS (Nägler)	4048473178426	GlobalG A.P. Option 1	1	kkkk	
TEST Bündler QS (Nägler)	4048473178426	GlobalG A.P. Option 1	2	test 3	

- Click to display a list view of all bundles kept
- Click to export the data displayed (as csv-file)
- Click to open the selected bundle and the related detailed information (companies entered in the bundle)
- Close with

3.2 Menu item coordinator

Coordinator

Tab Coordinator

- Current business address of the coordinator
- Changes must be authorized by QS
- Please enter all data **completely and correctly** since the data will be used for official documents and certificates

Coordinator | contact person | Bundles | Locations | Identification number

Name (*)

QS-ID

Street (*)

Postal Code (*) City (*)

Post-office box Country (*)

Post-office box postal code Federal state

Tab Contact Person

Contact Person/user

The coordinator's contact persons (users) are displayed and maintained here.

Coordinator | Contact person | Bundles | Locations | Identification number

Users

	First name	Last name	Type of contact
	Pau	Hippo	Gesetzl. Vertreter Bündler
	Marlene	Musterfrau	Probenehmer Bündler
	Adam	Adam	Unterbündler

- Edit with
- Delete with



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Create a new user

Click

The form is titled 'User' and has a sub-tab 'Allocate user to location'. It contains the following fields:

- Title (*): Mr. (dropdown), Title (text input)
- First name: (text input)
- Last name (*): (text input)
- Type of contact (*): Sub-coordinator (dropdown)
- Communication access user: (checkbox)
- Contact entry table:

Contact entry	
Phone office 1	(text input)
Phone office 2	(text input)
Mobil	(text input)
Fax	(text input)
E-Mail	(text input)
E-Mail 2	(text input)
E-Mail 3	(text input)
- Profession: (dropdown)
- Language: Deutsch (dropdown)

Create a new contact Person/ user



Fill in

Choose type of contact



Enter contact data

Save



Click under type of contact to set up a new user, for example:

- Contact person of agricultural coordinator
- Crisis manager
- Sub-coordinator, if necessary (also possible via menu item sub-coordinator)
- Feed administrator of coordinator (when relevant companies are bundled, only)

Enter the user's contact data **completely and correctly**

Save with

Close with

Tab Bundles (see 3.1 menu item Bundles)

Tab Locations

Locations

You can find all data regarding your own coordinator's location here.

	Name	Location number	Postal code	City	Approved until	Eligible to deliver	QS status	Action
	Test 2	B00000129	11111	Testhausen			QS applicant	

Detailed view of the coordinator's location

Detailed view

Click to open a detailed view of the coordinator's location

The detailed view shows the following information:

- Name (*): Test 2 236
- Location number: B00000129
- Street (*): Schedestr. 1-3
- Postal Code (*): 53113
- City (*): Testhausen





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Tab

Location

- The coordinator's location data are displayed and maintained here.

Audit reports

- Audit reports entered for a coordinator's location can be seen here.

Identification numbers

- Internal numbers of the coordinator's location can be entered here (optional).

Location blockage

- Blockages regarding a coordinator's location are seen here with reasons and terms.

Company

- Information of the company are displayed here.

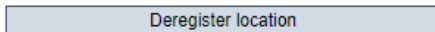
Files

- Files can be uploaded here (JPG, TIFF, PNG, BMP and PDF files).

Users

- The users of the coordinator's location are displayed and maintained here:
 - Crisis manager
 - Contact person/assistant contact of coordinator

Button deregister/register location



- The coordinator's location can be deregistered or registered again here.

Tab identification number

- Internal numbers of a coordinator's location can be entered here (optional).

Identification number

3.3 Menu item sub-coordinators

Sub-coordinators

As a coordinator you can create and maintain so called sub-coordinators here. However, the **coordinator** is the **contractor** with QS.

