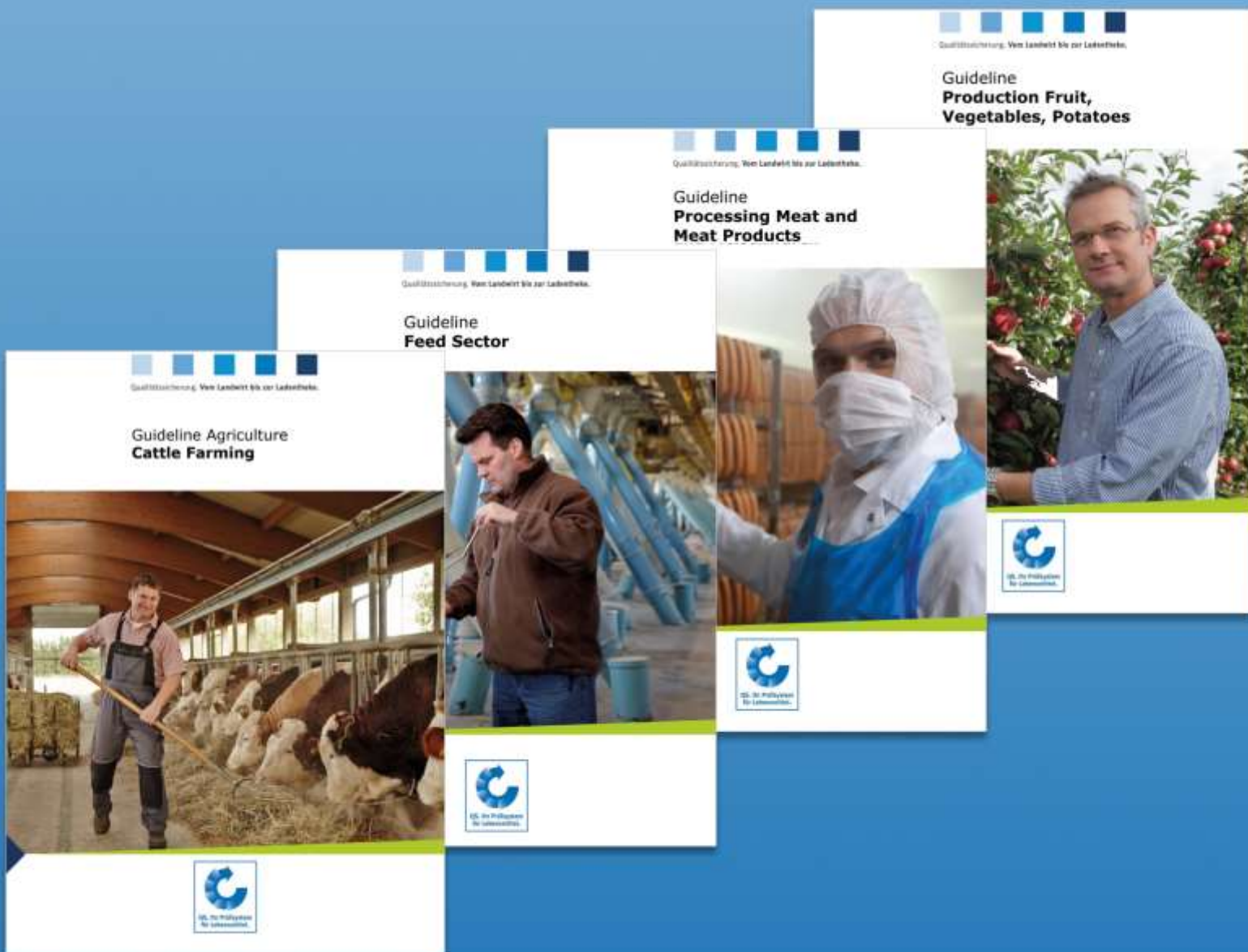




Qualitätssicherung. Vom Landwirt bis zur Ladentheke.

# Explanatory Notes for the Scheme Manual





Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



## Scheme Manual

The scheme manual comprises all valid **guidelines** and **checklists for independent inspection** of all production stages in the QS scheme (normative documents). On the QS website [www.q-s.de](http://www.q-s.de) the currently valid versions of these normative documents can be downloaded without charge.

