

Guideline

Broker Meat and Meat Products



Version:01.01.2026



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1 Fundamentals

For fundamentals of the QS scheme like organisation, conditions of participation, use of the certification mark and sanction procedures see **Guideline General Regulations**.

1.1 Scope

Brokers are companies which are engaged in trading activities, act as distribution companies for manufacturing companies or which act as distributors of goods. They are not in physical possession of the goods, but may act as owners.

For the purposes of this guide, the following actors are subject to certification:

Agency: Agencies are companies that exclusively engage in trading or marketing activities without having direct (physical) contact with the goods. They are the owners of the purchased goods or they purchase the goods on behalf of others for further marketing.

Importer: An importer is a natural or legal person established in the Union who imports goods from a third country into the European Economic Area and places them on the market (in the sense of marketing the imported goods). The importer is responsible for the safety and conformity of the products and is liable for damage caused by defective products. Importers of QS products are subject to the additional requirements in Chapter 5 "Requirements for Own Brands, Private Labels, and Imports."

Private labellers: "Private labels" are products that are given a brand name, either as the broker's own brand or as the customer's private label. Private labellers are companies that distribute corresponding meat, meat products, and convenience products as QS products, which were produced by another company, to business customers. The private labeller can have the corresponding products manufactured by another company (contract manufacturer) according to their requirements or take delivery of the goods from the manufacturer without their own requirements and distribute them under their own name. Private labellers of QS products are subject to the additional requirements in Chapter 5, "Requirements for Own Brands, Private Labels, and Imports."

The following are expressly excluded from the scope of this guideline:

- any manufacturing or treatment processes in own or rented business premises
- Storage in own or rented business premises
- Transport activities
- Intermediaries

Intermediaries: for meat/meat products only act as intermediaries between suppliers and recipients. They merely arrange contacts or contracts between companies involved in the supply chain and receive a fee or commission for this. They are neither the owner nor possess the goods.

Intermediaries are exempt from the QS certification requirement.

Distinction between meat wholesalers:

Companies that also have physical contact with goods for the purpose of trading activities are classified as meat wholesalers (production type: meat wholesale) in the QS system. They have their own production/storage facilities or transport vehicles.

1.2 Responsibilities

The scheme participant is responsible for:

- The compliance with the requirements,
- The complete and correct documentation,
- The self-assessment,
- The adequate and timely implementation of corrective actions,
- The correct use of the QS certification mark and product labelling.

The scheme participant must always comply with the requirements of the QS scheme and always be in a position to demonstrate compliance with said QS requirements. They must ensure compliance not only with the requirements of this guideline and all related documents (*Guideline General Requirements, Guideline Certification and Paper of incident*) but also with the applicable legal provisions both within the country in which the QS products are produced as well as the country in which they will be marketed by the scheme participant.

2 General requirements

2.1 General scheme requirements

Brokers who exclusively trade QS products (in the sense of purchasing QS products and marketing them to QS scheme participants) automatically meet the following requirements:

- 3.2.2 [K.O.] Labelling of purchased QS products
- 3.4.3 [K.O.] Labelling of marketed QS products
- 3.4.4 [K.O.] Product labelling


2.1.1 General business data

The following master data must be entered in the QS database and always be kept up to date:

- Address of the main company and all production locations with EU approval numbers and QS ID (QS identification number)
- Company name
- Phone number, e-mail address, legal representative, contact person
- Crisis manager
- Details on the type of company and on the production

In addition, a business overview must be created (existing documentation can be used, e.g. QM), which as well as the information listed above also includes the following data:

- Information on existing quality management and audit systems (e.g. ISO 9001, IFS, BRC)
- Commissioned laboratories (current address, telephone number, E-mail address) and their fields of analysis

 Company overview

2.1.2 Use of the QS certification mark

Scheme participants are entitled to use the QS certification mark once they have been permitted to do so by an explicit agreement with QS.

The QS certification mark may only be used in accordance with the **style guide** for the QS certification mark.

Scheme participants may only market goods, that are already packaged for delivery to the end consumer and bear the QS certification mark, to QS Scheme participants. Marketing to non-QS Scheme participants is not permitted.