Sub-coordinators receive their **own database access** and can

- maintain the master data for
 - the new locations assigned by the coordinator
 - the new locations registered by themselves
- if applicable implement the feed and/or residue monitoring



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Create, edit or delete a sub-coordinator

Click

Title (*) Title

First name

Last name (*)

Type of contact (*) Access Feed Monitoring

send short report Access Residue Monitoring

Communication access user

Contact entry

Create a sub-coordinator

Enter contact data

Contact data of a sub-coordinator must be entered **completely and correctly**

- Tick the check box "send short report" if the sub-coordinator is to receive a report of the independent inspection of the locations allocated to him
- Tick the check boxes "Access feed monitoring" and/or "Access residue monitoring" if the sub-coordinator is to receive authorization for the implementation of residue and feed monitoring in addition to the processing of the master data of the allocated businesses

Save with

Close with

Save

Click to open a **detailed view of the sub-coordinators**; you can make alterations here

Edit sub-coordinators

Sub-Coordinator

Number of selected Records: 12

Search criteria

Last name

First name

Sorting

	First name	Last name	Typ
		adam	Sub-coordinator
	senor	coco	Sub-coordinator
	Max	Müller	Sub-coordinator
	Unter	Bündler	Sub-coordinator



Click to delete sub-coordinators

Delete sub-coordinators



3.4 Menu item allocation sub-coordinator to location

Allocate sub-coordinator to location

Users

	First name	Last name
>>		adam
>>	senor	coco
>>	Max	Müller
>>	Unter	Bündler
>>		test


Select sub-coordinator



Select sub-coordinators with

Click



- Before clicking  narrow your search results if necessary by using filtering options, for example production scope(s)

Filtering search



Set filter with % as place holder, e.g. in: name, location number...

< Back Save

Search criteria

Name

Location number

QS-ID

Postal Code City

Sub-coordinator

QS status

Date of deregistration from Date of deregistration to

Approved until from Approved until to

Production scope

Bundle

Certification body

with the checkbox on the table head the selection or disselection for all lines of the table is managed

Sorting

Registration status

Auditing

Selected only

Main company only VLOG additional module

Extension of Certificate Social cond. requested

Blocked Participation Regionalfenster

On farm mixer

Production scopes

Locations

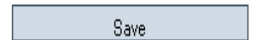
<input type="checkbox"/>	Location number	Name	Street	Postal Code	City	Registered	Production scope	Inspected production scope	Approved production scope
<input checked="" type="checkbox"/>	00000111122222	Test	Teststr. 1	53113	Testhausen	X	(1002) Kälbermast		


Select location

- To select locations, tick the check box in front of each location

Note: Please note that a location cannot be allocated to several sub-coordinators simultaneously. If locations that have already been allocated to a sub-coordinator are subsequently allocated to another sub-coordinator as described above, the allocation to the first sub-coordinator is removed automatically

Click



Close with 

3.5 Menu item number of locations per product scope (SPOTAudits)

Number of locations per product scope (SPOTAudits)

(only for locations with livestock)

Here, the number of locations per product scope, for which an additional unannounced spot audit has to be implemented, is indicated (if applicable).

3.6 Menu item bundled scheme participants

Bundled scheme participants


The scheme participants bundled by you are displayed here. For every company in the QS-system there is a

- Scheme participant data record (company)
- With a (possibly identical) location data record (business premises).



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- Before clicking  narrow your search results if necessary by using filtering options.

Filtering search



Scheme participants

Number of selected Records: 40



Search criteria

Name

QS-ID

Stage


Street

Postal Code

City


Country

Scheme participants

	Name	QS-ID	
	Test6	4048473374491	Landwirtschaft

Detailed data record scheme participants (companies)

Detailed data

- Click  to open a detailed view of the scheme participant (company)



Scheme participant **contact person** Identification number Locations Sampling requests

Name (*)

QS-ID

Street (*)

Scheme participant

- The company's master data are displayed and maintained here.

Contact person



- The contact persons of the business (company) are displayed and maintained here, for example:
 - Contact person of scheme participant
 - Legal representative of scheme participant
 - Crisis manager

Identification number

- Internal numbers for the company can be entered here (optional).

Locations



- The company's locations are displayed and maintained here.

