



Steps to become a scheme participant

Coordinator (Production fruit, vegetables, potatoes)

General information for coordinators



- As a coordinator, you represent the interface between QS and the producer companies
- You register producer companies in the QS database and support the implementation of QS requirements
- Your tasks as a coordinator are set out in the [guidelines for coordinators in agriculture/production](#)

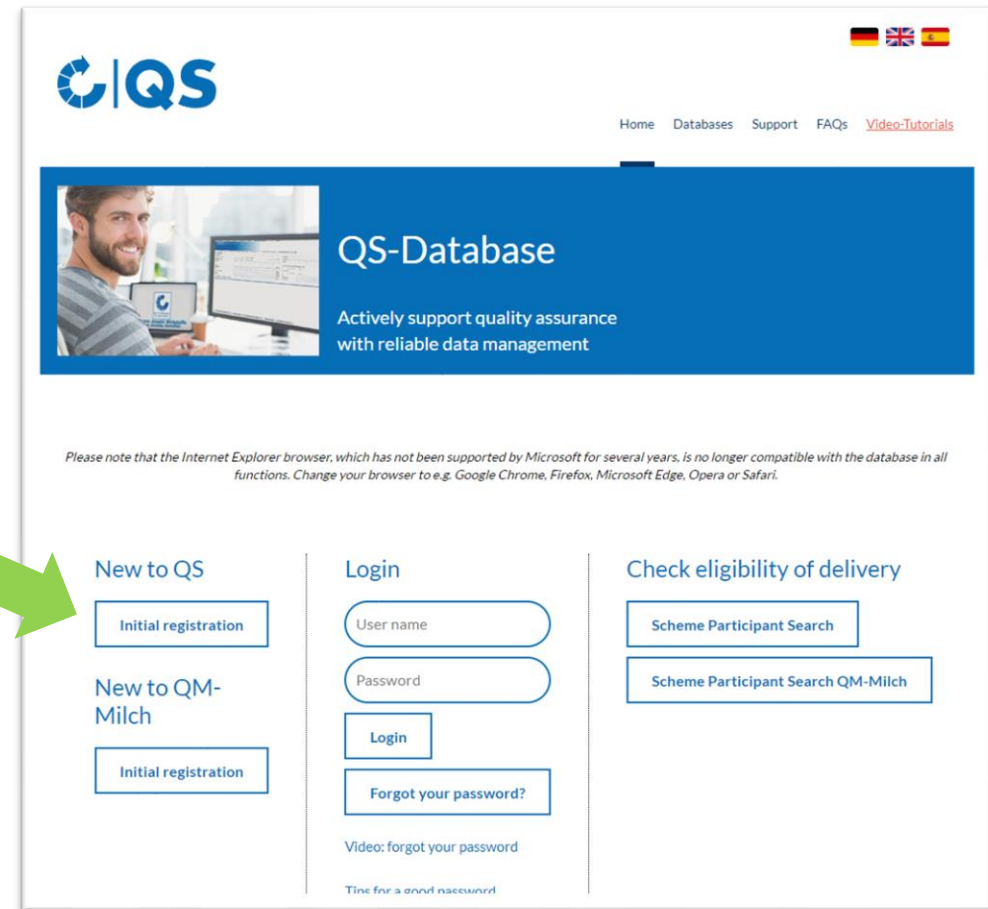
Your registration as a coordinator

1. Registration in the QS database
2. Participation in a coordinator training
3. Bundling of the first producer
4. Receipt of the scheme agreement

Step 1: Registration in the QS database



- Go to the home page of the QS database. You can reach it at the address <https://www.q-s.de/softwareplattform/en/>
- Click on the button "Initial registration" (see right)
- You will then receive an overview of the steps to be performed. After agreeing to the privacy policy, the system guides you step by step through the registration in the QS database



Step 1: Registration in the QS database



Selection of the certification body

- In addition to your company and location data, you will be asked to select the certification body that will carry out the independent inspection (audit) in your company (see [Guideline Certification](#)): Your first coordinator audit will take place at the earliest 6 months, at the latest 12 months after conclusion of the contract.
- QS-approved certification bodies can be found [here](#).
Note: below the map you can filter by country, supply chain and stage. A list of all certification bodies follows. Select a certification body that has been approved for the stage Production - coordinators.



Country selection 0

Supply Chain Meat an... 0

Supply Chain Fruit, Ve... 0

Wholesale

Preparation/Processing

Production - Coordinators

Food Retail (Fruit/Vegetables)

Step 2: Receiving the access data



- Your data entered during the new registration will be stored and transmitted to the QS office
- After completing the new registration, an automatic e-mail with your access data (QS ID and password to the QS database) will be sent to the e-mail address of your legal representative
- With these access data you can log in to the QS database from now on

Please note that the Internet Explorer browser, which has not been supported by Microsoft for several years, is no longer compatible with the database in all functions. Change your browser to e.g. Google Chrome, Firefox, Microsoft Edge, Opera or Safari.

Step 3: Registration of producer companies

QS, QS GAP and recognized standards



- Prior to the initial registration of companies, a consultation of the coordinator by QS must take place. If necessary, further consultations will be arranged.
- With your QS ID and password, you log in to the QS database and have the option of registering producer companies. Detailed instructions on how to use the QS database can be found at [Support](#).
- A written agreement (declaration of participation and power of attorney) must be signed between the coordinator and the producer company prior

to registration in the QS database. These and other helpful documents can be found in the [document center](#).

