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

Database Instructions
Offline Checklists

QS. Ihr Prüfsystem
für Lebensmittel.

QS. Ihr Prüfsystem
für Lebensmittel.

Inhaltsverzeichnis

Note: Please note that you should not use the "Back" button in your browser. Please also note that you should not click any button before the site has been completely loaded. Your browser shows the loading status of an internet site.

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 Logging in to the database

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

Database log-in

Forgot your password?

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 ... a scheme partner without needing to ... zed scheme participants are updated ... the QS data world. You will find our ... ily service-oriented and user-friendly ... ou discover something that is not ... ave any questions, please take a look at our support page.

Click database log-in

User ID Password

Enter User ID and password

- Enter user-ID
- Enter password
- Click OK

1.1 Forgot your password?

- Click forgot password?
- Enter User-ID

A new password will be sent to the email address that was entered for the legal representative of the scheme participant.

Forgot your password?

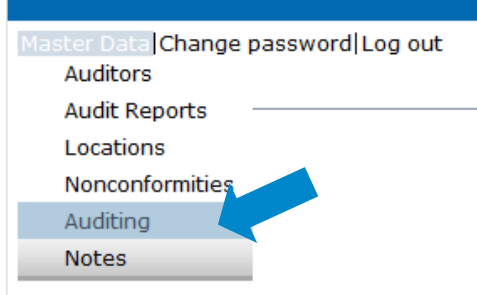**Click forgot password**

2 Preparing offline checklists

Note: *In order to be able to use the tool correctly you need to have at least Office 2007/Windows XP or a higher version.*

There are 2 ways to download an offline checklist:

- Blank offline checklist
- Location-specific offline checklist

2.1 Preparing a blank offline checklist

- Open Auditing menu

Auditing

- Click create offline checklist

create offline checklist

- Select QS scope(s)

Select QS scope(s)

■ Select audit date to receive the matching checklist

Master Data|Change password|Log out   Auditierung: Fill in audit date ✖
Auditierung: Fill in audit date
< Back

Next>   **Select audit date**

Next>

Audit date from   ▼

11	Januar, 2013					
	◄ ▼ ►	Heute		◄◄ ▼ ►►		
Mon	Die	Mit	Don	Fre	Sam	Son
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
✖	Don, Jan 11					✔

■ Use   ≫   to select matching checklist

■ Click offline checklist

Select checklist

≫

Master Data|Change password|Log out   Auditierung: Choose checklist ✖
Auditierung: Choose checklist
< Back   Offline checklist

Audit chec

	Name	Approved from	Approved until	Audit type	Version
≫	Agriculture/Production	01.01.2013		Regular audit	01.01.2013
≫	Agriculture/Production (SPOTAUDIT)	01.01.2013		Spot audit	01.01.2013

Offline checklist

■ Click Download

Master Data|Change password|Log out   Auditierung: ✖
Auditierung:
< Back

Download checklist

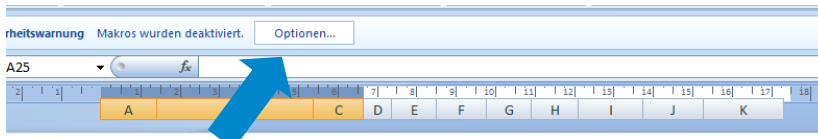The checklist can be downloaded as Excel form, now.

Download

Download

You get an **Excel** file with several tabs.
Activate macros!

Activate macros!

(Can vary depending on Office version)

2.2 Preparing a location-specific offline checklist

- Open Auditing menu

Auditing

- Select location(s)

Select location(s)

- Confirm selection of location(s), adapt audited production scope, if necessary

- Select audit date to obtain the matching checklist

Select audit date

- Use ⟫ to select matching checklist

Quality Assurance. From farm to shop.

QS. Quality
Scheme for Food.

- Click Offline checklist

offline Checkliste

- Click Download

Download checklist

The checklist can be downloaded as Excel form, now.

You are moved to an **Excel** file with several tabs.
Activate macros!

Download

3 Completing the Excel checklist

3.1 The following should be noted for both offline checklist options:

- **Fields** highlighted in **grey** must be **completed**. Especially, the **exact location number** and the **correct (registered) production scope** (number) have to be choosen.

- **Rows** in the product lists (fruit, vegetables, potatoes and feed) that are **not filled** can be **deleted**.

