Quality Assurance. **From farm to shop.**

Database Instructions
Authorizing Auditor

QS. Quality scheme for food.

Contents

Explanation of symbols/buttons in the database

New

Refresh

Edit
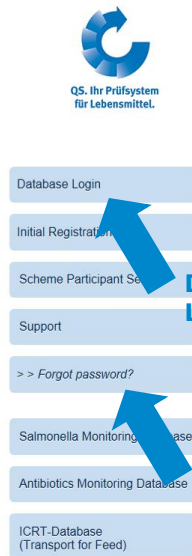
Save

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 Registration

1.1 Login to the database

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

Please enter your user-ID (username) and your password.

User-ID		OK
Password		

- Enter user-ID
- Enter password
- Click OK

1.2 Forgot **your password?**

- Click forgot password?
- Enter user-ID
- Click OK

A new password will be sent to the email address that was entered for you.

1.3 Change password

For reasons of data safety, please change your password immediately and regularly.

Click change password

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

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

Change password

Change password		
User-ID	4048473178426	OK
Old password		Cancel
New password		
Retype password		
Retry	0	

Enter old password

Enter and repeat new password

Click
OK

■ Enter old password

■ Enter and repeat new password

■ Click   OK

Master data

2   Master data

Master Data|Change password|Log out
  Auditors
  Certification bodies   –
  Audit Reports
  Number of locations per production scope (SPOTaudits)
  Registration QS-Inspection
  Company (QS inspection)
  Locations
  Corrective actions
  Auditing
  Certificates
  Notes
  Eligibility of delivery in the past

**Features menu
master data**

Auditors

Quality Assurance. **From farm to shop.**

2.1 Auditors

You can find all accredited auditors including their stages of approval here.

	Last name	First name	Date of approval	Type of auditor
📝	Fenneker	Alois		Authorizing auditor
📝	Förschler	Annette		Authorizing auditor

■ Edit auditor with 📝

Edit with 📝

Auditor

Auditor: You can edit the auditor´s master data here.

Auditors > Auditor

Last name	Fenneker
First name	Alois

Auditor | Auditor accreditations

Title	Mr. ⌄
Title	Dr.
First name	Alois
Last name (*)	Fenneker
Street	Margaretenstr. 1
Postal Code	53175	City
Post-office box		Country
Post-office box postal code		Language
Profession	Administrator
Date of approval	
Remark approval	

Save with ✔

Note: Fields shaded in grey cannot be edited.

■ Save changes with ✔

■ Save and go to next data set with ⌄ ⌃

■ Close with ✘

Close with ✘

Auditor accreditations

Auditor accreditations: Overview of auditor´s accreditations.

Auditor | Auditor accreditations

Auditor accreditations

Auditor	Certification body	
Fenneker, Alois	QS Qualität und Sicherheit GmbH	Landwirt:
Fenneker, Alois	QS Qualität und Sicherheit GmbH	Schlacht
Fenneker, Alois	QS Qualität und Sicherheit GmbH	Erzeugu
Fenneker, Alois	QS Qualität und Sicherheit GmbH	Ackerba
Fenneker, Alois	QS Qualität und Sicherheit GmbH	Großhan

Close with ✘

■ Close with ✘

Certification body

2.2 Certification body

You can find the master data, users and auditors of your certification body here.

Certification body: Overview of your certification body´s master data.

Certification body	Users	Accredited auditors			
Name (*)		QS Qualität und Sicherheit GmbH			
QS-ID (*)		4031735373653			
accreditation valid until					
Contract date		15.10.2001			
Street		Schedestr.1-3			
Postal Code		53113	City	Bonn	
Post-office box			Country	Deutschland	
Post-office box postal code			Federal state	Nordrhein-Westfalen	
Communication access					
		Phone office 1		0228/35068-0	
		Phone office 2			
		Mobil			
		Fax		0228/35068-10	
		E-Mail			

Note: Master data cannot be edited.

Users: Overview of your certification body´s users.