Please refer to the following supporting documents:

- Explanatory notes on the use of the QS certification mark for composite products
- Style guide for the QS certification mark
- Explanations on the labelling of QS products of the product group meat and meat products

2.1.3 Incident and crisis management

QS has established a comprehensive incident and crisis management system that ensures the provision of active support to scheme participants in the event of an incident or crisis. The scheme participants must inform QS immediately and - where a legal obligation exists - also the competent authorities about critical incidents and public product recalls where these are of relevance for the QS scheme.

Critical incidents are occurrences that pose or could pose a risk to humans, animals, assets or the QS scheme as a whole.

In particular, if

- deviations in the procurement, production, or marketing of goods occur that could endanger food safety,
- investigations are initiated for violations of regulations to ensure food safety, or
- media investigations, critical media reports, or public protests on food safety issues are conducted,

the scheme participants must inform QS.

Each scheme participant must maintain a documentation structure for reporting an incident, for example, a QS incident report form, so that all necessary information can be passed on in a targeted manner in the event of an incident.

In addition, each scheme participant must name a crisis officer who can be reached at any time. The crisis officer must be registered in the QS database.

A procedure of conduct in the event of incidents and crises must be defined and implemented, and verified at regular intervals, but at least once a year (approx. every 12 months).

This must include the following points, among others:

- Creation of a crisis team
- Emergency call list
- Procedure for product recall and return
- Communication plan
- Customer information

 Documentation on incident and crisis management

2.1.4 Document handling

A procedure for archiving documents must be in place and applied within the company. All relevant records must be kept in detail and without gaps.

The documents and records of internal inspections must be retained for a period of at least two years – provided that no longer retention periods are stipulated by law.

2.1.5 Conducting self-assessments

Compliance with the QS requirements are checked at least once a year (approx. every 12 months) using a checklist. Existing control and documentation systems that ensure that the requirements are met can be used.

Completion of self-assessments may also be contracted out to an external company with the appropriate qualification.

2.1.6 Completion of corrective actions in the case of nonconformity

Nonconformities that are detected during a self-assessment must be resolved within a specified period of time appropriate to the circumstances. Deadlines and responsibilities must be defined for this purpose. The effectiveness of the measures is reviewed.

2.1.7 Commissioning of logistics companies/subcontractors

For the storage and/or transport of QS products, the relevant requirements of *the Guideline Logistics Meat and Meat Products* must be observed. Participation in the QS scheme is also possible via a certification recognized by QS (for an overview, see the QS homepage).

Companies that are commissioned as service providers to carry out the following logistics processes for QS products must have QS eligibility of delivery:

Process (service)	The contracted logistics company is authorised to deliver QS products for one of the following types of production:
Storage and, if necessary, picking of QS products / transport of QS products between QS scheme partners at the wholesale/logistics, slaughtering/deboning, processing, convenience and/or butchery stages.	<ul style="list-style-type: none"> • Wholesale • Logistics; QS, IFS or BRC certification systems • Slaughtering/deboning • Processing • Central warehouse • Convenience • Food retail warehouse • Butchery

The client of the logistics company/shipper (QS scheme participant) is responsible for fulfilling the requirements. They must inform the logistics company if the delivery involves QS products (e.g. via remote data transmission).


Exemption for sporadic commissioning

In the case of sporadic* commissioning of logistics companies for the transport of QS goods, deviations from the above-mentioned requirement for QS eligibility of delivery are possible.

In this case, the client must oblige the logistics company to comply with the QS requirements (⇒ Guideline Logistics, Chapters 2.3, 3, 5) as part of the contract. The implementation of the requirements by the contracted logistics company must be ensured by means of evidence and checked on a random basis as part of the client's self-monitoring.

In addition, the client must require the commissioned logistics company to allow checks by the client's certification body and/or by QS in individual cases.

*Sporadic commissioning: a maximum of twelve individual orders to the same logistics company within a calendar year.

 Process for checking QS eligibility of delivery, when using the exemption for sporadic commissioning of logistics companies: evidence of implementation of QS requirements, self-assessment checklist, letter of commitment to enable inspections

2.1.8 Information on the QS scheme

All relevant employees must be informed about the requirements of the QS scheme manual. In addition to the basic principles of the QS scheme, this primarily includes the specific requirements in the area of activity of the employees in question.

