Quality Assurance. From farm to shop.

QS. Quality scheme for food.

Database instructions
Auditors

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.
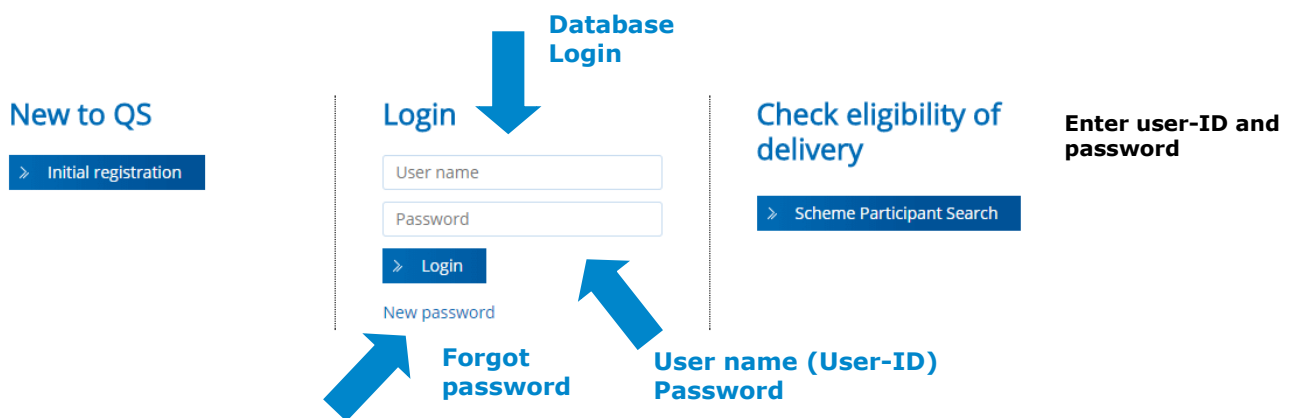
1 Registration

1.1 Login to the database

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

QS-Database
Actively support quality assurance
with reliable data management

Database Login

New to QS
> Initial registration

Login
User name
Password
> Login
New password

Forgot password

User name (User-ID) Password

Check eligibility of delivery
> Scheme Participant Search
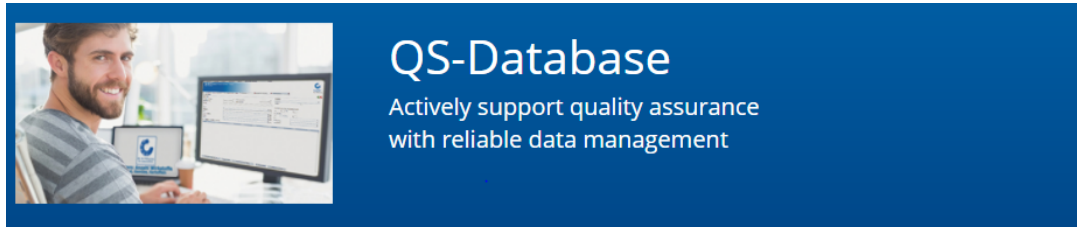
- Enter user-ID
- Enter password
- Click > Login
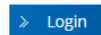
1.2 Forgot your password?

- Click New password
- Enter User-ID
- Click OK
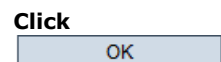
A new password will be sent to the email address which was entered for you.

1.3 Change password

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

Click change password

- Enter old password
- Enter and repeat new password
- Click ▭ OK ▭

2 Master data

**Features menu
master data**

2.1 Menu item auditors

You can see all master data which were entered for you by a responsible person of your certification body. The data can not be edited by yourself.

Last name	Simon
First name	Ute

Auditor

Title	Mrs.
Title	
First name	Ute
Last name (*)	Simon
Street	Schedestr. 1
Postal Code	53113	City	Bonn
Post-office box		Country	Germany
Post-office box postal code		Language	Deutsch
Type of auditor	Auditor	Professional experience	☐
Date of approval	01.10.2012		
Remark approval			
Profession			

2.2 Menu item audit reports

Call up this menu item to display all entered and released reports of auditors from your certification body who have the same stage of approval as you.