The regulations and requirements for the production and marketing of meat and meat products as well as fruit, vegetables and potatoes are described in the guidelines. The checklists for independent inspection, that are provided by QS for the certification bodies for the use in audits and inspections, contain the stage-specific requirements corresponding to the chapters in the respective guideline.

The original documents are written in German and are partly translated in other languages. In the case of discrepancies between translations and the German version, the German original is valid.

**Note:** As a supplement QS provides the scheme participants, certification bodies and laboratories with supporting documents (e.g. documentation aids, checklists for self-assessment and interpretation aids). They are not mandatory; they are intended to provide users with orientation and support in implementing the described requirements.


## Revisions

Changes (so-called revisions) in the scheme manual are scheduled for 1 January every year. In the light of current developments, changes to the QS documents are possible outside the regular revision dates. The date in the version notation marks the validity date.

All changes are summarised in the paragraph "revision information", that is located at the end of every document.

The changes for the new year are provided for annotation for two weeks every year in October, so that interested people can participate in the further development of the QS scheme manual.

## Documents

General regulations	
	<p><b><u>Guideline General Regulations</u></b> General description of the QS scheme with regulations like e.g. the participation in the QS scheme, the use of the QS certification mark, the sanction procedure and the incident and crisis management.</p>
	<p><b><u>Annex 5.1 Terms and Definitions</u></b> General terms and definitions, that are used in the scheme manual.</p>
	<p><b><u>Annex 5.2 Rules of Sanction Procedure</u></b> Procedure for the imposition of sanctions in the event of violations of the scheme agreement or the QS scheme requirements.</p>



## Certification



### Guideline Certification

Requirements for the certification bodies and the auditors as well as the rules for independent control (performance of audits, preparation of audit reports, audit frequency) and measures within the context of the QS SIKS scheme integrity system.

#### Annex 8.1 Sample certificates and confirmations

Specifications on form and content of certificates and confirmations which are displayed by the certification bodies.

#### Annex 8.2 Conduction of unannounced audits – production scopes

Overview for which locations (production scopes) in the supply chain meat and meat products unannounced audits have to be performed.

## Monitoring programmes



### Guideline Feed Monitoring

Manual for performance of the feed monitoring.

Mandatory for all scheme participants in the feed sector stage, small scale feed material producers, the agriculture stage and laboratories.

#### Annex 8.1 Table of Parameters and Methods

Overview of parameters and analytical methods for the feed monitoring.

#### Annex 8.2 Table of Limit-/QS-Guidance Values

Overview of limit values and QS guidance values for feed in the framework of the feed monitoring.

#### Annex 8.3 Analysis spectrum for Pesticides

List of analysis spectrums of pesticides in the framework of the feed monitoring.

#### Annex 8.4 Registration form for laboratories

Application form that laboratories have to complete in order to apply for QS approval in the field of feed monitoring.

#### Annex 8.5 Additional control plans

Additional control plans that must be adhered in addition to the required annual analyses in the QS scheme in accordance with the Guideline Feed Monitoring.

#### Annex 8.6 Ad-hoc monitoring plans

Contains requirements for the analysis of maize and processed maize (feed material) originating from the countries mentioned in the monitoring plan

#### Annex 8.7 Evaluation criteria laboratory performance assessment

Requirements which laboratories have to fulfil to pass an individual laboratory performance assessment as well as conditions for recovering the approval, when a laboratory has lost his QS-approval to this effect.



### Guideline Salmonella Monitoring Pigs

Manual for the performance of the salmonella monitoring in QS pig production companies.

Applies to pig production companies and coordinators, abattoirs, laboratories and samplers, veterinarians and shipping companies.

#### Annex 8.1 Record sheet for examination bodies salmonella monitoring (pig)

Application form that inspection bodies (laboratories) have to complete in order to apply for QS approval in the field of salmonella monitoring.

#### Annex 8.2 Declaration on ad-hoc categorization (pig)









Form that the responsible veterinarian can use to confirm vis-à-vis the coordinator that decontamination measures have been taken.


















#### Annex 8.3 Checklist for Determining Possible Sources of Salmonella (pig)












Checklist for determining possible sources and risks of salmonella contamination.












Applies to all companies classified as category II.