- Edit location  (see **3.8 Menu item bundled locations**)
- If an additional location for the company is to be registered, click 

Register an additional location for a company



Certification scheme

- Click 
- Select certification scheme 
- Click

Choose certification scheme



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Note: Certification scheme=GLOBALGAP → enter GGN of the company.
Please note that the bundles must not be mixed. Therefore, only companies with Option 2 (or Option 1 Multisite with QMS, if the certificate holder corresponds to this certification system) can be registered

Enter data

Name (*)

Location number

Street (*)

Postal Code (*) City (*)

Post-office box Country (*)

Post-office box postal code Federal state (*)

unannounced reg. audits add. unannounced spotaudits

Location Plan/Comment

Production scope (*)

Certification body (*)

Certification scheme

- enter data of the location **completely and correctly** or
- in case of identical location number enter location number and type of production (all other data are automatically applied)

Click

- enter data of the contact person (optional)

Click

- Enter data of the crisis manager (optional)

Click

- save with

Save



Tab Sampling request (only for residue monitoring)

Details on sampling requests , e.g. sampling terms, can be found here.

3.7 Menu item Login data

Here you can send login data to coordinated farmers/producers.

- In following screen, please select the default option: no access data

Login data

QS-ID

no access data

Login data

<input checked="" type="checkbox"/>	QS-ID	Name	Email

Login data

Select no access data

- Clicking : show all the farmers/producers who have not received any access data yet

Refresh



- There are two possibilities to send the login data:
 - As e-mail (Button: Send per email)
The e-mail will be sent in the language chosen by the company manager
 - As letter (Button: PDF)
The PDFs are generated in two languages (German/English)



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3.7.1 Add e-mail addresses

For sending by e-mail, you store a valid e-mail address with the legal representative of the bundled company. You can use the export/upload function (Excel) to do this easily for bundled scheme participants.

- Download excel file
- Add e-mail addresses

	A	B	C	D
1	QS-ID	Name	Email	login active
2	4048473714969	abcr		Nein
3	4048473732987	Gartenbautechnik		Nein
4	4048473740029	Sonnenschein		Nein
5	4048473740036	Sonnenschein		Nein
6	4048473744072	hausmann	hggu@test.de	Nein
7	4048473376242	xdfbdygfdfygydyg		Nein

- Save as .xls

- Upload file

Master Data|Feed Monitoring|Residue Monitoring Fruit, Vegetables, Potatoes|Change password|Log out

Login data > Datei-Upload

Dateiname (*)

Dateiname

- Click to search and choose the file
- Click : filename (Dateiname) will be added
- Confirm with
- You will be transmitted automatically to the login data page

3.7.2 Send Login data

- Mark the relevant farmers/producers

Login data

	QS-ID	Name	Email
<input checked="" type="checkbox"/>	4048473178471	Test17	test@test17.com
<input type="checkbox"/>	2761245784625	ghuigui	
<input type="checkbox"/>	4048473374262	Test1	
<input type="checkbox"/>	4444111147414	testTest3test3	

- Click to send login data by **e-mail**

Note: The e-mail will be sent in the language chosen by the company's legal representative

- Click to create a **letter** in english or to create a letter in german

Add e-mail addresses

Choose file

Send login data

Mark relevant farmers/producer

Send login data: e-mail

or Letter



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- The farmer/producer receives the login data via e-mail or letter

TEST Bündler QS (Peschina und andere), Adenaueralle 113, 53113 Bonn

Test7
 z.Hd. Mr. bjkdw nsjk
 blaweg 4
 53113 Bonn

Bonn, 11.09.2019

Access to your stored data in the QS scheme

Dear Mr. nsjk,

In order for you to be able to view and check your own data in the future, we have created the possibility for you to view your data..

Via the internet address <https://www.q-s.de/softwareplattform> you can dial into the software platform with the help of your username and password.

Please note the upper and lower case of the password!

User-ID: 4048473178471
 Password: k47xZ404!!Bj!5AH

The password is valid until 11.03.2020.

Note:
 When logging in for the first time, you will be prompted to re-assign a password yourself.

Sincerely,
 Prof. Dr.
 Gottlieb Schlichtkrul-Weidenpesch

TEST Bündler QS (Peschina und andere)
 Adenaueralle 113
 53113 Bonn

- The farmer/producer can access the data base with the new login data
<https://www.q-s.de/softwareplattform/en/>
 - When the first log-in takes place, the farmer/producer muss define a new password

Change password

User-ID	<input type="text" value="4048473178471"/>	<input type="button" value="OK"/>
Old password	<input type="password" value="....."/>	
New password	<input type="password" value="....."/>	<input type="button" value="Cancel"/>
Retype password	<input type="password" value="....."/>	
Retry	<input type="text" value="0"/>	

Define new password



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- Afterwards the farmer/producer has access to his/her data.



