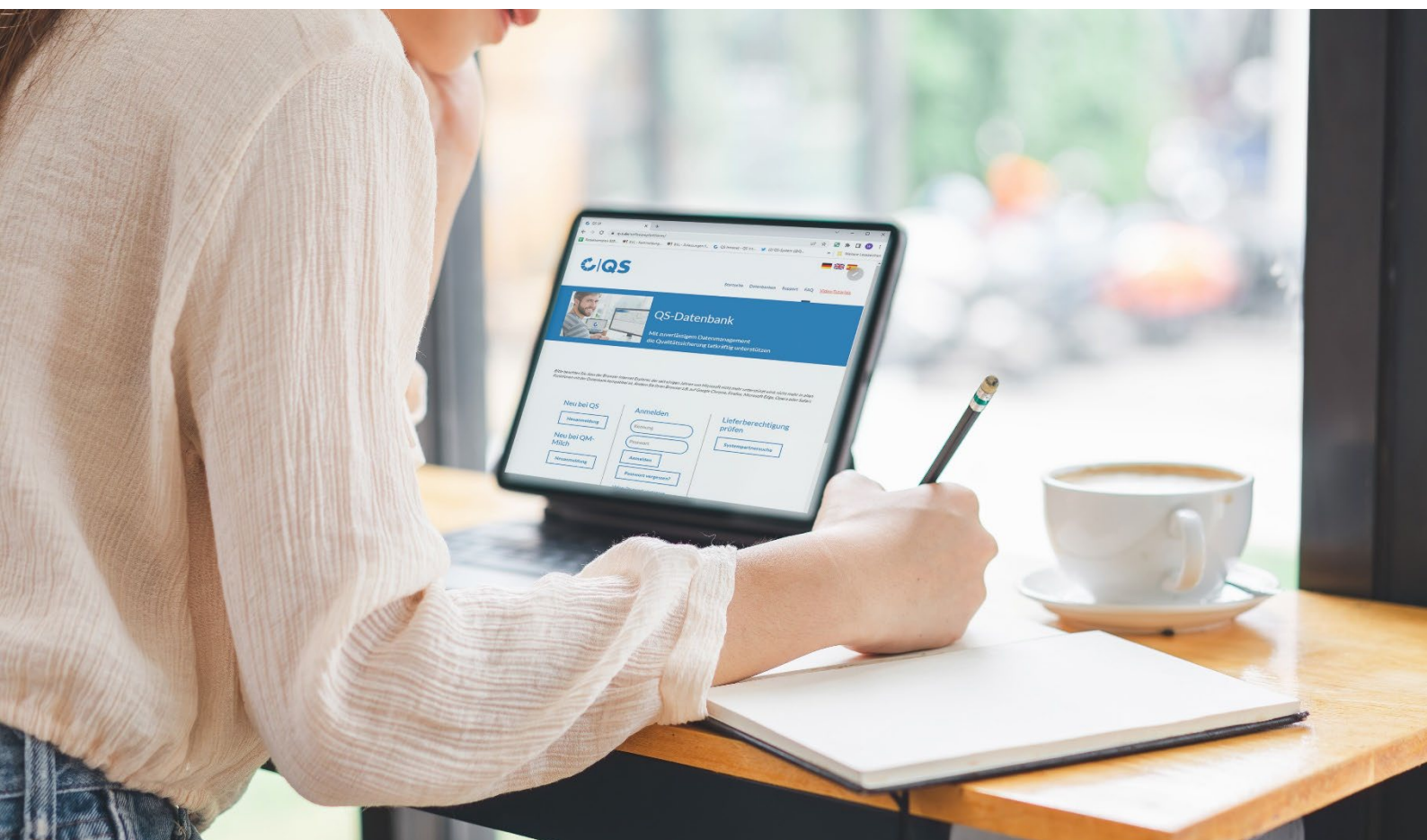


Database Instructions

# Registration of auditors and releasing persons



Version: 01.01.2024



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## Explanation of symbols/buttons in the database

 **New**

 **Refresh**

 **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.

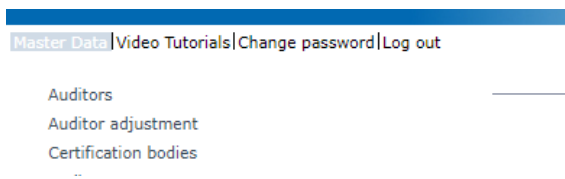
# 1 Applications for approvals

The following is an explanation of the procedure for using the database for:

- Initial approval of auditors/releasing persons for your certification body
- Extension of approval/deregistration of auditors/releasing persons who are/have been registered for your certification body.

Please note that this function is available for **Person responsible for approvals** (Verantwortliche für Zulassungen) only.


Please log into the database as Person responsible for approvals and select the menu item "Auditor adjustment" in the "Master Data" tab to create approval applications for initial approvals or approval extensions.

