



Qualitätssicherung. Vom Landwirt bis zur Ladentheke.

## Database Instructions **Transmission of approval applications for auditors and releasing persons**



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### Explanation of symbols/buttons in the database

 **New**

 **Refresh**

 **Save**

 **Close**

 **Delete**

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

**Please note:** If you need a placeholder, please enter a percentage sign (%), i.e. if you need to filter by name, location number etc.



# 1 Applications for approvals

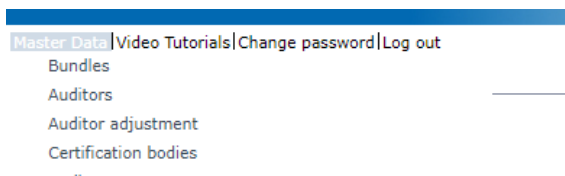
## Applications for approvals

The following is an explanation of the procedure for using the database for:

- Initial approval of auditors/releasing persons for your certification body
- Extension of approval/deregistration of auditors/releasing persons who are/have been registered for your certification body.

Please note that this function is available for releasing persons only.

Please log into the database as releasing person and select the menu item "Auditor adjustment" in the "Master Data" tab to create approval applications for initial approvals or approval extensions.




- You will see a list of people, who are approved for your certification body as auditors, releasing persons and administrative persons.

### Auditors

	Last name	First name	Type of auditor
➤	<C<C<C<C<XC<XCC	yx<xcc	Auditor
➤	Auditor	Qstest	Releasing person
➤	Butterbrot	Blumenkohl	Auditor


## 1.1 Initial approval of auditors/releasing persons for your certification body

### Application for initial approvals

- To add a new person who has not yet been registered for your certification body, click on "NEW" 

### Add new auditor with



Auditor adjustment: > Auditor > 

Mr.  Type of auditor

Date of birth (\*)

City


Country

Language



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- Complete the personal data for the auditor/the releasing person. The auditor-type "Auditor" will be selected automatically. If in the further course of the application approvals for releasing will be selected, the auditor-type changes automatically to "Releasing person".
- For comments, e.g. regarding the planned date for the internal training/auditor course etc., please use the comment field.
- In the next step you can upload the necessary documents. Click on "New"  and then on "Select file".