Master Data | Residue Monitoring Fruit, Vegetables, Potatoes | Change password | Log out


Password was changed

- New access data must be sent if the farmer/producer changes the coordinator and if the producer is de-registered and then registered again by the same coordinator. In these cases, the previous data will not be valid anymore.
- The password is valid for 6 months. If the farmer / producer has not used it during this time, the coordinator must generate a new password.
- Interface:
Further information regarding the distribution of the login data using the interface can be found in our website at <https://www.q-s.de/qs-scheme/interfaces-facilitate-data-transfer.html>

3.8 Menu item bundled locations

Bundled locations

Locations bundled by you can be found here.

- Before clicking  narrow your search results if necessary by using filtering options, e.g. productions scope(s), location numbers, name

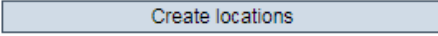
Set filter with % as place holder, e.g. in: name, location number...

Search criteria	Sorting
Name test7%	-
Location number	Registration status Registered
OS-ID	Auditing -
Postal Code City	Main company only <input checked="" type="checkbox"/>
Sub-coordinator	Extension of Certificate <input type="checkbox"/>
OS status	VLOG additional module <input type="checkbox"/>
Date of deregistration from	Social cond. requested <input type="checkbox"/>
Approved until from	Participation Regionalfenster <input type="checkbox"/>
Production scope	Blocked <input type="checkbox"/>
Bundle	On farm mixer <input type="checkbox"/>
Certification body	Production scopes 1000-1020

Overview of bundled locations (with filter options)


3.8.1 Register producers/locations via Excel Upload

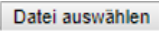
If you want to register or change many producers/locations in the database, the registration can be done via an Excel upload.

- Click 


Register producers/locations via Excel Upload

Locations > Create locations

File Keine ausgewählt 

- Click  to select the file

Create locations

- Upload with 

Upload



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■ Save with

Save

Note: A detailed description and an Excel template (.csv-Template Upload New Registrations) can be found on our supporting area:

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

3.8.2 Export data

Export data

You can export and process data in excel format.

■ In order to export all locations, you must **not** click beforehand.

■ Before clicking , , or narrow your search results if necessary by using filtering options.

	276001000000000	Test neu
--	-----------------	----------

Detailed view

Detailed view of bundled locations

■ Click to open a **detailed view of the location**

Name	Test	Approved until	
Location number	00000111122222 <input checked="" type="checkbox"/> Registered	Eligible to deliver until	15.04.2017 00:00
Approved production scope	keine	Constraint	

Location	Bundle	Audit reports	Identification number	Users	Location blockages	Company	Files
Name (*)	Test						



Tab

Location

■ The location data of bundled companies are displayed and maintained here.

Location information (only for locations with fruit, vegetables, potatoes)

■ Certified crops and the size of area they raised can be found here.

Bundle

■ Main information about the bundle are displayed here.

Audit reports

■ Audit reports entered for the location can be viewed here.

Identification number

■ A location´s internal numbers can be entered here (optional).

Users

■ A location´s (premise) users are displayed and maintained here:

- Crisis managers



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- Contact person of location
- Deputy of the location 's contact person

Location blockages

- Blockages of location are shown here with constraint, cut-off date and information.

Company

- The allocation of the location (premise) to the company (scheme participant) can be viewed here.

Sampling request (only for residue monitoring)

- All information regarding sampling requests, i.e. sampling term, can be found here.

Files

- Files can be uploaded here (JPG, TIFF, PNG, BMP and PDF files).
- Save
- Close

3.8.3 Selection of audit type (only for locations with livestock)

- Tab Location

unannounced reg. audits add. unannounced spotaudits

- To select or change the audit type, select audit type and save with for details, see "Short Database Instructions Selection of type of unannounced audits")

**Audit type
(livestock)**

3.8.4 Registration for voluntary inspection of working and social conditions (only for locations with fruit, vegetables, potatoes)

- Tab Location

Social cond. requested Family business

- Click social cond. requested or Family business

If you want to register several locations for voluntary inspection of working and social conditions:

- Menu item bundled locations
- Download locations in Excel
- Set x in the column social conditions of the Excel file

Y	Z	
ot	Social cond.	Date las
	x	20.04.20

**Voluntary
inspection of
working and social
conditions (fruit,
vegetables,
potatoes)**

**Register one
location**

**Register several
locations**

Export



- Save as .xls
- Import into the database by using [Import \(audit type/social cond.\)](#)

[Import \(audit type/social cond.\)](#)

Note: For family businesses, an upload is not possible. They need to be marked individually.