2.2 Concept for ensuring product safety and legality

2.2.1 [K.O.] Concept for risk assessment

The company must assess the risks of all internal and outsourced processes in which the goods are owned by the broker or in which the broker has control over the goods for the purpose of reselling the goods.

 Self-assessment records, checklists

2.2.2 Product description

A complete description of the product/product group and its intended use must be provided.

The product descriptions must contain all the relevant information needed to estimate the risks and to determine the critical control points.

This may include, for example, the following aspects:

- Composition of the product/ the article group
- Physical and chemical structure
- Antimicrobial/static treatment
- Packaging
- Shelf life
- Storage conditions
- Product distribution methods (recipient, transporter and type of goods being traded, e.g. packaged goods, bulk goods, etc.)

If products specified by the customer are ordered for manufacture, the broker shall ensure that the product description is updated immediately after changes to customer requirements.

2.2.3 Risk analysis

The risk analysis includes an assessment of hazards to:

- food safety,
- product legality,
- product adulteration,

for the relevant processes, and all products or product groups.

2.2.4 Monitoring procedures and corrective measures

The identified risks are monitored and controlled using appropriate procedures. To this end, corrective measures are defined, efficiently implemented, and recorded as specified.

2.2.5 Responsibilities

Responsibilities for ensuring product legality and conformity must be described in an organization chart, and the delegation of responsibilities is regulated.

2.2.6 Review of the concept

The implementation of the risk assessment concept is reviewed at least once a year (approx. every 12 months). If changes are made to a product, a manufacturing or service process, or a distribution stage, or if product complaints are received, the company must reassess the risks, review the concept, and adjust it if necessary.


3 Process-specific requirements

3.1 Supplier management, commissioning of services, specifications

The implementation of the company's (service) processes is based on internally defined procedures/work instructions and agreements on the scope of services between the parties involved in the process.

3.1.1 Supplier selection and evaluation

The broker must assess and select all suppliers and service providers relevant to food safety based on their ability to produce food in accordance with the specifications and this guide. Criteria for selection, assessment, and reassessment must be established. Documentation of the results of assessments and necessary measures must be maintained. The evaluation refers to the ability of suppliers to fulfill the agreements made (basic requirements, e.g. supplier's delivery authorization) and the suitability of the products supplied (actual delivery performance, e.g. in accordance with specifications). The company must have up-to-date lists of product suppliers and service providers. A system for blocking and releasing suppliers is implemented. Outsourced processes (sub-processes or complete processes of manufacturing, storage of relevant raw materials, and/or trade/distribution) are taken into account in the selection of suppliers.

 Documented procedure for supplier selection, evaluation

3.1.2 Agreements with service providers

When commissioning service providers, the relevant processes within the meaning of the guidelines must be agreed in advance and set out in writing. This also applies to changes to the agreements. Compliance with the agreed processes must be verifiable at all times.

3.1.3 Specifications

Current specifications are available for all products.

A procedure for changing specifications has been established and is being applied.

QS products must not contain mechanically separated meat. The processing of pig spinal cord and the use of foreign protein as a meat substitute or meat replacement substance that is suitable for increasing the analytical value for meat protein (BEFFE) is prohibited in QS products.

The product must meet the respective requirements/market practices of the country of destination.

In Germany, the German Guidelines on Meat and Meat Products apply.

Note: Hybrid products in the sense of mixed products made from meat and protein, protein preparations or hydrolysates are, according to the legal regulations of the LMIV, products of their own kind and are marketed with a descriptive name. The above-mentioned regulations on the use of foreign protein therefore do not apply to such products, but all other requirements also apply without restriction to the production of composite QS products.

 Specifications, changes to specifications

3.2 Incoming goods and handover

3.2.1 Incoming goods inspection

All delivery notes are checked for completeness and plausibility in accordance with the internally defined procedure. The delivery notes enable clear assignment to the company of the last processing/treatment process. The relevant company information from the service agreements is available, checked, and approved.

3.2.2 [K.O.] Labelling of purchased QS products

When purchasing QS products, these must be clearly marked as such in the accompanying documents (usually delivery notes) and must be identifiable as QS products upon delivery to the goods receiving department.