**Add new documts with mit**



**Select file**

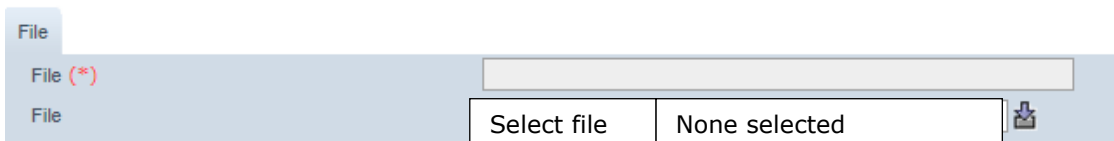
**Save with**



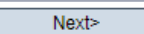


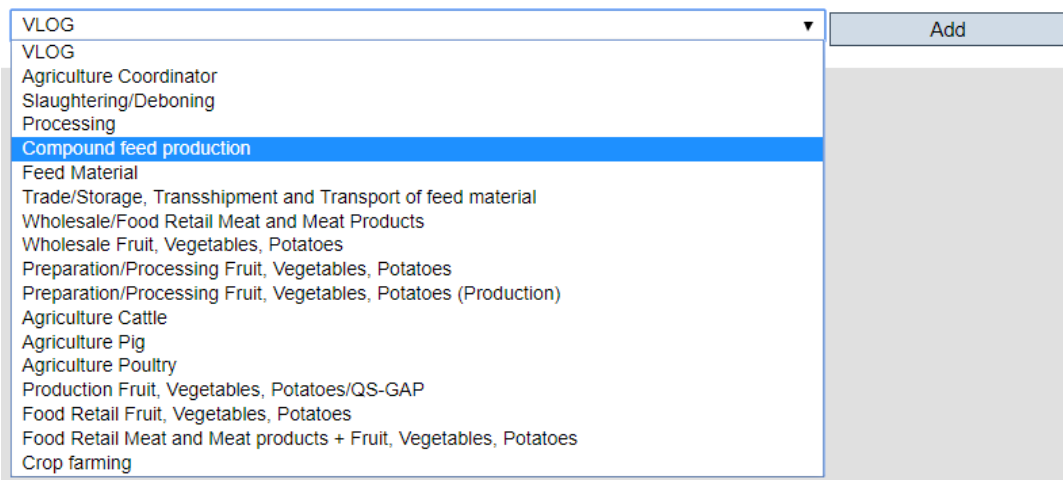
**Continue with**

Next>

**Stages of approval**



- After the file is selected, press the upload button () to upload the file and click "Save" .
- The following files must be uploaded for auditor approval:
  - Evidence of professional education
  - Detailed curriculum vitae
  - Evidence of internal training
  - Evidence of auditor training (not necessary for release approval)
  - Declaration of consent to the Code of Conduct
  - Permission regarding the use of personal data
  - Qualified audit list (not necessary for release approval)
- After all files have been uploaded press "Next". 
- Then select the stages of approval you wish to apply for from the drop-down menu and





■ Add them by clicking on

**Add stages of approval with**

■ With the checkboxes the type of approval can be selected by checking either the release and/or auditor approval (multiple selection possible).

Approvals

Name	Audit approval	Approved	Release approval	Approved
Slaughtering/Deboning	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

**Select type of approval**

■ In case you wish both (auditor and release approval) check both boxes.

■ In the same way, approval stages can be deselected by removing the checkmarks for auditor or release approval. The approval stage will be listed in the overview until QS has edited the application.

Approvals

Name	Audit approval	Approved	Release approval	Approved
Slaughtering/Deboning	<input type="checkbox"/>		<input type="checkbox"/>	

**Deletion of approval stages**

■ Please click on

**Continue with**

■ You will now see a summary of your application in which you can check all the details again.

Title	<input type="text" value="Mr."/>	Title	<input type="text"/>
First name	<input type="text" value="fgdgg"/>	Last name	<input type="text" value="sdfgd"/>
Date of birth	<input type="text" value="01.05.1968"/>	Language	<input type="text" value="Deutsch"/>
Street	<input type="text"/>	City	<input type="text"/>
PLZ	<input type="text"/>	Country	<input type="text" value="Germany"/>
Post-office box	<input type="text"/>	Post-office box postal code	<input type="text"/>

Communication access

Connection type	Contact entry
Phone office 1	
Phone office 2	
Mobil	
Fax	
E-Mail	support@q-s.de
E-Mail 2	
E-Mail 3	

Remark approval

**Summary of the application**

Applications for approvals

Stage of approval	audit approval	Approved	Release approval	Approved
Slaughtering/Deboning				

■ By clicking  the application will be completed and forwarded.

**Finish the application with**

■ QS will check this application and send you a feedback by e-mail, as usual regarding the possibility of approval.

■ Once the possibility of approval has been confirmed, you will be able to register the respective person for QS trainings in the Training Management System (in the partner section on our website).

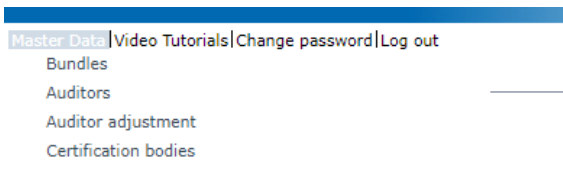





## 1.2 Extension of approval/deregistration of auditors/releasing persons who are/have been registered for your certification body

Extension of approval

The requests regarding approval extensions or deregistrations are carried out under the same menu item as the requests for initial approval. The stages of approval for which an auditor/releasing person is already approved, are displayed accordingly.

