

Steps to become a scheme participant

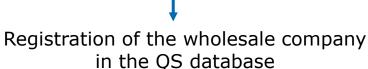
Broker Meat and Meat Products

Participation in the QS scheme





Guideline Broker Meat and Meat Products



Selection of the certification body

Successful QS audit

Entry and release of the audit report by the certification body into the QS database

Signing of the declaration of participation between QS and the wholesale company

Eligibility of delivery into the QS scheme



Scope



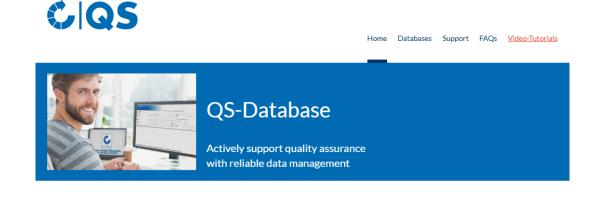
Please note:

• The scope of the QS Guideline Broker Meat and Meat Products applies to companies that are engaged in trading activities, act as distribution companies for manufacturing companies or which are indicated as distributors of goods. They can be owners of the goods without possessing them themselves or coming in direct contact with them and organise logistics activities in their own name or via service providers.

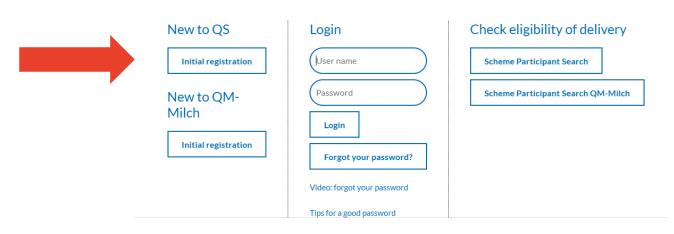
Registration in the QS database



- At https://www.q-s.de/softwareplattform/en/ you can register in the QS scheme.
- Click on the button "Initial registration" to start the registration process.



Please note that the Internet Explorer browser, which has not been supported by Microsoft for several years, is no longer compatible with the database in all functions. Change your browser to e.g. Google Chrome, Firefox, Microsoft Edge, Opera or Safari.



Steps to become a scheme participant for broker meat and meat products | 01.08.2019

Registration in the QS database



- Once you have read the information on the initial registration and accepted the data privacy statement, click "Next" to begin the actual initial registration.
- In the first step, you select the stage at which you want to become a QS scheme participant:
 →Stage "19, meat wholesale".
- Enter your company and contact data in the following steps 2 to 8.
- Make sure that "QS" is selected as the certification system in the intermediate step.

- When entering the location data, select the production scope "(80) meat wholesale".
- Also select a certification body to perform the audit. A list of QS-approved certification bodies can be found at https://www.q-s.de/feed-animal-meat/wholesale.html.

Registration in the QS database



- After a successful registration in the database you will receive a confirmation email from QS.
- With this login data (QS ID = Username)
 you can now log into the database.
- You will find a detailed description of the initial registration also on our website at <u>Support</u>.

Database instructions

Answers to questions that are frequently asked have been collected in the FAQs for Technical Management of the QS-Database and for coordinators. In the event of technical questions, please contact us: Your points of contact.

On this page we offer detailed instructions with regard to the use of the database - step by step.



Initial registration

Read-only access to all the own data of farmers/producers

For certification bodies/auditors

Master data (scheme participants and coordinators)

Residue monitoring (scheme participants, coordinators, laboratories)

Feed monitoring (scheme participants, coordinators, laboratories)

Antibiotics monitoring (veterinarians and farmers)

Click here for instructions in Spanish.

Diagnostic data poultry

Contact to the certification body/requesting the audit



- After your registration in the database, you contact your certification body, which should carry out the
 audit in your company. You should have selected this certification body directly at the initial
 registration. However, you can also change the details of the certification body again subsequent to
 the initial registration.
- The certification body may also have already contacted you, as they will be informed if they are selected when new companies register.
- In the course of contacting the certification body, you request them to carry out an audit in your company.
- In consultation with you, the certification body will carry out the audit on an agreed date. After the auditor has entered the audit report into the database, another employee of the certification body checks the report and then releases it.

Dispatch of the contract



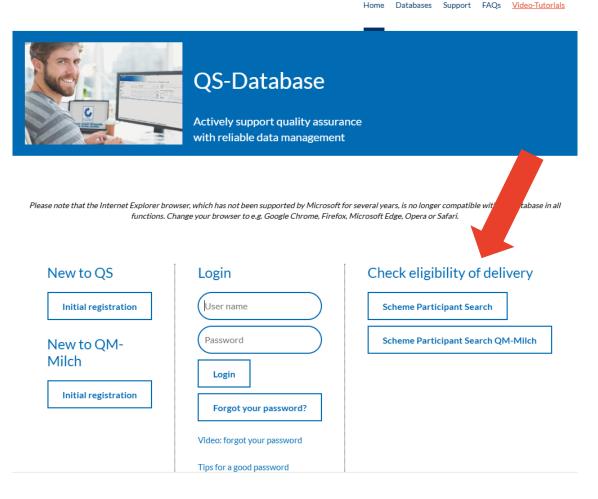
- After release of the audit report into the database by the certification body, the QS office is automatically informed about it via the database.
- You can check whether your audit report has already been entered into the database yourself by logging into the database with your username (QS ID) and password.
- After the audit report has been checked by QS, the scheme agreement (contract) for the stage broker meat and meat products and a master data sheet for your company will be sent to you in duplicate.
- Please sign both versions of the contract and complete the master data sheet enclosed. Then send these three documents back to the QS office.
- Both contracts are countersigned in the QS office. A copy will be returned to you for your own records.
 The second execution of the contract and the master data sheet of your company remain in the QS office.

Eligibility of delivery



- As soon as QS has received the signed contracts and all the information in full, your company will be given the eligibility of delivery. After receiving the eligibility of delivery, your company appears in the public search of the database as an authorized scheme participant.
- You can follow this using the search function of the database.
- Your certification body also automatically receives feedback about the eligibility of delivery. They can then issue the QS certificate to your company.







If you have further questions about the individual steps, please contact the QS office or the technical support!

We will be glad to help you!



Strong partners

Hand in hand for safe food.

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