	First name	Last name	Type of contact
	Frauke	Hillenbach	Head of certification body
	Simon	Hoogen	Feed administrator certification body
	Herbert	Hubert	location administrator certification body
	Simona	Hooge	location administrator certification body
	adi	nowi	Contact person certification body

- The following user types do exist:

  - Head of certification body (created by QS)

  - Contact person certification body

  - Deputy of contact person certification body

  - Feed administrator certification body (Administration of small scale feed material producers and mobile milling and mixing plants)

  - Location administrator certification body (Log in for small scale feed material producers and mobile milling and mixing plants)

- **Create new** user with ⊕

User		
Title (*)	Mr. ⌄	Title
First name		
Last name (*)		
Type of contact (*)	Contact person certification body	
Communication access user		
	Phone office 1	
	Phone office 2	
	Mobil	

Users

Create new user with ⊕

Save with ✔

Quality Assurance. **From farm to shop.**

- Fill in fields marked with (*) and enter telephone number and email address
- Save with ✔
- Close with ✖
- **Edit** user with

Edit user with

User		
Title (*)	Mrs. ▾	Title
First name	Frauke	
Last name (*)	Hillenbach	
Type of contact (*)	Certification job leader	
Communication access user		
	Phone office 1	+49 (0) 228 350680
	Phone office 2	

Save with ✔

- Save changes with ✔
- Save and go to next data set with ⌄ ⌃
- Close with ✖

Accredited auditors

Accredited auditors: Overview of all accredited auditors of your certification body.

	Certification body	Users	Accredited auditors

	Auditor	Certification body	Stage of approval
🖉	Paul, Sabine	QS Qualität und Sicherheit GmbH	Erzeugung OGK
🖉	Paul, Sabine	QS Qualität und Sicherheit GmbH	Großhandel OGK
🖉	Paul, Sabine	QS Qualität und Sicherheit GmbH	Großhandel OGK

Open auditor´s data here

- **Approved until**: If an auditor loses his approval for a stage, the date of withdrawal is displayed here.
- **Release-approval:** Shows for which stages the auditor may release audit reports
- Open detailed view of auditor´s data here

Accredited auditor	
Auditor (*)	Paul
Cerfication body (*)	QS Qualität und Sicherheit GmbH
Stage of approval (*)	Erzeugung OGK
Approved to (*)	01.01.2014
Approved until	
Release approval	☐

- Go to next or previous data set with ⌄ ⌃
- Close with ✖

Audit reports

Note: The auditor´s data cannot be edited.

2.3 Audit reports

You can find all entered and released audit reports of your certification body as well as anonymised reports of other certification bodies after change of certification body here.

- Click ⟳ to display all audit reports. If necessary, narrow search results by using filtering options, e.g. production scopes

Audit reports

	QS status	QS-ID	Location number	PA	Name	Coordinator
📝	QS Status I	4048473051712	DE BW 01031 EG	30	Fleiga-Ostwürttemberg	
📝	QS Status II with KO	4031735236224	F00001475	71	Biofiber-Damino A/S	
📝	QS status 4	4004951000009	DE BW 03550 EG	30	Müller Fleisch GmbH	
📝	QS status II	4010249000002	DE BY 77128 EG	30	A. Moksel GmbH	

- Audit reports can be in five different states:

  - Entered

  - Released

  - Released but locked (Auditbericht muss von QS entsperrt werden)

  - Version-Controlled (after resetting)

  - Closed (locked by QS, no access)

- click 📝 to open audit report

Note: Audit reports can only be audited as long as they are in the stage „entered"

Note: The tabs displayed may vary between the different stages.

Audit report: Summary of audit report

Audit reports > Audit report

Audit date from	22.07.2009	Status of audit rep	
Released on	23.07.2009	Location number	
Blocked	☐		
Location	DE BW 01031 EG (30), Fleiga-Ostwürttemberg eG		

Audit report	Audit results	Audit blockages	Nonconformities	Slaughtering and deboning beef, veal , pork

ID	55224651
Audit date from (*)	22.07.2009
Beginning of audit (*)	02:00
Duration of audit	02:00
Contact person (*)	Herr Diepold, Herr Schilling, Herr Brenner

