



Quality Assurance. From farm to shop.

Short Database Instructions Change of Certification Body



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Hint: Please note that you should not use the „back“-button of your browser. Please note as well that you should not click any button before a page was fully loaded. The website´s loading status is displayed by your browser.

Please note: If you need a placeholder, please enter a percentage sign (%), i.e. if you need to filter by name, location number etc.



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QS. Quality Scheme for Food.

1 Login to the database

http://www.qs-plattform.de/index_english.html

Initial registration|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot pas...

Please enter your user-ID (username) and your password.

User-ID

Password

- Enter user name (User-ID)
- Enter password

User name (User-ID)
Password

Database

http://www.qs-plattform.de/index_english.html

Enter user name (User-ID) und password

1.1 Forgot your password?

- Click forgot password
- Enter user name (user-ID)

click forgot password?

A new password will be sent via email to the email-address that was given for you.

2 Take-over/Rejection of certification after change of certification body

A **releasing person** of the certification body, only, can decide on the takeover or rejection of an existing certification.

Releasing Person:
Take-over/
rejection of
certification of
former certification
body

2.1 Open menu "Locations"

Master data

Open menu item locations

Master Data: |Change password|Log out

- Auditors
- Certification bodies
- Audit Reports
- Number of locations per production scope (SPOTAudits)
- Registration of small producers of feed materials
- Company (QS inspection)
- Locations**
- Corrective actions
- Auditing
- Notes

← Locations

Menu locations



2.2 Filtering options for change of certification body

Master Data | Change password | Log out | Standorte

Standorte

Search criteria

Name:

Location number:

QS-ID:

Postal Code: City:

QS status: Choice for change of certification body: **Open, taken over, rejected**

Release (last regular audit) from: Release (last regular audit) to:

Approval date from: Approval date to:

Expiration of audit from: Expiration of audit until:

Date of deregistration from: Date of deregistration to:

Production scope:

Bundled by:

Locations

Sorting

Registration status: Registered

Auditing

Spotaudit done:

Main company only:

Extension of Certificate:

Standorte mit Anerkennungswunsch:

Blocked:

Production scopes

Name	Location number	Production scope	Last auditor	Audits in s	Approved until	Eligible to deliver	QS status	Auditing

Filtering options

- Filter "Choice for change of certification body", click

Locations that changed the certification body are shown:

- the decision on the take-over of the certification is open: all locations are displayed for which the decision still has to be made **Open**
- an existing certification was taken-over: all locations are displayed for which the certification was taken-over (by the new certification body) **Taken-over**
- or rejected: all locations are displayed for which a new audit must be performed **Rejected**

2.3 List view

In the list of locations the column "change of certification body" shows the status of the location plus a date until when the next step is due:

- deadline for decision to take-over ("open")
if no decision has been made up to the displayed date the status automatically changes from open to rejected and a new regular audit has to be conducted
- deadline for a new regular audit ("rejected")

Eligible to deliver	Change of certification body	Scheme participant	coordinator	Street	
x	23.12.2013: Decision period for take-over of certification	048473719919	TEST Bündler QS	bggggn	1234




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2.4 Make decision

- For choice of option: Open location with  .



Open

	Name	Location number	Pro
	Test Schweinemast	OGK290100000018	(5003) f producti potato p

Choose

- Take-over certification
- Rejection of certification

Take-over certification/
Rejection of certification

Master Data | Change password | Log out | Location

Standorte > Location

Name: Test Schweinemast | Approved until: 10.03.2016

Location number: OGK290100000018 | Registered: | Eligible to deliver until: 10.03.2016 00:00

Reason for out-off: | Eligible to deliver:

Buttons: Take-over of certification, Rejection of certification

Location | Audit reports | Certified crops | Users | Company

Name (*): Test Schweinemast

Location number: OGK290100000018

Street (*): b99gn

Postal Code (*): 12345 | City (*): xxxxx

Post-office box: | Country (*): Deutschland

Post-office box postal code: | Federal state (*): Brandenburg

URL: | Location Plan:

Production scope (*): (5003) food potato production + seed potato production

Certification body (*): ABCERT AG

Inspected production scope: (5003) Speisekartoffelanbau + Pflanzkartoffelanbau

Telephone: 0123456 | Fax: | Mobile: | Email: support@q-s.de

- Hold mouse over button to read an explanation to each option

Mouseover text

Buttons: Take-over of certification, Rejection of certification

Take-over of certification tooltip: 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 certification tooltip: 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.

- After selecting the desired option, an E-mail is send automatically to the scheme participant/coordinator and the certification body

Automatic email to the scheme participant/
coordinator,
certification body