



Quality Assurance. From farm to shop.

Short
Database Instruction
**Administration of locations
with third-party certification
(IFS, BRC, GMP+)**










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Explanation of symbols/buttons in the database

-  **New**
-  **Refresh**
-  **Edit**
-  **Save**
-  **Close**

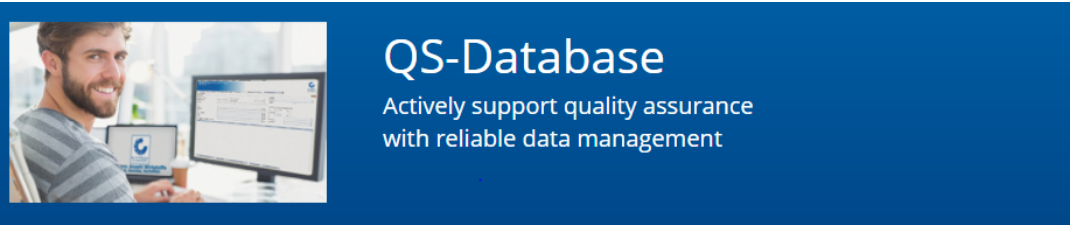
Please note: Do not click on the browser's "back" button and do not click another button until one page has been fully loaded (note your browser's progress bar).



1 Login to the database

<https://www.q-s.de/softwareplattform/en/?lang=qb>

Database



<https://www.q-s.de/softwareplattform/en/?lang=qb>

New to QS

> Initial registration

Login

User name
Password
> Login
New password



User name (User-ID)
Password

Check eligibility of delivery

> Scheme Participant Search

Enter User-ID and password

- Enter user-ID
- Enter password
- Click > Login

> Login

1.1 Forgot your password?

- Click New password
- Enter User-ID

Click **New password**

A new password will be sent to the email address which was given for the user.

2 Instructions for Certification Bodies WITH QS Recognition

Only authorizing auditors of a certification body can decide on taking over an existing third-party certification or edit the certificate runtime.

Open menu certificates

Open menu certificates

Master Data | Change password | Log out

- Auditors
- Certification bodies
- Audit Reports
- Number of locations per production scope (SPOTAudits)
- Registration QS-Inspection
- Company (QS inspection)
- Locations
- Corrective actions
- Certificates ← Certificates
- Zertifikate
- Notes
- Eligibility of delivery in the past

2.1 Taking over or rejection of a certificate

Name	Test Log	Approved until	31.03.2018	
Location number	GH00002177	<input checked="" type="checkbox"/> Registered	Eligible to deliver until	31.03.2018 00:00
Reason for cut-off		<input checked="" type="checkbox"/> Eligible to deliver		

Location Audit reports Users Company

Name (*) Test Log

Location number GH00002177

Take-over of certification

Rejection of certification

- Selection: The existing certification can be taken over or rejected. A short explanation of each option appears when moving the mouse over each button.

Taking over of the certification

Taking over of the certification

Take-over of certification

Rejection of certification

Certification for the indicated location has been taken-over. The execution of a new regular audit is renounced. Outstanding corrective actions of previous audits are known. The implementation of outstanding corrective actions is tracked in time by the certification body.



Rejection of the certification

Rejection of the certification

Take-over of certification

Rejection of certification

Certification for the indicated location has not been taken-over. Within the next four weeks, a complete system audit will be conducted for the indicated location.

- When the desired option has been chosen, an automatic email will be sent to the scheme participant/coordinator and certification body.

Automatic email

2.2 Edit certification runtime

Edit certification runtime

- Open location with

Open locations with

Name	Test Logistik	Approved until	08.12.2016
Location number	GH00001705 <input checked="" type="checkbox"/> Registered	Eligible to deliver until	08.12.2016 00:00
Reason for out-off	<input type="checkbox"/> Eligible to deliver	Edit certification scheme	

- Click button [Edit certification scheme](#)

[Edit certification scheme](#)

Certification scheme	IFS Logistics
Certificate run-time	08.12.2016
Identification number	23752378278

Enter certificate runtime and identification number

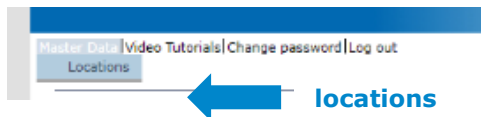
- Enter certificate runtime and (if necessary) correct identification number
- Save with


Save with

3 Instructions for Certification Bodies WITHOUT QS Recognition

3.1 Edit certification runtime

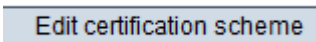
Open menu „locations“



Enter filter if necessary → Refresh 


Open location with 



Click button 


Certification scheme	IFS Logistics
Certificate run-time	08.12.2016
Identification number	23752378278

Enter certificate run-time and (if necessary) correct identification number

Save with 

Edit certification runtime

Open menu "locations"

Open locations with 

Edit certification scheme

Enter certificate run-time and identification number

Save with 