3.8.5 Add another production scope to a registered location

- Tab Company

Add another production scope

Tab Company

Location	Identification number	Audit reports	Location blockages	Users	Company	Files
Locations						
Location	Production scope	Scheme participant				
276000000000009	1002	4048473800747				

Open location

- Open detailed view of the location with
- Tab Locations



Tab Location

Scheme participant	Contact person	Identification number	Locations	Sampling requests
+ Locations				
Location	Production scope	Scheme participant		
11111222233333	1004	4048473800747		
276000000000009	1002	4048473800747		
276000000000010	2008	4048473800747		

Add location with



- Add location with

Location

Name (*)

Location number

Street (*)

Postal Code (*) City (*)

Post-office box Country (*)

Post-office box postal code Federal state (*)

Approved until unannounced reg. audits add. unannounced spotaudits

Location Plan

Production scope (*)

Certification body (*)

Enter location number

Enter production scope

- Enter **location number** of the location to which a production scope shall be added
- Enter **production scope**
- Save with . All other data will be added automatically.

Save

3.8.6 Change of certification scheme

Note: A change of the certification scheme is not possible, if there is a certificate extension or an open K.O. at the location.

Change of certification scheme

Change from QS to a recognized standard

- Click [Edit certification scheme](#)

Change from QS to a recognized standard

[Edit certification scheme](#)

Location	Identification number	Audit reports	Location blockages	Users	Company	Files
Name (*)	Test Schweinemast					
Location number	123456789101112					
Street (*)	Teststr. 7					
Postal Code (*)	01234	City (*)	Testhausen			
Post-office box		Country (*)	DEUTSCHLAND			
Post-office box postal code		Federal state (*)	Bayern			
Location Plan	<input checked="" type="radio"/> Unannounced reg. audits <input type="radio"/> add. unannounced spotaudits					
Certification body (*)	QS Qualität und Sicherheit GmbH					

- display certification schemes

Certification scheme

- Choose new certification scheme with

QM systems

AMA-GAP

- Enter **certificate run-time** and, if necessary, identification number

Certification scheme

Certificate run-time

Identification number

- Save with

- The **new certification scheme** and the **certificate run-time** are displayed in the location data set

Location	Location information	Bundle	Audit reports	Identification number	Users	Location blockages	Company	Sampling requests	Files
Name (*)	Test Ute neu ogk								
Location number	OGK290100000053								
Street (*)	Teststr. 111								
Postal Code (*)	53113	City (*)	Bonn						
Post-office box		Country (*)	DEUTSCHLAND						
Post-office box postal code		Federal state (*)	Hesse						
Location Plan/Comment									
Production scope (*)	(4001) fruit production (outdoor)								
Certification scheme	AMA-GAP								
Certificate run-time	07.09.2017								

Change from a recognized standard to QS

- Click
- Display certification scheme
- Choose certification scheme (QS or QS-GAP)
- Display certification body
- Choose certification body

Change from a recognized standard to QS/ QS GAP



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Certification scheme

QS

Certification body

-

Choose QS or QS-GAP

Choose certification body

Save with

Save with

The new certification body is displayed as **Temporary certification body**

Location	Location information	Bundle	Audit reports	Identification number	Users	Location blockages	Company	Sampling requests	Files
Name (*)	Miriam Muster								
Location number	OGK290100000003								
Street (*)	Musterweg 1								
Postal Code (*)	53113	City (*)	Bonn						
Post-office box		Country (*)	DEUTSCHLAND						
Post-office box postal code		Federal state (*)	North Rhine-Westphalia						
Location Plan/Comment									
Production scope (*)	(4001) fruit production (outdoor)								
Certification scheme	GLOBALG.A.P. Option 1	Temporary certification body	QS Qualität und Sicherheit GmbH						
Certificate run-time	30.04.2016	gewünschtes Zertifizierungssystem	QS						
		Social cond. requested	<input type="checkbox"/>						
		Participation Regionalfenster	<input type="checkbox"/>						
		Family business	<input type="checkbox"/>						

Temporary certification body

Note: The QS certification body can now access the location data has to enter and release an audit for the location within eight weeks. During this time, the location retains its eligibility to deliver (unless the certificate run-time of the previous certification scheme ends earlier). If no audit is released with in the eight weeks, the previous state is restored.