- Print summary as pdf with 🖨

- Close with ✖

Inspected locations: Display of locations inspected in the audit

	QS scope	QS-ID	scheme participant	Location number
	Audit report	inspected locations	Audit results	Audit blockages	Nonconformities

inspected locations

	QS scope	QS-ID	scheme participant	Location number
📝	Futtermittelherstellung	4031735738179	Landwirtschaftliche Bezugsgenossenschaft e.G. Damme	F00001332

■ Delete location from the audit report with 🗑

■ Open detailed view with 📝

     ■ **Inspected locations:** Information on the inspected location

Inspected location	Location information

QS scope	Futtermittelherstellung
Location number (*)	F00005778
Location	Eigenmarke XYZ
QS-ID	4031735102383
registered production scope	(74) Private Labelling
KO	☐
inspected production scope	(74) Private Labelling

     ■ **Location information:** Overview of given location information

Inspected location	Location information

Details on typ of animal

Pig	☑	Cattle	☐
		Calves	☐
Annual tonnage	0,00		

Audit results: overview of audit results including comments

	Audit report	inspected locations	Audit results	Audit blockages	Nonconformities

Audit results

	Number	Requirements	A	B	C	D	E
Ⓐ	2.	General Requirements					
Ⓐ	2.1.	General system Requirements					

Delete locations with 🗑

Open detailed view with 📝

Inspected location

Location information

Audit results

Open detailed view with Ⓐ

- Open detailed view with

  - **Audit results:** Evaluation of checklist item including comment

Audit result	Nonconformities
Number	2.
Requirements	General Requir

  - **Nonconformities:** Detailed information on non-conformities

Audit result	Nonconformities		
Nonconformities			
Number	requirement	Answer	K.O. criterion

- Open detailed information with

Nonconformity			
Number	2.2.4	Audit date from	20.03.2012
requirement	Foreign body management		
Description of nonconformity			
KM Nr. 1 Kunststoffspiegel in der Hygieneschleuse nicht im Glas-/Hartplastikregister			
Corrective actions			
Im Glas-/Hartplastikregister ergänzen			
Implementation of corrective actions			
sofort			

Adjustment term (*)	20.03.2012	QS-Bereich	Slaughtering/Deboning	Nonconformity	Corrected

- Open/begun corrective action: Edit with

Nonconformities: Overview of all nonconformities in the audit report

Audit report	inspected locations	Audit results	Nonconformities		
Nonconformities					
Number	requirement	Answer	K.O. criterion	Auditdatum	

- Open detailed view with

- Open detailed view of not corrected nonconformities with

- Edit several not corrected nonconformities: Tick ☑ and click **Edit**

Note: You can edit several nonconformities at once by ticking several ☑ *. For more information on how to edit corrective actions see short database instructions **administration of corrective actions.***

Audit blockages: Overview on reasons for the blockage of the audit report

	Reason for cut-off	Cut-off date
Ⓐ	Knock out audit	21.12.2009

- **Cut-off date:** If the audit report has been unblocked, the date of the unblocking will be displayed here

- Open detailed view with Ⓐ .

Additional information: Overview of given additional information (example slaughtering/deboning)

Inspected location	Location information

Details on typ of animal

Pig	☑	Cattle	☐
		Calves	☐

Annual tonnage	0,00

2.3.1 Auditor in recognition procedure

- Click **This audit was completely conducted by an auditor in the recognition procedure.**

  to indicate that the audit was conducted by an auditor in the recognition procedure

Auditor in the recognition procedure is displayed

Audit report	Auditor in the recognition procedure	inspected locations	Audit results	Audit blockages	Nonconformities

This audit was completely conducted by an auditor in the recognition procedure.	☑
Auditor in the recognition procedure (last name, title, first name) (*)	
Remark	

- Enter name and remark, if applicable. Save with ✔

- Close with ✖

2.3.2 Change of inspected production scope

Here you can change the inspected production scope on the stage agriculture/production after the audit report was entered.

- Click **Change of inspected production scope**

inspected locations

Location	Location number	registered production scope	Inspected production scope
simon	010101010101010	(1001) cattle production	1002

- Change productions scope and click **Next>**

- Eliminated requirements are displayed

- Click [Next>]

- If applicable, answer addititonal checklistpoints and save with [Next>]

2.3.3 Release of audit report

You can release audit reports of stages for which you have a release-approval here.