	<p><b><u>Guideline Salmonella Monitoring and Reduction Program for Poultry Production</u></b></p> <p>Manual for the performance of the salmonella monitoring in poultry meat production. Applies to poultry production companies (broilers, turkeys, peking ducks) and coordinators, slaughtering, deboning and food processing companies and laboratories, as well as sample men, veterinarians and shipping companies.</p>
	<p><b><u>Guideline Antibiotics Monitoring Cattle</u></b></p> <p>Manual for the performance of the antibiotics monitoring for cattle including calves. Applies to livestock owners of cattle, coordinators and veterinarians.</p>
	<p><b><u>Guideline Antibiotics Monitoring Pigs</u></b></p> <p>Manual for the performance of the antibiotics monitoring in pig production. Applies to livestock owners of pigs, coordinators and veterinarians.</p>
	<p><b><u>Guideline Antibiotics Monitoring Poultry Production</u></b></p> <p>Manual for the performance of the antibiotics monitoring in poultry production and for breeding poultry. Applies to livestock owners of broilers, turkeys and their breeding poultry as well as livestock owners of peking ducks, coordinators and veterinarians.</p>
<p><b><u>Annex 4.1 QS Veterinary Drug Catalogue for Poultry</u></b></p> <p>Complete list of the active ingredients (incl. waiting times) contained in veterinary drugs used to treat QS fattening poultry.</p>	
	<p><b><u>Guideline Diagnostic Data in Pig Slaughtering (German version only, no translation available)</u></b></p> <p>Requirements for the recording of diagnostic data of slaughter pig in the diagnostic database. Applies to slaughtering plants that slaughter pigs.</p>
	<p><b><u>Guideline Diagnostic Data in Poultry Slaughtering</u></b></p> <p>Requirements for the recording of diagnostic data of slaughter poultry in the diagnostic database. Applies to slaughtering plants that slaughter poultry.</p>
	<p><b><u>Guideline Residue Monitoring Fruit, Vegetables, Potatoes</u></b></p> <p>Manual for the residue monitoring for fresh, unprepared/unprocessed fruit, vegetables and food potatoes. Applies to production companies, coordinators and wholesalers as well as sampling institutions and laboratories.</p>
<p><b><u>Annex 10.1 Control Plan</u></b></p> <p>Specifies how many samples must be drawn for the implementation of residue monitoring in the scope wholesale and preparation/processing. In addition, the analysis methods are specified.</p> <p><b><u>Annex 10.2 Sampling Report</u></b></p> <p>Sampling report is filled in by the sampler and sent with the sample to the laboratory.</p> <p><b><u>Annex 10.3 Registration form for laboratories</u></b></p> <p>Registration form that laboratories have to complete in order to apply for QS approval in the field of residue monitoring.</p> <p><b><u>Annex 10.4 Evaluation Criteria for Laboratory Performance Assessment</u></b></p> <p>Requirements and evaluation criteria of the laboratory performance assessment.</p> <p><b><u>Annex 10.5 Nitrate Quantification</u></b></p> <p>Specifications for the sampling procedure and the sample preparation for nitrate quantification.</p> <p><b><u>Annex 10.6 Consultancy Protocol</u></b></p> <p>Protocol for the documentation of a case-related consultancy after the identification of a complaint.</p>	