Before you click ♻ **narrow your search results** by using filtering options, such as production scope

■ Click ♻ to view the audit reports

Audit reports

Refresh with
♻

♻ 💾 ✖

Audit reports

	QS status	QS-ID	Location numb	PA	Name	Co	▲ Audit date from	Auditor	Audit type	Released	Checklist	status
📝	QS Status I	4031735102383	F00005863	71	TEST		02.06.2014	Ute Simon	regular audit	03.06.2014	Futtermittelwirtschaft 01.01.2014	Released
📝 🗑	QS Status I	4048473927376	F00005937	76	TEST - F		04.06.2014	Ute Simon	Spotaudit		Futtermittelwirtschaft (SPOTAUDIT) 01.01.2014	Entered

■ There are five different states for audit reports

  ▬ entered

  ▬ released

  ▬ released but blocked (audit report has to be unblocked by QS)

  ▬ versioned (after blocking)

  ▬ closed (blocked by QS, no access)

Note: Audit reports can only be edited as long as they are in the state „entered".

■ Click 📝 to open detailed information of several reports

Open report with 📝

Note: The displayed tabs can vary between the stages.

2.2.1 Summary of the audit report

■ Print summary with

■ Close with ❌

2.2.2 Inspected locations

Display of the locations which were audited

■ Delete the location with 🗑

■ Open detailed information with

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

■ **Location information**: overview of additional entered information

Inspected location	Location information

Annual production volume in tons dry matter

Annual tonnage   1,00

Details on feed material production

Product range

Spelt, 1.01.01

2.2.3 Audit results

Overview of audit results including comments

Audit report	inspected locations	Audit results	Nonconformities

Audit results

	Number	Requirements	A	B	C	D	E	Knoc	Corre
ⓐ	a 2	General Requirements							
ⓐ	a 2.1	General Scheme Reqirements							
ⓐ	a 2.1.1	Business Data	X					X	
ⓐ	a 2.1.2	Implementation and Documentation of Self-Assessment	X					X	
ⓐ	a 2.1.3	Implementation of initiated measures from self-assessment	X					X	

■ Open detailed view with ⓐ

■ **Audit results**: evaluation of the requirements including comments

Audit result	Nonconformities

Number	a 2.1.2
Requirements	Implementation
A	⦿
B	○
C	○
Knock out criteria	○

■ **Nonconformities**: detailed information on nonconformities (only displayed if present)

Audit result	Nonconformities

Nonconformities

Number	requirement	Answer	K.O. criterion

2.2.4 Nonconformities

Overview of noted nonconformities in the audit report

Audit report	inspected locations	Audit results	Nonconformities	File attachments

Nonconformities

☑	Number	requirement	Answer	K.O. criterion	
☐ 🖉	a 3.2.7	Feed storage	C		24.0

- Open detailed view with
- Edit non-completed nonconformities with
- For editing set ☑ and click Next>

Open with

Edit with

Note: you can also edit multiple nonconformities simultaneously by placing several ☑
For more information on editing nonconformities see short database instructions
administration of corrective actions.

2.2.5 Auditor in the recognition procedure

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

Auditor in the recognition procedure

Auditor in the recognition procedure appears

Audit report	Auditor in the recognition procedure	inspected locations	Audit results	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 auditor's name and notes and save with ✔

2.2.6 Change of the inspected production scope

- Click Change of inspected production scope if you want to change the inspected
production scope (only for the stage agriculture/production)

Only agriculture/production

Change of the production scope

Location number	registered production scope	Inspected production scope
010101010101010	(1005) cattle production + calf breeding	1005

- Change production scope an click Next>
- If necessary answer additional control points and save with Next>

Note: *Audit reports can only be edited as long as they have the status "submitted".
After release of the audit report by an authorizing auditor, editing or deleting is no
longer possible.*

2.2.7 Export functions

Excel export

The Excel export provides an overview of **all** audit reports, including additional
information that is not shown in the web view, eg audit duration and rcontact person.

- Click Export

Export functions

Excel export

Export

Note: A previous update by clicking *is not necessary. Click* Export
*and an Excel file with all audit reports will be created. If you want to narrow the results
before downloading the file use the filtering options and then click* *.*

csv-Export

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

Note: The csv file contains the lines shown in the table and at most 3000 audit reports

2.3 Menu item locations

All locations of your certification body which you may inspect in accordance with your stages of approval can be found here.