- Click [Show summary]

Auditberichte > Audit report > Summary of audit report

Location number	010101010101010 (1001)
QS-ID	4048473898164
Locations	010101010101010 (1001) simon, kahsdjkhakdasd 1, 12345 fsdfsfd

Checklist	Agriculture/Production			Version	01.01.2014
				Inserted at	
Audit date from	02.07.2014	Audit date until	02.07.2014		02.07.2014 13:46
Beginning of audit	07:30	End of audit (hh.mm)	09:00	Duration of audit	
Result (%)	98,47	QS status	QS Status I	Audit type	regular audit
Auditor	Ute Simon	Contact person			Bernhard Schotte
Certification body	QS Qualität und Sicherheit GmbH				
Remark repeated 'D'-deviation / General-KO				Repeated 'D'-deviation	
Remark					

Number of answers a	33	Weighted number A	47	
Number of answers b	1	Weighted number B	1	
Number of answers c	1	Weighted number C	1	Portion C evaluations (%)
Number of answers d	0	Weighted number D	0	Portion D evaluations (%)

[Release now]   [Back]

- Click [Release now] to release audit report

- Status of audit report changes from entered to released

Note: The audit report cannot be edited anymore now

2.3.4 Unblock audit report

You can send a request for unblocking the audit report here. Audit reports are blocked if the six-week-term for entering and releasing the audit report has been exceeded.

- Open blocked audit report with 🖊

- Click [Send request for unblocking]

Audit reports > Audit report > Send request for unblocking

Reason

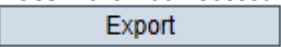- Enter reason for unblocking request

- Save with ✔

QS decides whether the audit report will be released and whether a fee has to be payed for that. When the audit report has been released, the status changes to „released".

2.3.5   Export functions

Excel-Export

The Excel-Export shows an overview of **all** audit reports including some additional information which are not shown in the web, i.e. contact persons and duration of audit

■   Click   [Export]

Note: It is not necessary to refresh with 🔄 *before exporting the data. By clicking* [Export]*, an excel-file with all audit reports is generated. If you want to narrow the results before downloading the file, please use the filtering opions.*

csv-Export

■   Click 💾 to display an overview of the audit reports as csv-file

Note: The csv-Export contains the lines displayed in the table and a maximum of 3000 audit reports.

2.4   Menu item number of locations per production scope (SPOTaudit)

The number of locations per production scope and coordinator for which an additional unannounced SPOTaudit needs to be conducted until the effective date is displayed here.

Note: Coordinators are listed only when there are locations with the option additional unannounced spotaudit in at least one production scope.

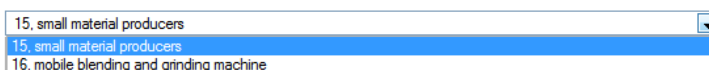|	Datum	Cattle	Pig	Poultry
Ⓜ	01.07.2013	0	3	0

■   **Date:** Last effective date on which the number of locations was calculated.

2.5   Registration QS-Inspection

You can register small scale feed material producers and mobile milling and mixing plants for the QS-inspection here.

■   Select **stage**

[Next>]

Stage	15, small material producers ▼
	15, small material producers
	16, mobile blending and grinding machine

■   Click   [Next>]

■   Enter **company data**

Quality Assurance. From farm to shop.

QS. Quality scheme for food.

Name (*)	
QS-ID	
Street (*)	
Postal Code (*)	City (*)
Post-office box	Country (*) Deutschland
Post-office box postal code	Federal state (*) -
	Purchase tax-ID

- Fields marked with an (*) and field „Purchase tax-ID" need to be filled in

- Choose federal state with ⌄

- Choose country 🖳

- Click Next>

- Enter **legal representative**

Title (*)	Mr. ⌄ Title
First name	
Last name (*)	

Communication access user	Contact entry
Phone office 1	
Phone office 2	
Mobil	
Fax	
E-Mail	
E-Mail 2	
E-Mail 3	

Next>

Enter legal representative

- Fields marked with an (*) need to be filled in. Telephone number and email address must be given

- Click Next>

- Enter **crisis manager**

Title (*)	Mr. ⌄ Title	Crisis manager is equivalent to legal representative
First name		
Last name (*)		

Communication access user	Contact entry
Phone office 1	
Phone office 2	
Mobil	
Fax	
E-Mail	
E-Mail 2	
E-Mail 3	

Next>

Enter crisis manager

- Fields marked with an (*) need to be filled in. Telephone number and email address must be given

- Click Crisis manager is equivalent to legal representative if the data of legal representative and crisis manager are equivalent (if applicable, add mobile phone number)

- Click Next>

Next>

Enter location data

■ Enter **location data**

■ Fields marked with an (*) need to be filled in.

