



Quality Assurance. From farm to shop.

Short Database  
Instructions  
**Administration**  
**of Corrective Actions**



QS. Quality  
scheme for food.



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## Explanation of symbols/buttons in the database

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

**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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# 1 Login to the database

[http://www.qs-plattform.de/index\\_english.html](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

User name (User-ID)  
Password

Database

[http://www.qs-plattform.de/index\\_english.html](http://www.qs-plattform.de/index_english.html)

Enter user name (User-ID) und password

- Enter user name (User-ID)
- Enter 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 Corrective actions

## 2.1 Call up "corrective actions"

Open menu item "corrective actions"

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

Corrective actions

corrective actions

- Click  to display a list of all corrective actions **pre-filtered for audits from 01.01.2013 onwards**
- To display corrective actions of older audits, remove date

  
refresh



Master Data | Change password | Log out | Corrective actions

Corrective actions ↻ ✕

Number of selected Records: 57

**Search criteria**

Term to be searched:

Location number:

Name of location:

OS-ID:

Coordinator:

Auditor:

Stage:

Audit date from from:  Audit date from to:

Adjustment term from:  Adjustment term to:

Nonconformity corrected on from:  Nonconformity corrected on to:

**Status**

for release:  Fremdaudits ausführen:

Status of corrective actions:

**Nonconformities**

Number	requirement	Answer	Audit date from	Auditart	Adjustment term	Status	am (Datum)	Production scope
a 2.5.8	Records	C	13.05.2013	regular audit	30.05.2013	Open		81
a 3.1.1	Incoming goods inspection *	D	02.01.2013	regular audit	01.03.2013	Open		6002
a 3.1.1	Additional operational purchases and incoming goods	D	05.05.2013	regular audit	31.05.2013	Corrected	08.05.2013	2001

■ If necessary, narrow search results with filtering options, i.e.:

- Production scopes
- Locations
- Status of corrective action:

**Filtering options**

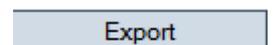
**Status**

-

- Open or begun
- Open
- Begun
- Corrected
- Not corrected
- Uninspectedly done

You can export and edit data in excel format.

■ Click **Export** to export data (excel format)



## 2.2 Edit corrective actions

■ Open data record with



### Tab "nonconformities"

Audit report | Inspected locations | Audit results | Audit cut-offs | **Nonconformities**

Nonconformities

<input checked="" type="checkbox"/>	Number	requirement	Answer	K.O. criterion	Audit date from	Adjustment term	Status	am (Datum)	QS-Bereich
<input type="checkbox"/>	a 2.5.8	Records	C		13.05.2013	30.05.2013	Open		Wholesale fruit, vegetables, potatoes
<input type="checkbox"/>	a 3.1.1	Hygiene Requirements	D		13.05.2013	30.05.2013	Open		Wholesale fruit, vegetables, potatoes

■ Open corrective actions with Edit status of corrective action via drop down-list. If necessary, enter date and description of implementation. Jump to next corrective action with



■ Save with

**Edit corrective action**  
  
**save**



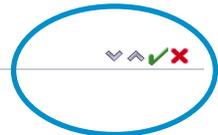
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Master Data | Change password | Log out | Nonconformity

Scroll through corrective actions



Corrective actions > Audit report > Nonconformity

Nonconformity

Number: a 2.5.8      Audit date from: 13.05.2013      Answer: C      K.O. criterion:

requirement: Records

Description of nonconformity: Aufzeichnungen HACCP lückenhaft

Corrective actions: Lücken schließen

Implementation of corrective actions:

Adjustment term (\*): 30.05.2013      QS-Bereich: Wholesale fruit, vegetables      Nonconformity: Open

Open dropdown menu options: Open, Begun, Corrected, Not corrected, Uninspectedly done

Click to display changed statuses of corrective actions in list view

refresh

The statuses

- uninspectedly done
- not corrected
- corrected K.O.-nonconformity

authorization required!

are not immediately obvious. **In accordance with the four-eye-principle, the authorizing auditor has to check and authorize the changes to the corrective action.**

2.2.1 Call up/edit several corrective actions in one step

If necessary, tick boxes to call up/edit several corrective actions in one step (provided that the same implementation, status and date applies to several corrective actions)

Nonconformities		
<input checked="" type="checkbox"/>	Number	requirement
<input checked="" type="checkbox"/>	a 3.1.1	Additional operational purchases and incoming goods
<input checked="" type="checkbox"/>	a 3.1.5	Use of QS label
<input type="checkbox"/>	a 2.3	Documentation of ration calculations, mix protocols *
<input type="checkbox"/>	a 2.4	Use of mobile feed milling and mixing plants
<input type="checkbox"/>	2.1.3	Implementation of initiated measures from self-assesment

Call up/edit several corrective actions in one step

Master Data | Change password | Log out | Bearbeiten

Corrective actions > Audit report > Bearbeiten

Implementation of corrective actions:

Status:

Save with

Save with