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

	Name	Location number	Production scope	Last auditor	Audits in succes	Approved until	Eligible to deliver un	Eligible
🅰	Fasani Simone	000000017039068	(39) livestock transport poultry 1:1 contracted spediteurs			14.09.2014	14.09.2014	
🅰	mon	010101010101010	(1005) cattle production + calf breeding	Simon, Ute	2			
🅰	gdfg	012340235789514	(1041) cattle production + milk production and dairy farming	Simon, Ute	1			

- **Last auditor:** name of the auditor who was the last to inspect the location

- **Audits in succession:** number of audits, that were performed in succession by the same auditor

Note: Only three audits in succession can be performed by the same auditor. Afterwards another auditor has to inspect the location.

- Click 🅰 to open the location's data

Note: The shown tabs can vary between the stages.

Locations: contains the master data of the location

Location	Audit reports	Company

Name (*)	scea1
Location number	OGK222222222222
Street (*)	Schedestr. 1-3
Postal Code (*)	53113
City (*)	bonn
Post-office box	
Country (*)	Deutschland
Post-office box postal code	
Federal state (*)	Nordrhein-Westfalen

Audit reports: contains the location´s audit reports

Location	Audit reports	Product range	Company

Audit reports

	ID	Audit date from	Audit type	Blocked	Auditor	Certification body
📝	90660872	01.03.2013	regular audit		Ute Simon	QS Qualität und Sicherheit GmbH
📝🗑	102477658	05.03.2014	Spotaudit		Ute Simon	QS Qualität und Sicherheit GmbH

- Click 📝 to open audit report

- Click 🗑 to delete audit report

Note: Audit reports can only be edited as long as they are in the state „entered". After releasing the audit report by an authorizing auditor, a deletion is no longer possible.

Location information: Displays additional information of the location.

■ For **feed material locations**: add or remove products from the location's **product range** here

Location	Location information	Audit reports	Company

Details on compound feed

Product range

Supplementary feed for dairy cattle, 1.7
Supplementary feed for pig, 15.2

■ Click   Add feed   to add product

Feed materials

Feed materials (*)   (Drinking) Water, 0.01.01 ▾

■ Click ▾ to choose feed

■ Save with   OK

■ Delete with   Delete feed

Note: *The last feed material cannot be deleted.*

■ For **producers of fruit, vegetables, potatoes**: add or remove with information on the cultivated area.

Location	Location information	Audit reports	Company

Crops

yams
Pineapple

■ Click   Change product   to add a new crops

Certified crop

Product (*)   artichoke   ▾
Area (*)   1|00   ✕

■ Click ▾ to choose crop

■ Enter area in ha

■ Save with   OK

■ Delete with   Delete product?

Note: *The last crop cannot be deleted.*

Location information

Feed material locations

Add feed with
Add feed

Choose with ▾

Save with   OK

Delete with
Delete feed

Only production fruit, vegetables, potatoes

Certified crops

Add new crop with
Change product

Choose with ▾

Save with   OK

Delete with
Delete product?

Companies: see data of the company to which the location belongs.

	Location	Production scope	Scheme participant
⊛	OGK064000001998	4012	4048473895293

(Tabs: Location | Audit reports | Company — Locations)

Export functions

You can export and continue to edit the data in Excel format.

A previous update with is not necessary for the Excel export. An Excel file with all locations will be created. If you want to narrow search results before downloading the file, use the filtering options.

Export incl. additional information

■ Click **Exp. incl. add. info** to get an Excel file of all locations including the additional information from the audit.

Audit planning

■ Click **Audit planning** to get an Excel file of all locations and related information which you need for planning the audit, eg. information on the desired type of audit and contact details of the location.

2.4 Menu item corrective actions

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

■ Refresh with

	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 not 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 📝

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

2.5 Menu item auditing: 3 steps for the audit entry

Here you can enter audit reports in three steps directly into the database. Alternatively, you can download an Excel checklist, fill it in offline and then upload it. How to use offline checklists is described in the **Database Instructions Offline-Checklist.**

2.5.1   Step 1: Where and when was the audit performed?

a) Select the location to be inspected

- Click 🔄 to see all locations which can be audited by you. If necessary narrow your search with filtering options.

Locations

Name	Location number	Production scope	Last auditor	Audits in succes	Approved until	Eligible to deliver u
simon	010101010101010	(1001) cattle production	Simon, Ute	3		
Geflügelhof Lück	012121212121212	(2004) sow and piglets production				
gdfgdgdxgd	012340235789514	(1041) cattle production + milk production and dairy farming	Simon, Ute	1		
gvkhlk-jlöjkäöp	012340235789514	(2001) pig production				
		(1011) cattle production				

Add another location

- After narrowing the displayed locations with the filtering option (eg. filter by a QS-ID), you can add more locations by clicking [Add another location] . For this, enter new search criteria and refresh again.

