Notification form in case of incidents (paper of incident)

Animal husbandry and transport

with information on correct conduct in the case of incidents and crisis situations

What steps should you take in the event of an incident or crisis?

1. **Contact** QS by **phone** or **e-mail**. Inform us about the critical incident as specifically as possible using this **notification form**.

We will treat all information you provide in strict confidence.

How to reach QS:

Monday - Friday, 8 a.m. to 5 p.m.
Phone: +49 (0) 228 35068-0
Fax: +49 (0) 228 35068-10

Outside business hours, at weekends and on public holidays:
Phone: +49 (0) 228 35068-288

E-mail: Ereignisfall@q-s.de

2. Where appropriate, **inform** the following persons, regulatory authorities and companies about the incident by phone:

a. Your **veterinary**

b. Your **local veterinarian authority**

c. Your **customers** (e.g. slaughterhouse, livestock transport (carrier), livestock company)

d. Your **suppliers** (e.g. livestock company, feed producer).

3. Where appropriate, **inform** your **employees** about the incident. Instruct them to refrain from making any statements vis-à-vis third parties (e.g. customers, journalists) and to forward corresponding enquiries directly to the person authorised to deal with the case in question.

What happens after QS receives your incident report?

In close cooperation with you, QS supports you in your crisis management. This involvesall measures to prevent damage to your company, other scheme participants and the QS scheme and to resolve the existing prob- lems as rapidly as possible

However, we can only provide support and prevent damage if inform us in good time and accurately.

What are "critical incidents"?

All incidents that pose a threat to humans, animals, the environment, assets or general confidence in food can become a critical incident for individual scheme participants, the feed sector or the entire supply chain.

The following are examples of incidents that can affect you directly:

- One of your suppliers violates requirements laid down in the laws governingfeed.
- Your farm/business is suspended by public authorities (e. g. because of an epidemic) or there is a suspicion of a notifiable animal epidemic.
- A food product you have brought into circulation does not meet the requirements for food safety (e.g. residue exceeding).
- The media report negatively or in sensational fashion about your company (e.g. in context with animal welfare).

When must critical incidents be reported?

In addition to your information obligations vis-à-vis QS, you are also obliged to submit reports to the regulatory authorities in many cases.

In particular, a reporting obligation exists if a food product that is brought into circulation possibly no longer meets the requirements for food safety. Each individual case must always be taken seriously.

Who can use this notification form?

The notification form is designed to help scheme participants in the animal husbandry or livestock transport to submit reports to QS and provide initial information to the competent regulatory authority.

Please store it in an easily accessible place together with your documents for your own crisis management.

Qualitätssicherung - Vom Landwirt bis zur Ladentheke.

QS Qualität und Sicherheit GmbH: MD Dr. Alexander Hinrichs, Schwertberger Straße 14, 53177 Bonn, Tel. +49 228 350 68-0, info@q-s.de

Incident report

Animal husbandry and transport

To QS Qualität und Sicherheit GmbH

Fax: **+49 (0) 228 35068-10** or e-mail: **Ereignisfall@q-s.de**

Contacts: Wilfried Kamphausen phone +49 (0) 228 35068-170
Oliver Thelen phone +49 (0) 228 35068-130

Emergency number: phone +49 (0) 228 35068-288 *outside business hours, at weekends and on public holidays, in emergencies*

Pursuant to Art 19 and 20 of Regulation (EC) 178/2002, Art. 44 a of the German Food and Feed Code (LFGB) and further legal regulations, you may also be under an obligation to report the incident to the responsi- ble *authority*.

To the responsible authority

Name of authority: .....

Name of municipality/town: .....

Street, number: .....

Postcode, town: .....

Phone and fax numbers (with area code): .....

Details of the company

Product scope*: [ ] cattle farming [ ] pig farming [ ] poultry farming [ ] livestock transport

Name of farm/company: .....

QS location number: .....

Number of animals: .....

Contact person: .....

Street, number: .....

Postcode, town: .....

Phone and fax numbers: .....Mobile number: .....

Name of coordinator: .....

**please tick appropriate product scope*

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Details of the incident

1. What happened?

□ Ventilation failure/fire □ burglary □ feed (contamination/recall)
□ disease incursion/epidemic □ media report □ other

Short description (what kind of damage occurred, how many animals are affected):

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2. When did it happen?

□ date/time: ..... □ unknown

3. When and how did you become aware of the inident?

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4. What have you already done in this matter, to avert further damage?

□ repair/maintenance □ structural changes
□ movements of animals □ changes in care of livestock
□ consultation of veterinarian □ complaint about the feed
□ other

Specific description of the measure(s) taken:

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5. Which people or institution are currently active in this matter?

□ coordinator □ veterinarian responsible for stock care
□ veterinary office
  □ An inspection took place, report is available (please attach/ submit later)
  □ An inspection did not (yet) take place
□ others (please name):

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6. Which other affiliated companies/ locations in the QS scheme may also be affected (e.g. same operator/ location of the company, staff network)?

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date: ..... time: .....

signature: .....

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