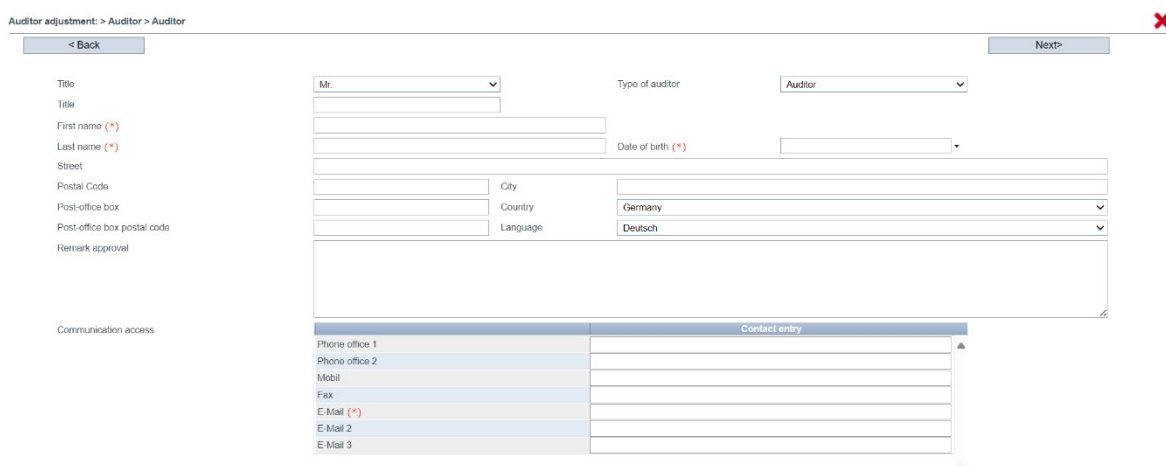


You will see a list of people, who are approved for your certification body as **auditors, releasing persons and administrative persons**.

Auditors				
	Last name		First name	Type of auditor
»	Test	QM-Milch		Releasing person
»	Test	Dummy		
»	testauditor	neuer		
»	Testfrau	Tina		Releasing person
»	Testmann	Thomas		Releasing person

## 1.1 Initial approval of auditors/releasing persons for your certification body

- To add a new person who has not yet been registered for your certification body, click on "NEW" 



Auditor adjustment: > Auditor > Auditor ✖

< Back Next >

Title

Mt:  Type of auditor: Auditor

Title

First name (\*)

Last name (\*)  Date of birth (\*)

Street

Postal Code  City

Post-office box  Country


Post-office box postal code  Language

Remark approval

Communication access

Contact entry	
Phone office 1	<input type="text"/>
Phone office 2	<input type="text"/>
Mobil	<input type="text"/>
Fax	<input type="text"/>
E-Mail (*)	<input type="text"/>
E-Mail 2	<input type="text"/>
E-Mail 3	<input type="text"/>


- Complete the personal data for the auditor/the releasing person. The auditor-type "Auditor" will be selected automatically. If in the further course of the application approvals for releasing will be selected, the auditor-type changes automatically to "Releasing person".

- For comments, e.g. regarding the planned date for the internal training/auditor course etc., please use the comment field.
- In the next step you can upload the necessary documents. Click on "New"  and then on Select file ("Datei auswählen").

Auditor adjustment: > Auditor > Auditor > File > File



File (\*)  
File



After the file is selected, press the upload button () to upload the file and click "Save" .

The following files must be uploaded for auditor approval:

- Evidence of professional education
- Detailed curriculum vitae
- Evidence of internal training
- Evidence of auditor training (not necessary for release approval)
- Declaration of consent to the Code of Conduct
- Data Protection-Declaration of consent
- Qualified audit list (not necessary for release approval)

After all files have been uploaded press "Next".

Next>

Then select the stages of approval you wish to apply for from the drop-down menu and add them by clicking on 

Add

VLOG  
 VLOG  
 Agriculture Coordinator  
 Slaughtering/Deboning  
 Processing  
**Compound feed production**  
 Feed Material  
 Trade/Storage, Transshipment and Transport of feed material  
 Wholesale/Food Retail Meat and Meat Products  
 Wholesale Fruit, Vegetables, Potatoes  
 Preparation/Processing Fruit, Vegetables, Potatoes  
 Preparation/Processing Fruit, Vegetables, Potatoes (Production)  
 Agriculture Cattle  
 Agriculture Pig  
 Agriculture Poultry  
 Production Fruit, Vegetables, Potatoes/QS-GAP  
 Food Retail Fruit, Vegetables, Potatoes  
 Food Retail Meat and Meat products + Fruit, Vegetables, Potatoes  
 Crop farming

Add

- With the checkboxes the type of approval can be selected by checking either the release and/or auditor approval (multiple selection possible).

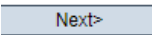
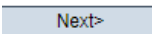
Approvals

Name	Audit approval	Approved	Release approval	Approved
Slaughtering/Deboning	<input checked="" type="checkbox"/>		<input type="checkbox"/>	

- In case you wish both (auditor and release approval) check both boxes.
- In the same way, approval stages can be deselected by removing the checkmarks for auditor or release approval. Please inform QS about the deselection. The approval stage will be listed in the overview until QS has edited the application.

Approvals

Name	Audit approval	Approved	Release approval	Approved
Slaughtering/Deboning	<input type="checkbox"/>		<input type="checkbox"/>	

- Please click on  **Next>**
- You will now see a summary of your application in which you can check all the details again.
- By clicking  **Next>** the application will be completed and forwarded.
- Please inform QS about the registration. Once the possibility of approval has been confirmed, you will be able to register the respective person for QS trainings in the Training Management System (in the partner section on our website).

## Database Instructions

# Registration of auditors and releasing persons

### **Gender Disclaimer**

Aus Gründen der besseren Lesbarkeit und leichteren Verständlichkeit verwendet QS in einschlägigen Texten das in der deutschen Sprache übliche generische Maskulinum. Hiermit sprechen wir ausdrücklich alle Geschlechteridentitäten ohne wertenden Unterschied an.

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