<b>Stage-specific Requirements and Audit Checklists (without combined Checklists)</b>	
	<p><b><u>Guideline Feed Sector</u></b></p> <p>Requirements for the production of compound feed and feed material, premixes and additives, trading, private labelling, storage and trans-shipment, and the transport of QS feed.</p> <p><u>Annex 9.1 Recognized standards</u> QM schemes which may be recognized in the QS audit if the scope of the certificate comprises the feed sector as well as an annotation of the mutual approvals with other standards.</p> <p><u>Annex 9.2 Gate-Keeping regulation</u> Requirements for gatekeepers of feed material, additives, premixes and primary agricultural products.</p> <p><u>Annex 9.3 Certification obligation for feed companies</u> Overview of all activities of feed companies with specification of the activities with a certification obligation and with specification for which activities the participation in the feed monitoring is mandatory.</p> <p><u>Annex 9.4 Exclusion list</u> Overview of forbidden products, feed with positive release sampling and forbidden fuels.</p> <p><u>Annex 9.5 QS list of feed materials</u> List of feed materials/raw materials that may be used in the QS scheme.</p> <p><u>Annex 9.6 Quality questionnaire for the procurement of former foodstuffs</u> Agreement between QS scheme participant and food manufacturer including the requirements for the procurement of former foodstuffs for feed production or for use as feed.</p> <p><u>Annex 9.7 Supply of products from vegetable oils and fats</u> Definition of vegetable oils and fats that are procured for the use as feed, based on regulation (EU) 2015/1905.</p>
	Audit checklist Feed Sector
	<p><b><u>Guideline QS inspection for small scale producers (feed material production) (German version only, no translation available)</u></b></p> <p>Requirements for small scale feed material producers whose feed material production volume does not exceed 1.000 to per year (based on dry matter).</p>
	Audit checklist QS inspection for small scale producers (feed material production)
	<p><b><u>Guideline QS inspection for mobile feed milling and mixing plants (German version only, no translation available)</u></b></p> <p>Requirements for operators of mobile feed milling and mixing plants producing feed mixtures for QS scheme participants.</p>
	Audit checklist QS inspection for mobile feed milling and mixing plants
	<p><b><u>Guideline Agriculture Cattle Farming</u></b></p> <p>Requirements for cattle production, calf production, calf breeding, dairy farming and suckling cow production.</p>
	Audit checklist agriculture cattle farming

	<p><b><u>Guideline Agriculture Pig Farming</u></b> Requirements for pig production, piglet rearing, gilt/boar rearing as well as sow and piglet production.</p>
	<p>Audit checklist agriculture pig farming</p>
	<p><b><u>Guideline Agriculture Poultry Production</u></b> Requirements for poultry production, turkey rearing and production as well as peking duck rearing and production.</p>
	<p>Audit checklist agriculture poultry production</p>
	<p><b><u>Guideline Agriculture Breeding Poultry</u></b> Requirements for breeder farming (broiler and turkey) and for the farming of breeding animals (male and female), which are used for hatching egg production.</p>
	<p>Audit checklist agriculture breeding poultry</p>
	<p><b><u>Guideline Hatchery</u></b> Requirements for the handling of hatching eggs and chicks for the production of broiler and turkey chicks.</p>
	<p>Audit checklist hatchery</p>
	<p><b><u>Guideline Livestock Transport</u></b> Requirements for documentation and for the transport of cattle, pigs and poultry by commercial haulage companies and abattoirs.</p>
	<p>Audit checklist livestock transport</p>
	<p><b><u>Guideline Slaughtering /Deboning</u></b> Requirements for slaughtering and deboning of cattle, pigs and poultry as well as for companies that process the meat all the way through to packaging for the final consumer.</p>
	<p>Audit checklist slaughtering/deboning</p>
	<p><b><u>Guideline Processing Meat and Meat Products</u></b> Requirements for the processing of meat, meat products and preparations of meat as well as products with added meat or meat products.</p>
<p><b><u>Annex 7.1 Use of the QS certification mark for composite products</u></b> Requirements for the use of the QS certification mark on composite products like for example mixed salads or convenience food.</p>	
	<p>Audit checklist processing meat and meat products</p>
	<p>Combi checklist preparation/processing meat and fruit, vegetables, potatoes</p>
	<p><b><u>Guideline Butchery (German version only, no translation available)</u></b> Requirements for the butchery (cattle, pig, poultry)</p>
<p><b><u>Annex 6.1 Use of the QS certification mark for composite products</u></b> Requirements for the use of the QS certification mark on composite products like for example mixed salads or convenience food.</p>	
	<p>Audit checklist butchery</p>