The obligation to label the accompanying documents applies to all QS products, regardless of whether the QS certification mark is used on the label or outer packaging (see 2.1.2 Use of the QS certification mark) or not. The clear assignment between QS products and the corresponding goods documents (delivery notes and other accompanying documents) must be guaranteed at all times. The same applies to the use of goods documents in electronic form.

The QS labelling procedure must be explained and known to the responsible employees who work with the products, even if no QS products are being traded.

For the labelling of QS products in the accompanying documents, (as an alternative to product-related labelling), general rules can be agreed between customers and suppliers or synonyms can be used. The relevant procedures must be documented in the quality management manual or in a work instruction, made known to the employees concerned and the supplier/recipient of the goods, and applied accordingly.

3.3 Goods storage and handling

3.3.1 Product storage

All incoming goods documents can be clearly assigned in the service provider's warehouse management system and correspond to the relevant data in the system of the contracted service provider. A clear assignment to the product, batch, shelf life, quantity, product-specific information (e.g. origin, quality) and status (e.g. release, block, quarantine). This also applies in the case of product handling by the service provider after incoming goods inspection by the broker (e.g. repackaging, thawing, freezing).

3.3.2 Storage management

The broker ensures systematic and traceable warehouse management in compliance with regulations on goods rotation (e.g. FIFO/FEFO). Shelf life and/or remaining shelf life of the products are stored in the system and are adhered to in accordance with the specifications. Goods with expired best-before dates/use-by dates must be handled in accordance with internal guidelines. Responsibilities must be defined for this purpose.

3.4 Order picking, outgoing goods/dispatch

3.4.1 Marketing channels for QS products

The following restrictions apply to the marketing channels for QS products:

If QS products are traded between two scheme participants via broker, it must be ensured that the QS products are not traded directly between two brokers.

Exceptions apply to brokers who belong directly to a delivering group of companies and who obtain the goods from their own production or storage locations, as well as to brokers who belong directly to a receiving group of companies and store, process, or market the goods directly to the final consumer within this group.

3.4.2 Outgoing goods inspection

All goods issue documents are checked for completeness and plausibility in accordance with the internally defined procedure. The goods issue documents enable clear allocation to the company of the last processing stage. The relevant company details from the service agreements are available, checked, and approved.

3.4.3 [K.O.] Labelling of marketed QS products

Goods can only be marketed/delivered as QS products if there is a corresponding QS eligibility of delivery for the company's own location and the goods were purchased as QS products. The reference to the QS products can be made either directly via a label on the goods or via a defined code (with a link to the specification). In addition, a clear labelling of the relevant accompanying documents (delivery note) must be ensured so that a link between the QS products and the accompanying document/invoice, etc. can be established at any time. The same applies to the use of goods documents in electronic form. Scheme partner may only label QS products as such in the accompanying documents if the reseller is also a QS scheme partner.

The QS labelling procedure must be explained and made known to the responsible employees, even if no QS products are being traded.

Marketing at business customer level

At business customer level, scheme participants may only label QS products as such in the accompanying documents if (1) the reseller is also a QS scheme participant or (2) the reseller is prohibited from actively advertising the goods as QS products in the further course of business and in contact with its customers. The prohibition can be declared by a corresponding note on the accompanying documents.

Marketing of loose products

If QS-certified and not-QS-certified loose goods are transported in one container (e. g. sausage for the service counter) the labelling with the QS certification mark on the container is not allowed. Labelling of the individual products is recommended (e. g. with a banderole). In that case, a QS marking may only be made on the applicable delivery note. It is important that the recipient is informed which items from the order fulfil the QS requirements and can thus be marketed as QS products. For these purposes, a list must be made available to food retail staff indicating which products are QS products and which are not. This method is only allowed if a distinction that is comprehensible to third parties is possible (e.g. unmixed separation of QS products and not-QS-products).

Reference to further documentation:

- Explanations: Labelling of QS products (meat and meat products)

3.4.4 [K.O.] Product labelling

The broker shall provide evidence of food law-compliant labelling of loose goods. The special requirements for frozen, thawed, or repackaged goods must be observed. Product labelling requirements must also be included in the agreements/contracts with service providers. The requirements for product labelling specified with the customer, including the labelling of quality, animal welfare, and/or origin programs, are taken into account, verifiably checked, and complied with.

