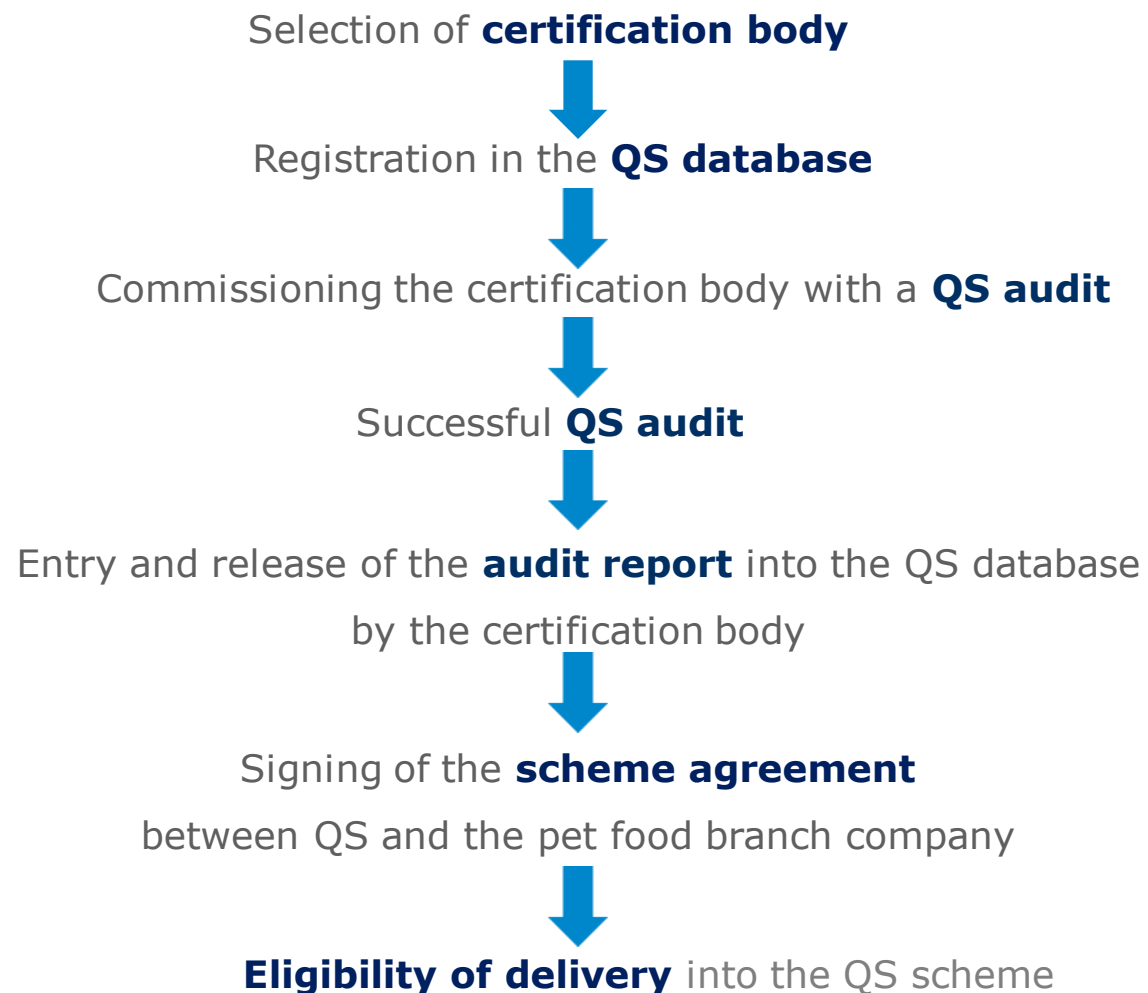# Steps to become a scheme participant

Registration for the stage Pet food

# Steps to become a scheme participant for plants at the stage of pet food

- Participation in the QS scheme

Selection of **certification body**

⬇

Registration in the **QS database**

⬇

Commissioning the certification body with a **QS audit**

⬇

Successful **QS audit**

⬇

Entry and release of the **audit report** into the QS database by the certification body

⬇

Signing of the **scheme agreement** between QS and the pet food branch company

⬇

**Eligibility of delivery** into the QS scheme

# Scope

- A "pet animal" as defined in Art. 3 of Regulation (EC) No 1069/2009 is understood to mean: "any animal belonging to species normally nourished and kept but not consumed, by humans for purposes other than farming".

- Pet food for the purposes of the guideline, means feed and chew toys for pets (initially **dogs and cats**). The meat and animal by-products contained in petfood products are exclusively food grade or Category 3 material.