Registration of bundled locations

3.9 Menu item registration of bundled locations

You can register a new location here in three steps.

Step 1: Entry of the company data

Entry of the company data

Entry of the company data

Initial registration: step 1 of 4 - entry of company data

Name (*)						Next>	Next>
QS-ID							
Street (*)							
Postal Code (*)		City (*)					
Post-office box		Country (*)	Germany				
Post-office box postal code		Federal state (*)	-				

Please enter company data **completely and correctly** since they are used for official documents and certificates.

- Field QS-ID (**QS-Identification number**): Do not enter anything here, the system will allocate a QS-ID

Click

Note: In order to register an GLOBALGAP Option 1 Multisite with QMS or Option 2 certified producer group that wants to participate in the QS scheme, the **certificate holder** has to be registered as regular scheme participant. In addition, the **first**



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producer/ location has to be registered. Accordingly enter company data of the certificate holder at step 1.

Step 2: Entry of the legal agent data

Entry of the legal agent data

new registration: step 2 from 6 - entry data of the legal agent

< Back Continue with Fill in QM-system Next> ✘

Title (*) Mr. Title

First name

Last name (*)

Communication access user

Contact entry	
Phone office 1	<input type="text"/>
Phone office 2	<input type="text"/>
Mobil	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>
E-Mail 2	<input type="text"/>
E-Mail 3	<input type="text"/>

Entry of the legal agent data

Next>

- Please enter legal agent data **completely and correctly** since they are used for official documents and certificates.
- Contact data: telephone number and email address are mandatory
- Click

Note: E-Mail address must be different to coordinator's email address.

Note: GLOBALGAP: enter data of the legal agent of the certificate holder at step 2.

Intermediate step only for recognized standards: choose certification scheme

- Choose certification scheme

new registration: step 3 from 4 - selection of certification scheme

< Back Continue with Fill in location data Next> ✘

certification scheme QS

Choose certification scheme

Next>

Choose certification scheme

- Preselected: QS
- If locations are certified to a standard recognized by QS, you have to change the certification scheme: click the file symbol, choose certification scheme, enter certification number and validity period of the certificate if required.
- Click



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Step 4: Entry of location data

Enter the company's location data, choose productions scope and certification body

Enter the company's location data

new registration: step 4 from 4 - entry location data

< Back Continue with Save data Next>

Location number

Location data corresponds to company's data

Name (*) Location number

Street (*)

Postal Code (*) City (*)

Post-office box Country (*) Deutschland

Post-office box postal code Federal state (*)

Location Plan

Production scope (*) (450) preparation

Certification body (*)

Production scope

Certification body

alternatively: click "location data corresponds to company data"

Choose production scope

Choose certification body

- Please enter location data **completely and correctly**
- If the location data match the company data, click "location data match company data"
- **Choose production scope:** click
- **Choose certification body:** click
- Enter **location number** or leave field blank (depending on product scope):

Unique company number must be entered or is generated

Next>

Product scope	QS-location number
<ul style="list-style-type: none"> ■ Cattle farming ■ Pig farming ■ Poultry farming ■ Livestock transport ■ Crop farming¹, grassland use, forage production 	The company's VVVO-number (or a unique company number, i.e. for agriculture or for foreign companies) must be entered into the box "location number" mandatorily
<ul style="list-style-type: none"> ■ Fruit, vegetable, potatoe production 	Leave box "location number" free, number will be generated automatically and can later be changed from the seventh position onwards

Note: GLOBALGAP: enter location data of the company at step 4.

- Click

Location is registered

To **de-register a location**, call up the location via "bundeled locations", open detailed view with and click (top right).