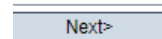
Please first log into the database as a releasing person and open the "Auditor adjustment" menu item in the "Master data" tab to submit approval applications.



- Choose the person for whom you want to apply for an extension of the existing approval or whom you want to deregister.
- Check the stored data regarding correctness and use the comment field for comments.
- The next step is to upload any necessary documents. To do this, click on "New"  and then on "Select file".
- After the file is selected, press the upload button () to upload the file and click "Save" . After all files have been uploaded press "Next".
- In the following overview you can see which approvals already exist for the auditor/releasing person (cross in the "Approved" column) and you have the possibility to modify them.

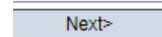
Select auditor

Continue with



Adding documents

Continue with

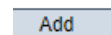


Overview of existing approvals

Approvals

Name	Audit approval	Approved	Release approval	Approved
VLOG	<input checked="" type="checkbox"/>	X	<input type="checkbox"/>	
Compound feed production	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Feed Material	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Trade/Storage, Transshipment and Transport of feed material	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Wholesale/Food Retail Meat and Meat Products	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Wholesale Fruit, Vegetables, Potatoes	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Preparation/Processing Fruit, Vegetables, Potatoes	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Preparation/Processing Fruit, Vegetables, Potatoes (Production)	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Production Fruit, Vegetables, Potatoes/QS-GAP	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Food Retail Fruit, Vegetables, Potatoes	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Food Retail Meat and Meat products + Fruit, Vegetables, Potatoes	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Crop farming	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X
Agriculture Coordinator	<input type="checkbox"/>		<input checked="" type="checkbox"/>	X

Add stages of approval with



Slaughtering/Deboning

- With the checkboxes the type of approval can be selected by checking either the release and/or auditor approval (multiple selection possible).

- In case you wish both (auditor and release approval) check both boxes.
- In the same way, approval stages can be deselected by removing the checkmarks for auditor or release approval. The approval stage will be listed in the overview until QS has edited the application.
- Please click on  .
- You will now see a summary of your application in which you can check all the details again.

**Deletion of approval stages**

**Continue with**

**Summary of the application**

Title	<input type="text" value="Company"/>	Title	<input type="text"/>
First name	<input type="text" value="Qstest"/>	Last name	<input type="text" value="Auditor"/>
Date of birth	<input type="text" value="06.05.1980"/>	Language	<input type="text" value="English"/>
Street	<input type="text"/>	City	<input type="text"/>
PLZ	<input type="text"/>	Country	<input type="text" value="Bolivia"/>
Post-office box	<input type="text"/>	Post-office box postal code	<input type="text"/>

**Communication access**

Connection type	Contact entry
Phone office 1	
Phone office 2	
Mobil	
Fax	
E-Mail	support@q-s.de
E-Mail 2	
E-Mail 3	

**Remark approval**

<xvfbcvb cvbcbv

**Applications for approvals**

Stage of approval	audit approval	Approved	Release approval	Approved
VLOG	X	X		
Compound feed production			X	X
Feed Material			X	X
Trade/Storage, Transshipment and Transport of feed material			X	X
Wholesale/Food Retail Meat and Meat Products			X	X
Wholesale Fruit, Vegetables, Potatoes			X	X
Preparation/Processing Fruit, Vegetables, Potatoes			X	X
Preparation/Processing Fruit, Vegetables, Potatoes (Production)			X	X
Production Fruit, Vegetables, Potatoes/QS-GAP			X	X
Food Retail Fruit, Vegetables, Potatoes			X	X
Food Retail Meat and Meat products + Fruit, Vegetables, Potatoes			X	X
Crop farming			X	X
Agriculture Coordinator			X	X

**Finish the application with**

- By clicking  the application will be completed and forwarded.
- You will receive a feedback on the application for approval/request for withdrawal of approval by e-mail as usual.