3.4.5 [K.O.] Product temperature

The temperatures specified for the product in accordance with **Reg. (EC) No. 853/2004**, Annex III must not be exceeded (Table 1).

If lower temperatures have been defined or agreed with the customer, these must be taken into account.

Table 1: Temperature requirements as product temperature⁽¹⁾ for refrigerated food of animal origin

Products	Measurement location (P) ⁽¹⁾	Maximum temperature [°C]	Source
Fresh meat (except poultry)	P	+7	Regulation (EC) No. 853/2004 Annex III Section I Chapter V Number 2b
Slaughter by-products (including offal)	P	+3	Regulation (EC) No. 853/2004 Annex III Section I Chapter V Number 2b
Minced meat	P	+2	Regulation (EC) No. 853/2004 Annex III Section V Chapter III Number 2c
Meat preparations	P	+4	Regulation (EC) No. 853/2004 Annex III Section V, Chapter III, point 2c
Poultry meat (including poultry offal) ⁽²⁾	P	+4	Regulation (EC) No. 853/2004 Annex III Section II Chapter V Number 3

⁽¹⁾ Product temperature (P) is the maximum temperature that must be maintained at all points in foodstuffs that require refrigeration.

⁽²⁾ Poultry meat that is processed in fresh poultry preparations must be stored at a temperature between -2 °C and +4 °C at all times in accordance with **Reg. (EU) No. 1308/2013**.

For frozen food, the product temperature must not exceed -18 °C. During loading and unloading, short-term fluctuations of no more than 3 °C are permitted for these foods in accordance with **TLMV (Regulation on Frozen Food)**.

During storage and transport, the products must comply with the prescribed temperatures in accordance with Table 1 or, if applicable, stricter customer agreements. The broker can request and verify the temperature control at any time and provide evidence of this; corresponding agreements are in place for this purpose. In the event of temperature deviations, the service provider shall inform the broker (e.g. technical malfunctions, accidents) and corresponding incidents are documented by the broker (with measures taken if necessary).


 Temperature documentation

3.4.6 Control of defective products and services

The company keeps records to prove that products and services that do not meet the requirements of this guideline or legal requirements are identified and controlled. This must prevent unintended use, delivery, or provision of the service. The control measures and associated responsibilities and authorities for dealing with nonconforming results must be defined and documented. In the case of nonconforming products or services, the company must take one or more of the following measures:

- Correction of the identified nonconformity,
- exclusion, blocking, return, or suspension of the provision of products and services (this includes, for example, proper disposal if necessary),
- Notification of customers, and
- if necessary, obtaining and complying with approval from the competent authority, which permits use, release, or acceptance.

Documentation on the nature and cause of the error must be kept and the follow-up measures and approvals taken. If a corrective action has been taken for a defective result, its effectiveness must be verified.


 Work instructions and records for handling defective products and services,
Proof of use/disposal of deviating products

3.4.7 [K.O.] Returns management

A system for processing and completing returns must be in place. Returns are defined as goods returned to the supplier e.g. due to defects, ordering errors, etc. When returned, goods return to the ownership of the sender. The following allocation and processing steps are regulated as part of the returns process:

- Acceptance and categorisation of returns
- Labelling and separating QS products and non-QS products
- Corrective actions
- Record-keeping duties
- Responsibilities


The broker must have all information about returns.

 Documentation of returns management

3.4.8 Complaint management

There is a system for dealing with complaints (including complaints from authorities) and product complaints, which includes at least the following regulations:

- for recording and evaluating complaints and claims
- for initiating and implementing measures
- on responsibilities and internal communication Packaging/transfer

 Documentation complaint management

4 Traceability and origin of goods

4.1 Traceability Method and check

4.1.1 [K.O.] Traceability method

The batch size traded is specified. The labelling and registration system must be comprehensible to third parties and enable clear identification of the QS products and traceability and plausibility of the flow of goods. Scheme participants must set up systems and procedures for traceability in accordance with **Reg. (EC) No. 178/2002**.