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)

[Click here for instructions in Spanish.](#)

Step 3: Registration of producer companies



QS / QS-GAP certified companies

- When registering QS or QS-GAP companies, select a QS-approved certification body to perform the required audit
- The commissioned certification body then carries out an audit in the company and enters the audit report in the QS database.

Companies with a recognized certificate

- When registering companies that participate in the QS scheme via a recognised certificate (e.g., GLOBALG.A.P, AMAG.A.P., Vegaplan), the information of the valid certificate is entered (certificate runtime, identification number (e.g., GGN), certified products of the registered production scope)
- After registration, a so-called bundle must be tied (see next slide).

Step 3.1: Tie a bundle – companies with a recognized certificate



- In order for companies with a recognised certificate to be eligible to deliver into the QS scheme, a so-called bundle must be tied after registration. You can also find help on this in our [support section](#) (Master data (system partners and bundlers)) in the instructions for [Coordinators/Sub-Coordinators Agriculture/Production](#)
- QS is automatically informed about the bundle tying and checks the details
- You will then be informed by e-mail about the release of the bundle and the associated eligibility of delivery of the producer companies or corrections that still need to be made.
- Please note that no further companies/locations can be assigned to an approved bundle (exception for GLOBALG.A.P. option 2 and option 1 multisite with QMS). However, you can create (“tie”) as many new bundles as you wish and, in the case of tying, store several sites in one bundle

Step 4: Dispatch of the coordinator scheme agreement



QS / QS-GAP certified companies

- After successful entry of the first audit report of a company into the QS database by the certification body, the QS office is automatically informed about this via the database
- You can check whether an audit report is already entered in the QS database by logging into the database with your QS ID and password and selecting the bundled location
- After releasing of the audit report by the certification body, you will receive the scheme agreement as well as a master data sheet for your company in duplicate

Companies with recognised certificate

- After the bundle has been approved by QS, you will be sent the scheme agreement and a master data sheet for your company in duplicate

Step 4: Dispatch of the coordinator scheme agreement



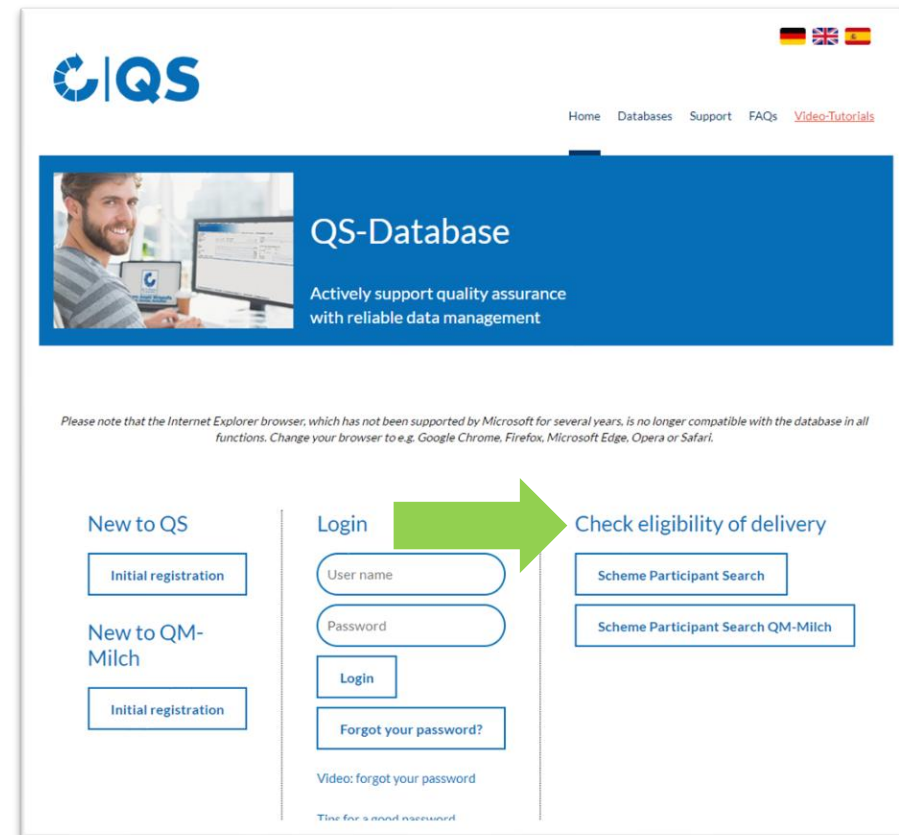
- Please sign both versions of the contract and complete the master data sheet sent with it. Then return the three documents (by post or e-mail) to the QS office
- Both contracts are countersigned at the office and one version is sent back to you by e-mail for your own records. The second version of the contract as well as the master data sheet of your company remain at the QS office

5. Eligibility of delivery for the companies you have registered



- As soon as the signed scheme agreement is available at QS (and has been deposited in the QS database by QS), you are a QS scheme participant as a bundler and are included in the list of bundlers approved by QS
- The company/location you bundled receives the eligibility of delivery in the QS scheme after your scheme agreement has been entered in the QS database. Locations that you bundle from now on will receive the delivery authorization after the audit has been carried out and the associated audit report has been entered into the database or after the bundle has been released.

- Companies that are eligible to deliver appear as such in the public [scheme participant search](#) of the QS database.





If you have further questions about the individual steps, please contact the QS office or the technical support!

We will be glad to help you!



Strong partners

Hand in hand for safe food.

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