- Click [Next>]

Locations

✓	Name	Location number	Production scope	Last auditor	Audits in succes	Approved until
☐	simon	010101010101010	(1001) Rindermast	Simon, Ute	3	
☐	Geflügelhof Lück	012121212121212	(2004) Sauenhaltung und Ferkel bis zum Absetzen			
☐	gdfgdgdxgd	012340235789514	(1041) Rindermast + Milchproduktion + Milchviehhaltung und Kälberaufzucht	Simon, Ute	1	
☐	gvkhlk-jlöjkäöp	012340235789514	(2001) Schweinemast			
☐	ccccgf	012541245854789	(1011) Rindermast + Kälbermast + Milchviehhaltung/Kälber			

■ Select the location to be inspected with ☑

Note: Locations with the production scopes 450, 460 und 470 cannot be audites on their own, but only in combination with a location of the production scopes 40xx and. 50xx, respectively.

■ Click [Next>]

At the stage of agriculture/production, the inspected production scope can be adjusted manually if it does not match to the registered production scope.

Location number	registered production scope	Inspected production scope
	(1001) Rindermast	1001

b) Date of audit

■ Enter audit date or select it by clicking on the arrow button

Audit date from [▾]

			Juli, 2014			
10	◄ ▾ ►	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			
✕						✓

■ Click [Next>]

c) Select the corresponding checklist

■ Select the right checklist »

Audit checklists

	Name	Approved from	Approved until	Audit type	Version
»	Agriculture/Production	01.01.2014		regular audit	01.01.2014
»	Agriculture/Production	01.01.2014		Spotaudit	01.01.2014

■ Click [Next>]

Side notes (right margin):

Select location with ☑

[Next>]

Only agriculture/ production

Adjust production scope

b) Enter date of audit

[Next>]

c) Select the checklist with »

[Next>]

2.5.2 Step 2: Enter the audit report

a) Enter the audit report data

■ Fields marked with (*) are obligatory.

Note: In the supply chain of meat (except food retail) it must be determined whether the regular audit is announced or unannounced.

If applicable:

■ Click „Repeated "D"-deviation/General-KO" and fill in notes field

■ Click „Combined audit" and fill in the field „Norm/standard/programme"

■ Click „Auditor in the recognition procedure" and enter data

■ Click [Next>]

■ Enter **additional information**

Note: The additional information to be entered differ on the stage and/or production scope.

■ Click [Next>]

b) Evaluation of the requirements

■ Fields marked with (*) are obligatory.

■ In order to evaluate all the criteria of a block with E, activate check box E in block header

Note: If auditing multiple locations, the worst result in each case must be enter.

■ Click   Next>

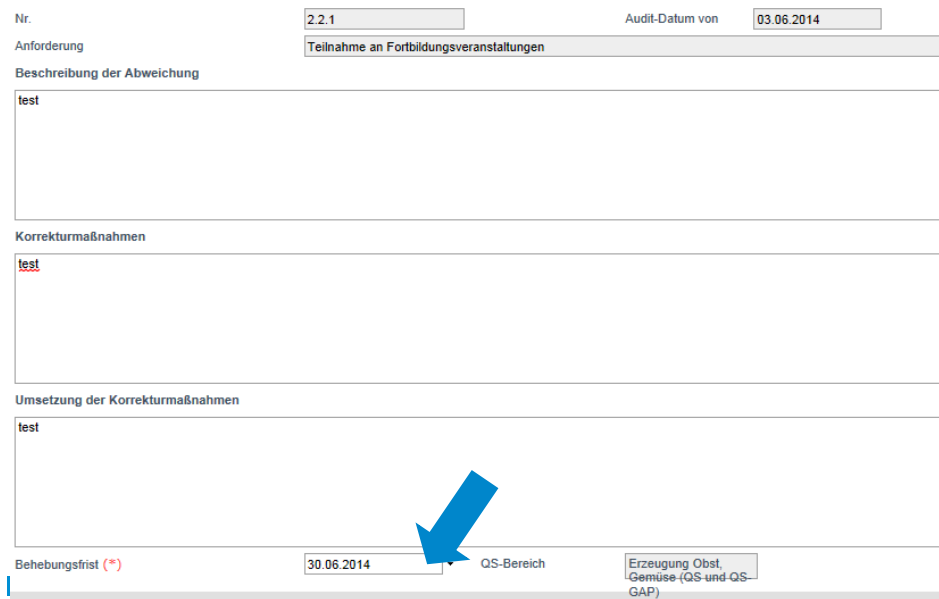## c) Enter corrective actions

■ Enter adjustment term

■ Click   Next>

2.5.3 Step 3: Save the audit report

Calculation of results are displayed

Auditing: Calcualtion of results

< Back

Location number	010101010101010 (1001);	Checklist	Agriculture/Production
		Audit type	regular audit
QS-ID	4048473898164;		