Scheme participants must implement traceability systems that ensure traceability data is submitted to QS within 24 hours of being contacted. For auditing purposes, internal traceability processes should be de-signed to enable the relevant information to be compiled within four hours.


The following information on customers and suppliers is relevant:

- Name, address, and telephone number of the food business operator from whom the food was shipped
- Name and address of the shipper (owner), if this is not the food business operator from whom the food was shipped
- Name and address of the food business operator to whom the food is being shipped
- Name and address of the consignee (owner), if different from the food business operator to whom the food is being shipped
- QS ID or location number (if these identification numbers are assigned within the QS system assigned)
- Type and quantity of products delivered
- Date of shipment, delivery date, and/or slaughter date
- Batch or lot number (if formed during the process)

It must be possible to trace which products were purchased from which supplier (supplier list).

It must be possible to trace which products are delivered to which customers (customer list).

If products are subjected to a processing or treatment process on behalf of the broker, the broker must be able to provide a complete traceability record of these processes and service providers.


 Batch formation, traceability system

4.1.2 [K.O.] Traceability check

The labelling and registration system implemented in the company must enable the unique identification of products as QS products, in order to trace back the goods on the basis of production sample or goods issue as per **Reg. (EC) No 178/2002**. This also applies to packaging and spices.

The labelling and registration system is tested at least once a year (approx. every 12 months). All relevant flows of goods should be considered. The test must be documented and the findings presented in a plausible manner.

Products that are known to contain QS products, but are not marked as QS products, must also be considered for the traceability test.


 traceability test

4.1.3 [K.O.] Quantity comparison

There must be a plausible relationship between the quantity of QS products or non-QS products purchased and the quantity of QS products or non-QS products stored or manufactured or subjected to process or treatment procedures (freezing, thawing, repackaging processes, etc.). The relevant data and supporting documents must be available and prepared in a traceable manner in the internal system, taking into account:


- Quantities recorded on incoming goods documents (e.g. delivery notes, incoming goods inspections)
- Quantities recorded on outgoing goods documents (e.g. delivery notes)
- Quantities recorded in stock at the designated storage location(s)
- Allocation of article master data for raw materials and final products (e.g. specifications)
- Specified tolerances (offcuts, losses)
- Defined quantity units (for plausible allocation)
- Outsourced processes related to the contracted service provider(s)

Products in which QS products are known to be used, but which are not labelled as QS products, must also be taken into account in the quantity comparison.

 Incoming goods documents (e.g. delivery notes, goods receipt inspection) and outgoing goods documents, as well as goods quantity in cold/frozen storage

4.1.4 [K.O.] QS eligibility of delivery check

All companies delivering and receiving QS products (including transport companies, if necessary) must be clearly identified as scheme participants in the QS database with eligibility of delivery at the time of delivery.

 Procedure for requesting information on eligibility of delivery in the QS database

5 Requirements for private labels, retail brands, and imports

5.1 Additional requirements for brokers for private labels, store brands, and importers

5.1.1 [K.O.] Service agreement for private labelling

There must be clear rules and documentation (e.g. process diagram) between the private labeller and the contract manufacturer regarding which process steps the private labeller is responsible for and which the contract manufacturer is responsible for. All activities from product development to delivery of the goods must be taken into account.

If the private labeller does not purchase goods directly from the contract manufacturer but through a trader, this is possible under the following conditions: The contract manufacturer is known to the private labeller. There is a written agreement between the contract manufacturer, the trader and the private labeller in which the responsibilities for the process steps are regulated.

For QS products, participation in the QS system and eligibility of delivery for the relevant contract manufacturer or trader is required.

5.1.2 Product development

Risks are assessed in the product development process. Food safety is ensured in the product development of own brands and customer own brands. For the manufacture of private label products, a system based on HACCP principles (**Reg. (EC) No. 852/2004**) must be demonstrated (either by the broker itself or through agreements with the manufacturer).

The broker must ensure that new products meet all requirements (specifications, product labelling, product testing/laboratory analyses, conformity of packaging materials).

5.1.3 Specifications

If the broker's own brands and/or products specified by the customer are commissioned for manufacture and/or goods are imported, specifications must be available and the specified requirements must be demonstrably met. The broker updates specifications immediately in the event of changes and informs suppliers of updated specifications.