■ Click [Location data correspond to company data] if applicable

■ For **mobile milling and mixing plants**, please enter the registration number of the plant as location number

■ Select production scope ⌄

■ Tick ◉ to choose between unannounced regular audits and additional unannounced spotaudits

Recognition in third-party systems

Indicate whether a recognition in a third-party system is requested here.

Participation in QM-Milk

Indicate whether participation in QM-Milk is requested.

■ Click [Next>] to complete entry

Note: *Small scale feed material producers should have their own database login for feed monitoring. To get login data, they need to be registered in the database as location administrators (s. chapter 2.2). After the registration, those location administrators need to be allocated to their locations. This allocation can only be conducted by feed administrator of your certification body. Owners of mobile milling and mixing plants do only need a database login if they have to conduct a release testing in accordance with the guideline.*

2.6 Company (QS-Inspection)

You can find all small scale feed material producers and mobile milling and mixing plants which are registered with your certification body here.

- ■ Show companies with

Company (QS inspection)

	Name	QS-ID	Stage
Ⓐ	Badtechnik	4048473642750	Kleinsterzeuger
Ⓐ	Test 123	4048473757409	Kleinsterzeuger

- ■ Edit with Ⓐ
- ■ Export list of companies with 💾
- ■ Close with ✖

Scheme participants: Overview of location data

Scheme participant	Contact person	Locations

Name (*)	Badtechnik
QS-ID	4048473642750
Street (*)	Bäderstr. 5

Postal Code (*)	12345	City (*)	Bad Bäder
Post-office box		Country (*)	Germany
Post-office box postal code		Federal state (*)	Baden-Württemberg

- ■ Save changes with ✔
- ■ Close with ✖
- ■ Save and go to previous or next data set with ⌄ ⌃

Contact persons: Overview of all contact persons of a scheme participants

Scheme participant	Contact person	Locations

➕ Users

	First name	Last name	Type of contact
Ⓐ		Bad	Legal representative of scheme participant
Ⓐ		Bad	Feed administrator

- ■ Edit with Ⓐ
- ■ Save changes with ✔
- ■ Close with ✖
- ■ Go to previous or next data set with ⌄ ⌃
- ■ Add new contact person with ➕

Company (QS-Inspektion)

Refresh with

Edit with Ⓐ

Export data with 💾

Scheme participants

Contact persons

Locations

Locations: Overview of the company´s locations

Location	Production scope	Scheme participant	Main company	Registered	Name of location
ⓐ KE00000723	73	4048473642750	X	X	Badtechnik

■ Add new location for small scale feed material producers or milling and mixing plants with ➕

■ Edit with ⓐ

Location

Location: Overview of location data

Report withdrawl of certification

Deregister location

| Location | Audit reports | Users | Gate-Keeper | Company |

Name (*)	Test	
Location number	KE00000753	
Street (*)	Sonennstr. 1	
Postal Code (*)	12345	City (*)	Sonne
Post-office box		Country (*)	DEUTSCHLAND
Post-office box postal code		Federal state (*)	Brandenburg

◉ unannounced reg. audits ◯ add. unannounced spotaudits

| URL | |
| Location Plan/Comment | |

Certification scheme	QS
Production scope (*)	(73) small scale feed material production
VLOG-Zusatzmodul	☐	Recognition by third party systems

Recognition of QS-audit by third-party system is requested

Telephone			Recognition request	certified
Fax		GMP+ Int.	
Mobile		
Email		

| Participation QM-Milk | ☐ | 1. By setting the mark „Participation QM-Milk" the scheme participant confirms that feed has been produced according to the requirements of QM-Milch |

Register/ deregister location

Register location

Deregister location

Register/deregister location

You can register/deregister locations here.