Number of answers a	11
Number of answers b	0
Number of answers c	0
Number of answers d	0
Number of answers e	42

Weighted number a	15	Score A	1500
Weighted number b	0	Score B	0

■ Click   Next>

Summary of the audit report is displayed

Auditing: Summary of audit report

< Back

Location number	010101010101010 (1001)			
QS-ID	4048473898164			
Locations	010101010101010 (1001) simon, null			
Checklist	Agriculture/Production		Version	01.01.2014
			Inserted at	
Audit date from	10.07.2014	Audit date until	10.07.2014	10.07.2014 10:50
Beginning of audit	12:00	End of audit (hh.mm)	13:00	Duration of audit
Result (%)	100,00	QS status	QS Status I	Audit type regular audit
Auditor	Simon, Ute	Contact person	hij	
Certification body	QS Qualität und Sicherheit GmbH			
Remark repeated 'D'-deviation / General-KO			Repeated 'D'-deviation	

■ Close audit report with   Next>

■ Print with 🖨

The audit entry is completed.

2.6 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).

2.7 Menu item eligibility of delivery in the past

You can check here, if QS locations were eligibile to deliver on a certain date in the past, i.e. on the day of a delivery.

- ■ Select **stage**

- ▬ **Stage agriculture/production:** Search only by complete QS-ID or location number. A maximum of five QS-IDs or location numbers can be entered simultaneously (seperated by commas).

- ▬ **Other stages:** Search bycomplete QS-ID or location number (max. five numbers simultaneously). Other filtering options are name, postal code and country. A proximity search is possible in connection with the postal code.

- ■ Enter the **period of time** that you want to check in the fields „eligible to deliver from“ and „eligible to deliver until“.

Note: Eligibilities of delivery in the past can be checked for dates from 23. August 2015 onwards. The maximum period of time that can be checked is 14 days.

- ■ Refresh with 🔄

The datebase displays for each date of the entered period of time wheather the entered locations were or were not eligible to deliver on that day.

PLZ	Ort	19.08.2016	20.08.2016	21.08.2016	22.08.2016	23.08.2016
53113	Bonn	LIEFERBERECHTIGT	LIEFERBERECHTIGT	LIEFERBERECHTIGT	nicht lieferberechtigt	LIEFERBERECHTIGT

Note: Every event that leads to the loss of an eligibility of delivery during the day (e.g. manual blocking, release of a K.O. audit) is displayed as not eligible to deliver from the day after. Every event that leads to the gain of an eligibility of delivery during the day (e.g. release of an audit report, unblocking of a location) is displayed as eligible to deliver for the same day.

3   Multi-site certification (only feed sector)

If a feed company has several storage or transport locations (production scopes 77 and 78) that shall be inspected along with the main location (production scopes 70-72, 74, 76-79, 701, 702), a multi-site certification can be performed. A multi-site certification can only be performed when the main location is audited, too (for more information on multi-site certification, see guide certification).

- Select all **locations** for the multi-site certification (main location, inspected storage locations, not inspected storage locations)

- Select the **checklist feed sector**

Audit checklists

	Name	Approved from	Approved until	Audit type	Version
≫	Feed Sector	01.01.2014		regular audit	01.01.2014
≫	Feed Sector (SPOTAUDIT)	01.01.2014		Spotaudit	01.01.2014

- In each case the worst result must be entered in the checklist.

  Example: requirement 2.1.1 was evaluated at all locations with A, only at one location with C. Enter a C in the checklist.

- Set tick for **multi-site certification**

Audit date from (*)	10.07.2014
Beginning of audit (*)	
Duration of audit	
Contact person (*)	
Multi-site certification	☑

- Field **remarks**: enter which storage locations have been audited and mark the main location.

Remark	Main Location: F00000552 (71) Inspected Locations: F00000552 (77); F00005237 (77)

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Version: 14.11.2018
Status: • Release
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