	<p><b><u>Guideline Meat Wholesale</u></b> Requirements for the meat wholesale</p>
<p><u>Annex 6.1 Use of the QS certification mark for composite products</u> Requirements for the use of the QS certification mark on composite products like for example mixed salads or convenience food.</p>	
	<p>Audit checklist meat wholesale</p>
	<p>Combi checklist wholesale meat/meat products and fruit, vegetables, potatoes</p>
	<p><b><u>Guideline Broker Meat and Meat Products</u></b> Requirements for broker who practice trading activities with QS products. The broker is owner of the QS products without necessarily coming into contact with those products.</p>
<p><u>Annex 6.1 Use of the QS certification mark for composite products</u> Requirements for the use of the QS certification mark on composite products like for example mixed salads or convenience food.</p>	
	<p>Audit checklist broker meat and meat products</p>
	<p><b><u>Guideline Storage of Meat and Meat Products</u></b> Requirements for the storage of meat and meat products which is carried out on behalf of QS scheme participants. Storage companies do not become owners of the QS products.</p>
	<p>Audit checklist storage of meat and meat products</p>
	<p><b><u>Guideline Production Fruit, Vegetables, Potatoes</u></b> Requirements for cultivation, harvest, preparation and commercialization of fruit and vegetables (outdoor/protected cultivation) as well as potatoes for the producer.</p>
<p><u>Annex 9.1 Possible input substances for biogas plants</u> List of possible input substances for biogas plants whose fermentation substrates are allowed in fruit, vegetable and potato cultivation subject to conditions.</p>	
	<p>Audit checklist production fruit, vegetables, potatoes</p>
	<p><b><u>Guideline QS-GAP Production Fruit, Vegetables, Potatoes (Version 4.0)</u></b> GLOBALG.A.P.-benchmarked standard with requirements for cultivation, harvest, preparation and commercialization of fruit and vegetables (outdoor/protected cultivation) as well as potatoes for the producer.</p>
<p><u>Annex 11.1 Possible input substances for biogas plants</u> List of possible input substances for biogas plants whose fermentation substrates are allowed in fruit, vegetable and potato cultivation subject to conditions.</p>	
<p><u>Annex 11.2 Requirements for preparation processes</u> Requirements for the production of soup vegetables, for peeling processes and the commercialization of these processed and if so packaged goods as QS produce.</p>	
	<p>Audit checklist QS-GAP production fruit, vegetables, potatoes</p>





	<p><b><u>Guideline Coordinators Agriculture/Production</u></b>                  Duties and obligations of coordinators who organize the participation in the QS scheme for agricultural companies, horticultural companies, livestock transport companies, crop farming companies as well as grassland and forage companies.</p>
	<p><u>Annex 13.1 Registration of producers with GLOBALG.A.P. certificate Option 2/Option 1 Multisite with QMS</u>                  Requirements for coordinators registering certificate holders and producers with GLOBALG.A.P certificates Option 2 and/or Option 1 Multisite with QMS.</p> <p><u>Annex 13.2 Participation in the QS scheme with GLOBALG.A.P. certificates Option 2</u>                  Requirements for certificate holders with GLOBALG.A.P certificates Option 2 and corresponding producers for the participation in the QS scheme as well as prerequisites for the labelling of goods from these companies with the QS certification mark.</p> <p><u>Annex 13.3 Participation in the QS scheme with GLOBALG.A.P. certificates Option 1 Multisite with QMS</u>                  Requirements for producers with GLOBALG.A.P. certificates Option 1 Multisite with implementation of a quality management system (QMS) for the participation in the QS scheme as well as prerequisites for the labelling of goods from these companies with the QS certification mark.</p>
	<p>Audit checklist coordinators agriculture/production</p>
	<p><b><u>Guideline Wholesale Fruit, Vegetables, Potatoes</u></b>                  Requirements for the wholesale (including agencies) of fruit, vegetables, potatoes including fresh, prepared and processed goods.</p>
	<p>Audit checklist wholesale fruit, vegetables, potatoes</p>
	<p>Combi checklist wholesale meat/meat products and fruit, vegetables, potatoes</p>
	<p>Audit checklist agencies fruit, vegetables, potatoes</p>
	<p><b><u>Guideline Logistics Fruit, Vegetables, Potatoes</u></b>                  Requirements for logistics companies that exclusively transport and/or store and if necessary do the order picking of fresh, prepared and processed fruit, vegetables and potatoes without becoming owner of the products.</p>
	<p>Audit checklist logistics fruit, vegetables, potatoes</p>
	<p><b><u>Guideline Preparation/Processing Fruit, Vegetables, Potatoes</u></b>                  Requirements for processes in companies that are involved in the preparation and processing of fruit, vegetables and potatoes (with the exception of food retail branches).</p>
	<p><u>Annex 9.1 Use of the QS certification mark for composite products</u>                  Requirements for the use of the QS certification mark on composite products like for example mixed salads or convenience food that predominantly (<math>\geq 50\%</math>) consist of ingredients produced and marketed according to the requirements of the QS scheme (QS produce).</p>
	<p>Audit checklist preparation/processing fruit, vegetables, potatoes</p>
	<p>Combi checklist preparation/processing meat and fruit, vegetables, potatoes</p>
















Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



	<p><b><u>Guideline Voluntary QS Inspection of Working and Social Conditions (German version only, no translation available)</u></b></p> <p>Requirements for companies in the supply chain fruit, vegetables, potatoes that want the implementation of the working and social conditions of their external employees to be reviewed by an independent body.</p>
<p><b><u>Annex 4.1 Sample confirmation Voluntary QS Inspection of Working and Social Conditions</u></b></p> <p>Sample for the confirmation of the inspection that is displayed by the certification body.</p>	
	<p>Audit checklist voluntary inspection of working and social conditions</p>
	<p><b><u>Guideline Food Retail Meat, Meat Products and Fruit, Vegetables, Potatoes (German version only, no translation available)</u></b></p> <p>Requirements for the food retail including cash-and-carry markets as well as online trading for meat and meat products as well as fruit, vegetables, potatoes.</p>
<p><b><u>Annex 7.1 Use of the QS certification mark for composite products</u></b></p> <p>Requirements for the use of the QS certification mark on composite products like for example mixed salads or convenience food that predominantly (<math>\geq 50\%</math>) consist of ingredients produced and marketed according to the requirements of the QS scheme (QS produce).</p>	
	<p>Audit checklist food retail meat, meat products and fruit, vegetables, potatoes</p>

<b>Service package</b>	
<p><b>Service Package Crop Farming, Grassland Use and Forage Production</b></p> <p>For cross stage quality assurance of the supply chains meat and meat products as well as fruit, vegetables, potatoes the guidelines like agriculture cattle farming, pig farming, hatchery, breeding poultry and poultry production as well as production fruit, vegetables, potatoes are mandatory. On top of these guidelines, QS provides a service package for agricultural companies with another guideline and checklists for the production branch crop farming, grassland use and forage production.</p>	
	<p><b><u>Guideline Service Package Crop Farming, Grassland Use and Forage Production (German version only, no translation available)<sup>1</sup></u></b></p> <p>Requirements for the product scopes of crop farming (combinable crops), cereals, oilseeds, legumes, sugar beets, corn, potatoes (excluding food potatoes), grassland use and forage production.</p>
	<p>Audit checklist agriculture crop farming, grassland use and forage production</p>
<b>Optional add-on modules</b>	
	<p><b>VLOG add-on module „Ohne Gentechnik“ / „VLOG geprüft“</b></p> <p>In order to avoid double audits, the QS scheme participants have the possibility to verify the requirements for the label “Ohne Gentechnik” respectively “ VLOG geprüft”, which are defined by the Association for Food without Genetic Engineering (“VLOG” for its initials in German), during the QS audit.</p>
	<p><b><u>VLOG add-on module Feed Sector</u></b></p> <p>Additional requirements that are basic prerequisites for the label “Ohne Gentechnik” and which may be verified during the QS audit. Applicable for the feed sector.</p>
	<p>Audit checklist VLOG add-on module feed sector</p>
	<p><b><u>VLOG add-on module Agriculture</u></b></p> <p>Additional requirements that are basic prerequisites for the label “Ohne Gentechnik” and which may be verified during the QS audit. Applicable for the agricultural sector.</p>
	<p>Audit checklist VLOG add-on module poultry production</p>
	<p>Audit checklist VLOG add-on module cattle farming</p>
	<p>Audit checklist VLOG add-on module pig farming</p>
	<p><b><u>VLOG add-on module Meat Sector</u></b></p> <p>Additional requirements that are basic prerequisites for the label “Ohne Gentechnik” and which may be verified during the QS audit. Applicable for the meat sector (slaughtering/deboning, processing and butchery).</p>
	<p>Audit checklist VLOG add-on module slaughtering/deboning, processing und butchery</p>