■ Click [Register location] or [Deregister location]

Gate-Keeper

Gate-Keeper

Feed for which the company is functioning as gate-keeper can be entered here.

| Location | Audit reports | Users | Gate-Keeper | Company |

Details on the feed for which the company functions as gate-keeper

Feed	Valid from

New

■ Klick [New]

Details on the feed for which the company functions as gate-keeper

Name of feed (*)	-
Valid from (*)	
Valid until	

Select feed with 🗁

Save with ✔

- Select feed by clicking 🗁

- Enter dates for "valid from" and, if necessary, "valid until"

- Save with ✔

**Selection of audit type, recognition in third-party systems, participation QM-Milk**

See Chapter 2.5.

Locations

2.7 Locations

You can find all locations which are allocated to your certification body here.

Locations

	Name	Location number	Production scope	Last auditor	Audits in successi	Approved until	Eligible to deliver until
			rearing				
📝	test leer 2	123- 1254789652	(2002) gilt and boar rearing				
📝	Rinderkuhle Testbetrieb	123456789101112	(1018) calf production + suckling cow production	Simon, Ute	2		
📝	Test Schweinemast	123456789101112	(2002) gilt and boar rearing	Simon, Ute	3		
📝	bngh	123456789123456	(38) livestock transport cattle/pigs 1:1 contracted spediteurs				
📝	Musterfrau	123456789123456	(1020) calf breeding + suckling cow production	Spemann, Katrin	1		26.07.2012

Refresh with 🔄

- Refresh with 🔄. If necessary, narrow search results by using filtering options.

- **Last Auditor:** Name of the auditor who was the last one to inspect the location

- **Audits in succession:** Number of audits which have been conducted by the same auditor in succession

Note: Only three audits in succession may be conducted by the same auditor. After that, the locations must be inspected by another auditor.

Open location
data with
📝

- Click 📝 to open location data

Note: The displayed tabs can vary between the stages.

Location

Location: Contains the location´s master data. These can not be edited by you. (Exception: Mobile milling and mixing plants and small scale feed material producers).

Audit reports

Audit reports: Contains the location´s audit reports

Open audit report with

Delete audit report with

- Click to open audit reports
- Click to delete audit report

Note: After the release of the audit report it cannot be deleted by the certification body (authorizing auditor) anymore.

Location information

Product range

Location information: View a location´s location information

For feed material producers: A location´s product range can be edited here

Add feed with **Add feed**

- Click **Add feed** to add a product

Save with **OK**

Delete with **Delete feed**

- Click to select feed material
- Save with **OK**
- Delete with **Delete feed**

Note: The last feed material cannot be deleted.

Crops

For production locations: A location´s crops can be edited here.

| Location | Location information | Audit reports | Users | Company |

Crops

| | Crop |
| Pineapple | |

■ Click **Change product** to add crop

Locations > Location > Change product

| Product | Pineapple | ▼ | OK |
| Fläche | 0,0000 | | Cancel |

■ Click ▼ to select crop

■ Enter area in ha

■ Save with **OK**

■ Delete with **Delete product?**

Note: The last crop cannot be deleted.

Company: Overview of the data of the company to which the location belongs. These data cannot be edited by you (exception: small scale feed material producers and mobile milling and mixing plants).

| Location | Audit reports | Certified crops | Users | Company |

Locations

	Location	Production scope	Scheme participant	Main company	Registered	Name of location
ⓐ	OGK290100000007	4004	4048473647724	X	X	Firma Gartenbau

2.7.1 Report withdrawal of certification

If a location´s certificate has been withdrawn this can be reported to QS.

■ Click **Report withdrawl of certification**

■ Enter reason

Locations > Location > Report withdrawl of certification

| Reason for certificate revocation | |

■ Save with ✔

■ Close with ✖

Add crop with

Change product

Save with OK

Delete with

Delete product?