De-register location

Deregister location

¹ **Note:** If you want the QS-audit to be recognized by an external scheme owner with whom there is a recognition agreement (only then will this option show up), click this. (**Note:** ONLY FOR RECOGNIZED STANDARDS: the "ZZZ-certification body" of your certification scheme is already pre-selected under "certification body")



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3.10 Menu item GLOBALGAP-, AMA-GAP- or Vegaplan-tie bundle (applies only to producers with GLOPALGAP, AMA-GAP- or Vegaplan- certificate who want to deliver into the QS-scheme)

GLOBALGAP/ AMA-GAP-/ Vegaplan-tie bundle

If you as a coordinator supervise GLOPALGAP/ AMA-GAP- or Vegaplan- companies which you would like to register for the QS-scheme, please proceed as follows:

Choose location

Create bundle: > Location

< Back Close Continue with Fill in coordinator data Next>

Search criteria

Name

Location number

OS-ID

Postal Code City

Sub-coordinator

Date of deregistration from Date of deregistration to

Approved until from Approved until to

Production scope

Bundle

Certification body

Locations

Locations

<input checked="" type="checkbox"/>	Name	Location number	Postal	City	Approved until	Eligible to c	QS status	Auditing	Registered	Street	coordinator
<input type="checkbox"/>	AMA 1	OGK29010000019	A-0433	Wien			Eligible to deliver		X	AMA-Str. 1	TEST Bündler

Zertifizierungsstelle wechseln

Tick checkbox

Choose GLOBALGAP/ AMA-GAP/ Vegaplan location

To choose, tick checkbox in front of location.

Click

Enter bundle data

Create bundle: > Location > Producer group

< Back Close Continue with Save data Next>

Coordinator

OS-ID

Producer group number (*)

Producer group description (*)

Contract date

Vertrag bestätigt am

Temporary producer group

Enter name of bundle

Enter name of bundle
click

Name of bundle

Bundle is created

Inform QS since the authorization is always conducted by QS



3.11 Edit GLOBAL G.A.P. Option2/ Option 1 with QMS-bundle

Edit GLOBAL G.A.P. Option2/ Option 1 with QMS-bundle

- Click

Edit GLOBAL G.A.P. Option2/Option 1 with QMS-bundle: Select certificate holder
Number of selected Records: 5

Search criteria

Name

OS-ID

Street

Postal Code

City

Country

Sorting: Name

Scheme participant

Name	OS-ID
Cooperativa xyz	4953113176911
jule test option 2	4953113176239

Select scheme participant

- Select certificate holder/ scheme participant
- Click

Edit GLOBAL G.A.P. Option2/Option 1 with QMS-bundle: Select locations
Number of selected Records: 1

< Back

Search criteria

Name

Location number

OS-ID

Postal Code

City

Production scope

Sorting: -

Production scopes

Locations

Location number	Name	Street	Postal Code	City	Registered	Production scope	Inspected production scope	Approved product
<input checked="" type="checkbox"/> OOK290100004217	testtest1	Schedestr. 5	50389	Bonn	X	(4001) fruit production (outdoor)		

Select location

- Select location

- Click

- Enter GGN of the certificate holder/ scheme participant, Certificate run-time

GGN certificate holder (*)

Certificate run-time (*)

Certification body (*)

Enter certificate information

- Click
- Choose a certification body

- Click in order to apply for releasing the bundle

QS will be automatically informed about the new bundle. As soon as the bundle is released, the locations are eligible to deliver into the QS scheme.

Release of the bundle

Every bundle only has to be initially released. Locations/producers that are later assigned to a released bundle are immediately eligible to deliver.



3.12 Menu item re-registration of a location

Re-registration of de-registered locations

Locations which have been bundled by you or another coordinator before must not be registered anew but must be re-registered. Locations which have been de-registered can be re-registered here.

Re-registration of de-registered locations

Enter location number and production scope

Location number: 123456789123456

Production scope: (2000) Pig

Next>

Next>

- Enter location number of de-registered company
- Choose production scope of the de-registered company (**Note:** (450) Preparation is preselected)

Choose location

Click Next>

- Choose new production scope

Choose production scope

Click Next>

Company is registered and can be called up under "bundled locations"



3.13 Menu item corrective actions

An overview of all nonconformities and all corrective actions that were agreed upon during the audits of your bundled locations can be viewed here.