# Scope

- Basic quality assurance guideline for the manufacture and trade of pet food by the QS scheme carrier and owner

- Certification according to this guideline is the prerequisite for labelling pet food with the seal of the Initiative Tierwohl (ITW)

- The guideline has a modular structure, companies with several production scopes have to register each type of production scope they want to participate in:

    – According production scopes (see overview)

    – Production scope must be presentable under the same company name, otherwise separate registration required

    – Official approval must include this type of production (if legally required)

# Scope

| Type of enterprise (stage) | Production scope | Notes |
|---|---|---|
| **Transport (raw material petfood)** | **501** | • transport of raw materials in Category 3 |
| **Storage (raw material petfood)** | **505** | • warehousing of raw materials in Category 3 |
| **Processing plant (raw material petfood)** | **510** | • processing of animal by products as referred to in Article 24(1)(a) of Regulation (EC) No 1069/2009<br>• in the sense of the guideline, this includes companies that obtain animal fats and proteins from relevant animal species, separate meat or companies that process meat and by-products in the petfood production chain and are not classified as petfood plants |
| **Petfood plant** | **515** | • a company or establishment for the production of petfood or flavouring meat extracts as referred to in Article 24(1)(e) of Regulation (EC) No 1069/2009 |
| **Wholesale (petfood)** | **520** | • storage of packaged and unpackaged petfood<br>• carry out trading activities by selecting their suppliers themselves or on their behalf and by acquiring goods for the purpose of further trading<br>• incl. the following processes: transport packaging for end consumer products, repalletising, tumbling (inverting), freezing and thawing |
| **Private labelling (petfood)** | **525** | • sells pet food under its own brand name or company name<br>• the private labeller can have the pet food produced according to his requirements by another company |
| **Broker (petfood)** | **530** | • trading activities, distributors of manufacturing companies, distributors on goods<br>• can be owner of the goods without having possession of them themselves or coming into contact with them<br>• can organise logistical activities in their own name or through service providers. |

# Selection of certification body

- Choose the certification body, which should carry out the audit in your company.
  You will find a list of the QS authorized certification bodies <u>here</u>.

- Note: You can obtain offers from several certification bodies and then select the best one.

- If necessary, the certification body can be changed.

# Registration in the QS database

- At https://www.qs.de/softwareplattform/en/ you can register in the QS scheme.

- Click on the button "Initial registration" to start the registration process.

- On the page that opens, you will find initial information on the new registration process.

- The following menu guides you through the new registration in the QS database in eight steps.

- We recommend clarifying the conditions for QS scheme participation with the certification body in advance.

# Registration in the QS database

- Once you have read the information on the initial registration and accepted the data privacy statement, click "Next" to begin the actual initial registration.

- In the first step, you select the stage "Pet food".

- In the following steps 2 to 8 you will be asked to provide further information.

- You will find a detailed description of the new registration on our website under Support.

## Database instructions

Answers to questions that are frequently asked have been collected in the FAQs for Technical Management of the QS-Database and for coordinators. In the event of technical questions, please contact us: Your points of contact.

On this page we offer detailed **instructions** with regard to the use of the database - step by step.

Search scheme participant ⌄

Initial registration ⌄

Read-only access to all the own data of farmers/producers ⌄

For certification bodies/auditors ⌄

Master data (scheme participants and coordinators) ⌄

Residue monitoring (scheme participants, coordinators, laboratories) ⌄

Feed monitoring (scheme participants, coordinators, laboratories) ⌄

Antibiotics monitoring (veterinarians and farmers) ⌄

# Registration in the QS database

- please select the certification scheme "QS" in the intermediate step between step 5 and 6:

**Certification scheme**    QS    📁

- IMPORTANT: Then, when entering the location data (step 6), select the production scope that corresponds to the company form of the location!

- **If several production types apply to your location (see overview slide 5),** you have the option of registering additional locations and production scopes at the end of the registration process by selecting "Enter an additional location".

- You may also add more locations at any time after completing the new registration.

# Further registration process

- After a successful registration in the QS database you will receive a confirmation email from QS (QS-ID and password).
  This will be sent to the e-mail address of your legal representative.

- With these access data (User-ID = QS-ID) you can log in to the QS database from now on.

- After new registration in the QS database, please contact the selected certification body.

- Possibly the certification body will contact you first, as they will be informed about the selection during the new registration.

- In the course of contacting the certification body, you commission them to carry out an audit at your location.

- In consultation with you, the certification body will carry out the audit on an agreed date. After the auditor has entered the audit report into the database, another employee of the certification body checks the report and then releases it.

# Dispatch of the contract

- After release of the audit report in the QS database by the certification body, the QS office is automatically informed about it via the database.

- Whether your audit report has already been entered into the QS database you can check by yourself by logging in to the database.

- After the audit report has been checked by QS, the scheme agreement (contract) for the stage pet food and a master data sheet for your company will be sent to you.

- Please sign the contract and complete the master data sheet. Then send these documents back to the QS office (vertragswesen@q-s.de).

- The scheme contract is countersigned at the QS office and returned to you for your own records.

# Eligibility of delivery

- As soon as QS has received the signed contracts and all the information in full, your company will be given the eligibility of delivery.

- After receiving the eligibility of delivery, your company appears in the public search of the database as an authorized scheme participant.

- Your certification body also automatically receives feedback about the eligibility of delivery. They can then issue the QS certificate to your company.

If you have any questions about the individual steps, please do not hesitate to contact us!

# Contact



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