Notification form in case of incidents (paper of incident)

Meat and meat products

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 local **authority for food inspection**

b. Your **customers** (e.g. meat processing company, meat wholesaler, food retailer)

c. Your **suppliers** (e.g. farmer, slaughter house , meat processing company)

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 involves all measures to prevent any damage to your company, other scheme participants and the QS scheme ans to resolve the existing problems 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 food sector or the entire supply chain.

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

- The competent regulatory authorities investigate your company.
- A meat product you have brought into circulation does not meet the requirements for feed and food safety.
- The media report negatively or in sensational fashion about your company.
- Protest groups conduct high-profile activities against your company.

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 meat sector (Slaughtering, deboning and processing companies), in butchery and in meat wholesale and retail 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

Meat and meat products

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 for food inspection*.

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

Production scope*: ☐ Slaughtering/Deboning ☐ Processing ☐ Meat Wholesale ☐ Food retail ☐ Butchery

Name of company/ trade chain: .....

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QS scheme participant number (QS-ID): .....

Name of location/store: .....

QS location number: .....

Street, number: .....

Postcode, town: .....

Crisis manager/Contact: .....

Phone and fax numbers: .....

Mobile number: ..... E-mail: .....

**please tick appropriate production scope.*

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Details of the incident

1. What happened? Type of hazard?

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2. When happened?

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3. What have you done in this matter up to now?

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4. Which other persons or institutions have become active in this matter?

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5. What other measures do you plan to take?

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Date: ..... Time: .....

Stamp

Signature: .....

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