Overview corrective actions

Nonconformities
Number of selected Records: 8

Search criteria

Term to be searched:

Location number:

Name of location:

QS-ID:

Audit date from: Audit date from to:

Adjustment term from: Adjustment term to:

Deviation corrected on from: Deviation corrected on to:

Certification body:

Status:

Production scope:

Nonconformities

Number	control point	Answer	Audit date from	Adjustment ter	Deviation corr	Production scope	Location number	Certification body	Auditor	QS-ID
2.1.2	Fristgerechte und wirksame Umsetzung von Korrekturmaßnahmen	C	12.12.2009	01.01.2010	10.01.2012	4013	OGK290100000000	QS Qualität und Sicherheit GmbH	Paul	404847317C
3.2.3	Dokumentation Rationsberechnungen, Machprotokolle	C	12.12.2009	01.01.2010	not corrected	2001	276124578462514	QS Qualität und Sicherheit GmbH	Paul	2761245784
3.4.4	Einhaltung der QS-Hygieneanforderungen	C	12.12.2009	01.01.2010	not corrected	2001	276124578462514	QS Qualität und Sicherheit GmbH	Paul	2761245784
3.6.5.1	Rind und Schwein: Überwachung und Pflege der Tiere	C	12.12.2009	19.12.2009	not corrected	2001	276124578462514	QS Qualität und Sicherheit GmbH	Paul	2761245784
4.5.5	Anforderungen an die Verwendung von Sekundärnährstoffdüngern	D	12.12.2009	12.08.2012	28.01.2012	4013	OGK290100000000	QS Qualität und Sicherheit GmbH	Paul	404847317E
8.1.	Schlagbezogene Aufzeichnungen der durchgeführten Pflanzenschutzmaßnahmen	D	07.04.2010	01.05.2010	23.09.2010	4013	OGK290100000000	QS Qualität und Sicherheit GmbH	Paul	404847317E
2.1.6	Use of QS label	C	15.10.2012	28.10.2012	not corrected	2001	123456789101112	QS Qualität und Sicherheit GmbH	Nimmeagern	404847362E
b 4.1.8	Containers used for produce	D	15.10.2012	27.10.2012	not corrected	5001	OGK290100000021	QS Qualität und Sicherheit GmbH	Simon	404847374C

Export

Set filter with %
Filter can be set in:
Name, location number, post code...

Corrective actions

Narrow the search (use filter)

Refresh



Export in excel format possible

3.14 Menu item release results of social conditions

(only for locations with fruit, vegetables, potatoes)

Results of the voluntary inspection of working and social conditions can be released by the coordinators for inspection by other scheme participants after previous agreement by the producer.

- Click to search
- Click
- Add a scheme participant to the favorites list

	Name
	TEST Bündler QS
	Test Lebensmitteleinzelhandel Bündler

- Open system partner with
- Choose locations with
- Save with

Release of the results social conditions



Select system partner for inspection



Select locations





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3.15 Menu item search social conditions

Search social conditions

(only for locations with fruit, vegetables, potatoes)

Here you can search by location numbers or QS-IDs (producers and others) or name / address (others) for locations which are registered for voluntary inspection of working and social conditions. You can also view the overall result of the inspection (% social cond.)

Note: A search for family businesses is not possible

Internal search for approved locations

Search criteria		Sorting
Name	<input type="text"/>	-
QS-Ids	<input type="text"/>	No results
Location numbers	<input type="text"/>	No results
GGN / Sub-GLN	<input type="text"/>	No results

Locations

Free-rai	Location number	Name	Street	Postal Co	City	Approved production scope
----------	-----------------	------	--------	-----------	------	---------------------------



3.16 Menu item search for locations

Internal search for locations

Here you can search by a location number for one or several approved locations. The location's address, production scope and reasons for blocking, if applicable, will be displayed.

Search criteria		Sorting
QS-Ids	<input type="text"/>	-
Location numbers	<input type="text"/>	No results
GGN / Sub-GLN	<input type="text"/>	No results

Locations

Location number	Name	Street	Postal Co	City	Approved production scope	QS-ID	Schem
-----------------	------	--------	-----------	------	---------------------------	-------	-------

Click Search

3.17 Menu item notes

Notes

In specific hazardous situations, i.e. during crises, blocked scheme participants can be displayed for you immediately upon log-in to the QS-database under the menu item "master data/notes" The notification is provided by QS within the system.