Company

Report withdrawal of certificate

Report withdrawl of certification

Save with ✔

Export functions

2.7.2 Export functions

Exp. incl. add. info	Audit planning	Export QS inspection
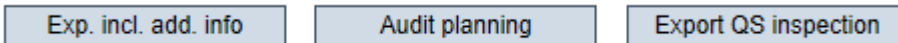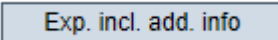
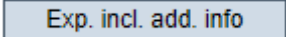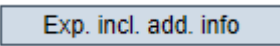### Export including additional information

The excel export delivers an overview of all locations including the additional information given in the audit.
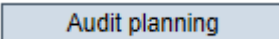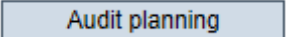
■ Click   Exp. incl. add. info

Note: It is not necessary to refresh with [icon]. By clicking Exp. incl. add. info an excel-list with all locations is created. If you want to limit the results before downloading, use the filtering options.
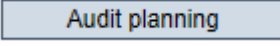
Audit planning

By clicking the button audit planning you can create an excel file with all locations and related information which you need for audit planning, such as information on the desired audit type and the location´s contact data.
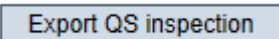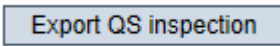
■ Click   Audit planning

Note: It is not necessary to refresh with [icon]. By clicking Audit planning , an excel-list with all locations is created. If you want to limit the results before downloading, use the filtering options.

Export QS inspection

The export QS inspection delivers a list of **all** locations which take part in the QS inspection including additional information such as inspected production scope.

■ Click   Export QS inspection

Note: It is not necessary to refresh with [icon] By clicking Export QS inspection an excel-list with all locations is created. If you want to limit the results before downloading, use the filtering options.

2.8 Menu item corrective actions

Here you can see all corrective actions which were agreed with the companies.

■ Refresh with [icon]

	Number	requirement	Answer	Auditdatum	Auditart	Adjustment term	Status		on (date)
✎	a 2.3.3	Pest Monitoring	C	27.06.2013	regular audit	31.08.2013	Open		
✎	a 2.3.3	Pest Monitoring	C	05.07.2013	regular audit	31.08.2013	Open		
✎	a 2.4.1	Fleisch: Hygieneschulung / IfSG	C	21.05.2013	regular audit	15.07.2013	Open		25.06.2013
✎	a 2.4.2	Staff Rooms	C	27.06.2013	regular audit	14.08.2013	Open		
✎	a 2.4.2	Information / Schulung über das QS-System	C	22.05.2013	regular audit	01.04.2014	Open		
✎	a 2.4.2	Staff Rooms	C	05.07.2013	regular audit	14.08.2013	Corrected		20.08.2013

- **Status:** Corrective actions can be in five different states:

  - **Open:** the implementation of the corrective action has not begun yet.

  - **Begun:** the implementation of the corrective action has begun. This is not a final state, the corrective action must continue to be corrected or not corrected

  - **Corrected on time:** the implementation of the corrective action has taken place in time and demonstrably

  - **Not corrected:** the implementation of the corrective action has <u>not</u> taken place demonstrably

  - **Uninspectedly done:** this status is assigned when if contracts have been terminated, if scheme participants were deregistered, if an implementation can not be varified or a request is no longer given

  - **Corrected subsequently:** the implementation of the corrective action has taken place subsequently and demonstrably

- **Adjustment term**: in case of open corrective measures of which adjustment term has expired, the date of the adjustment term is highlighted in red.

- **For release:** the states

  - uninspectedly done

  - not corrected

  - Corrected in case of K.O. nonconformity

are not immediately apparent. The authorizing auditor must verify the change of the corrective action in the four-eye-principle and release.

- Open with

Open with

More information

To get more information read **Short Instruction Administration of Corrective Actions.**

Certification

2.9 Menu item certification

Exisiting third-part certificates can be rejected or taken over here after a change of the certification body (currently only available for IFS-Logistics/FOOD). Only authorizing auditors of a certification body can decide on taking over an exisiting third-party certification.

2.9.1 Take-over or rejection of certifications

- Open menu certificates

- Click to display locations

Display locations with

- Open locations with

Open location with

Take-over of certification

Take-over of the certification

■ Click [Take-over of certification]

Note: A short explanation of each option appears when moving the mouse over each button.