5.1.4 Conformity of packaging materials

The broker must have a current declaration of conformity for plastic packaging materials that come into direct contact with food. The packaging material is suitable for use, taking into account the specific product properties (e.g. fat content, pH value) and technologies (e.g. pasteurization). The safety of all other primary packaging materials used is confirmed. The declarations comply with the applicable food law provisions.

 Declaration of conformity/declaration of safety

5.1.5 Product testing/laboratory analysis

The broker is obliged to plan and ensure laboratory analytical sampling of its own-brand products and/or laboratory tests/product testing in accordance with risk assessment and/or customer requirements. The analyses must be carried out using a standardized procedure. The test results must be evaluated regularly. If the results

are unsatisfactory or show negative trends, measures must be taken. If the manufacturer carries out or commissions the relevant analyses/tests, the broker shall have access to the test plans and results.

5.1.6 [K.O.] Product labelling


The broker shall provide evidence that goods are labelled in accordance with food law. Appropriate arrangements have been made with service providers via agreements/contracts. The requirements specified with the customer requirements for product labelling, including the labelling of quality, animal welfare, and/or origin programs, are taken into account, verifiably checked, and complied with.

6 Definitions

6.1 Explanation of symbols

K.O. Criteria are marked with **[K.O.]**.

References to applicable documents are highlighted in **bold in the text**.

 This symbol means: Written proof must be provided. Documents that can be used as proof are also listed next to this symbol. All control and documentation systems (including digital ones) that prove that the requirements are met can be used.

⇒ References to other chapters of the guide are indicated by an arrow.

Notes are indicated by **Note**: *italic text*.

6.2 Abbreviations

EDI	Electronic Data Interchange
HACCP	Hazard Analysis and Critical Control Points
K.O.	Knock out
Best before date	Best before date
FEFO	First expired, first out
FIFO	First in, first out

6.3 Terms and definitions / explanations

- HACCP (Hazard Analysis and Critical Control Point):
A system that identifies, assesses and monitors hazards that are significant in terms of food safety.
- HACCP concept:
Documentation in compliance with HACCP principles to ensure the monitoring of hazards relevant to food safety
- QS products:
QS products means products that are produced and/or marketed in a QS-certified company in line with the requirements of the QS scheme.
- Broker's own brand:
The broker's own brand(s) within the meaning of the guidelines are defined as individual products or ranges that are marketed under the broker's brand and sold under its company name. If the QS certification mark is displayed on the corresponding own brands, brokers, purchasers, and upstream supply chain (processing, slaughtering/cutting, convenience, logistics, wholesale) are subject to QS certification.
- Customer's private label:
The customer's private label(s) as defined in the guidelines refer to individual products or ranges that are marketed under the customer's brand (e.g. food retail, wholesale, chain restaurants). If the QS certification mark is displayed on the corresponding private labels, brokers, customers (private labels), and the

upstream supply chain (processing, slaughtering/cutting, convenience, logistics, wholesale) are subject to QS certification.

- Distributor:

"Placing on the market" means making food (or feed) available for sale, including offering for sale or any other form of transfer, regardless of whether free of charge or not, as well as the sale, distribution, or other forms

- Mechanically separated meat according to Annex I No. 1.14 of Regulation (EC) No. 853/2004 of 29 April 2004 laying down specific hygiene rules for food of animal origin:

Mechanically separated meat is a product obtained by mechanically separating the meat adhering to meat-bearing bones after deboning or to poultry carcasses in such a way that the structure of the muscle fibres is dissolved or altered.

A list of general terms and definitions can be found in the guide General Regulations

Revision Information Version 01.01.2026

The *Guideline Broker Meat and Meat Products* has been comprehensively revised in terms of its scope, structure and requirements.

The criteria have been specified in more detail and adapted to the specific activities and areas of responsibility of a broker.

This applies particularly to ensure product safety and product legality, supplier management and the specific requirements for brokers for own brands and commercial brands, as well as for importers.

Guideline

Broker Meat and Meat Products

Gender Disclaimer

For reasons of better readability and easier comprehensibility, QS uses the generic masculine form customary in the German language in relevant texts. We hereby expressly address all gender identities without any value judgment.

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