**Activate macros!
(See Page 6)**

**Complete checklist
(Excel)**

Grey fields

Shorten product list

- The **evaluations** of the requirements should be marked with an "**x**".

- Each date has to be formatted as **dd.mm.yyyy**

Note: *The master data of the location are not overwritten by uploading the audit report! (They must still be updated by the scheme participants themselves.)*

- The file calculates the results automatically. The preliminary audit result is stored in the "Audit Report" tab.

- With corrective actions: **To avoid errors**, the **exact number of the requirement** must be **copied out** of the checklist and **pasted into** the corresponding column in the "Corrective Actions report" tab.

x

**Format of dates:
dd.mm.yyyy**

Note: *In order to adjust the line height you can mark the whole spreadsheet and doubleclick on a line height.*

Copy&paste number of requirement

To adjust line height

3.2 When using the blank checklist

■ Tabs for additional information which are no longer required must be deleted, e.g. the "Processing" tab if no audit is being conducted for this production scope.

■ If you want to enter an audit report for several location data records, please copy the tab for additional information, e.g "Agriculture – Pigs", in order to list the additional information for each location data record.

Audit for several locations: copy the tab for additional information

Delete tabs not required

4 Uploading an offline checklist

■ Open Auditing menu

Master Data|Change password|Log out
- Auditors
- Audit Reports
- Locations
- Nonconformities
- Auditing
- Notes

Auditing

■ Click "Browse" to select the checklist you have completed

Master Data|Change password|Log out   Auditierung: Select locations
Auditierung: Select locations

Add another location   Next>
Upload offline checklist [   ] Durchsuchen   Create offline checklist

Search criteria   Sorting
Name   [   ]   - [   ]
Location number [   ]
                                             [   ]
Postal Code [   ] City [   ]
QS-ID   [   ]   Prolongation of Certificate [ ]
QS status   [-]
Expiration of audit from [   ] ▼ Expiration of audit until [   ] ▼   Blocked [ ]
Production scope [-]   Production scopes
                                             [   ]
bundeled by [-]
Locations

Name	Location number	Postal	City	Approved unti	Eligible to del	QS status	Auditing	Registered	Street	coordinator	Eligi

Durchsuchen…
"Browse"

■ Click 🖳 transfer

Master Data|Change password|Log out   Auditierung: Summary of report
Auditierung: Summary of report data
< Back   Next>

QS-ID   [4048473374262]

Locations   [OGK123456789101 (4008) Test1, Teststr1, 12346 Testhausen]

Checklist   [Agriculture/Production]   Version   [01.01.2013]
                                                    Inserted at

Audit date from [01.01.2013] Audit date until [01.01.2013]
Beginning of audit [05:00]   End of audit (hh.mm) [15:00]   Duration of audit [10:00]
Result (%)   [100,00]   QS status [QS Status I]   Audit type [regular audit]
Auditor   [Ute Simon]   Contact person [Mrs Dorothee Smith]
Certification body [QS Qualität und Sicherheit GmbH]
Remark repeated 'D'-deviation / [   ]   Repeated 'D'-deviation [ ]
General-KO

Remark   [   ]

Number of answers a	84	Weighted number A	84	
Number of answers b	0	Weighted number B	0	
Number of answers c	0	Weighted number C	0	Portion C evaluations (%) [0,0]
Number of answers d	0	Weighted number D	0	Portion D evaluations (%) [0,0]
Number of answers e	0	Weighted number E	0	portion C+D evaluation [0,0]
Sum of all scores	8400	Achievable points	8400	

Transfer with
🖳

Summary

■ Save with Next

You will receive **notification** that the report was **saved**.

Master Data|Change password|Log out   Auditierung: further steps   ❌

Auditierung: further steps

Thank you for your entry. The report was saved.

Note:

Please note that the report has to be uploaded with the **log-in of the auditor** who conducted the audit. (It is not possible to upload a report to the database for another auditor by listing his/her name in the Excel file).

4.1 Error messages

- If your audit report file is defective or incomplete, the database will display **error messages**. You then have to upload and transfer the file again after making all corrections.

- As several entries are causally dependent on one another, it can happen that **more error messages** appear once the checklist has been uploaded again.

Possibility of several error messages

QS Qualität und Sicherheit GmbH

General Manager
Dr. Hermann-Josef Nienhoff

Schedestrasse 1-3
53113 Bonn

Tel +49 228 35068-0
Fax +49 228 35068-10

info@q-s.de
www.q-s.de