Take-over of certification
Rejection of certification

Certification for the indicated location has been taken-over. The execution of a new regular audit is renounced. Outstanding corrective actions of previous audits are known. The implementation of outstanding corrective actions is tracked in time by the certification body.
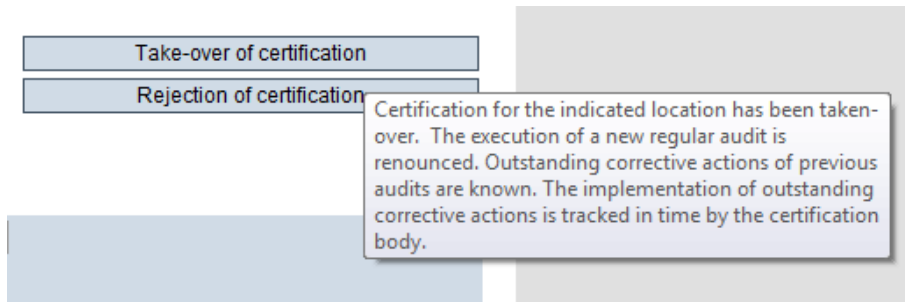
Rejection of the certification

■ Click [Rejection of certification]

Note: A short explanation of each option appears when moving the mouse over each button.

Take-over of certification
Rejection of certification

Certification for the indicated location has not been taken-over. Within the next four weeks, a complete system audit will be conducted for the indicated location.

When the desired option has been chosen, an automatic email will be sent to the scheme participant/coordinator and certification body.

Entry of certification runtime

2.9.2 Entry of the certification runtime

■ Open location with 📝

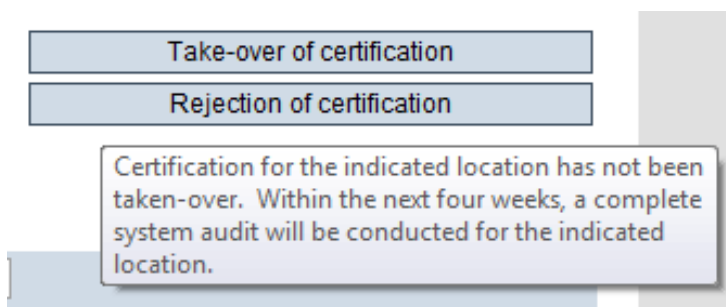|				
Name	Test Logistik		Approved until	08.12.2016
Location number	GH00001705	☑ Registered	Eligible to deliver until	08.12.2016 00:00
Reason for cut-off		☐ Eligible to deliver		[Edit certification scheme]

Location | Audit reports | Users | Company

■ Click [Edit certification scheme]

Certification scheme	IFS Logistics
Certificate run-time	08.12.2016 ▾
Identification number	23752378278

Open location with 📝

Click [Edit certification scheme]

Enter run-time and identification number

Save with ✔

Notes

■ Enter certificate run-time and identification number

■ Save with ✔

2.10 Menu item notes

In specific situations, such as during a crisis situation, blocked scheme participants are displayed in the menu item "Master data / messages" (intrasystem by QS).

2.11 Eligibility of delivery in the past

You can check the eligibility of delivery of QS locations for dates in the past, i.e. for a certain day of delivery, here.

■ Select stage

Stage	Feed Sector ⌄
Location number		
Name	

- **Stage Agriculture/Production**: Search only possible by complete QS-ID or location number. Up to five location number can be entered simultaneously (separated by commas)

- **Other stages**: Search by complete QS-ID or location number (up to five) possible. Other filtering options are name, postal code, city and country. A search by radius is possible in connection with the postal code.

■ Enter time period in the fields "Eligible to deliver from" and "Eligible to deliver until"

Note: The retrospective inspection is only possible back until 23. August 2015 and for a time period of max. 14 days.

■ Refresh with

For the entered time periods and locations is displayedon which dates there was an eligibility to deliver.

Note: Everything that leads to the loss of an eligibility to deliver during the day (e.g. manual blocking, release of a KO audit) is displayed as not eligible to deliver from the following day. Everything that leads to an eligibility to deliver during the day (e.g. release of an audit epeort, unblocking of alocation) is displayed as eligible to deliver for the day.

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Database Instructions
Authorizing auditor

Version: 10.05.2017
Status: • Release
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