



## Annex 5.1: Terms and definitions

Tab. 1: Terms and definitions

Term	Definitions/explanations
<b>A</b>	
accreditation, accredited	(ISO/IEC 17000:2005) Third party attestation related to a compliance assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks.
audit	(ISO/IEC 17000:2005) Systematic, independent, documented process to obtain audit evidence and assessing it objectively to determine the extent to which audit requirements are fulfilled.
audit evidence	(ISO 19011:2002) Records, fact-findings or other information, which is relevant to the audit criteria and verifiable.
audit report	(In accordance with ISO 19011:2002) Complete, accurate, concise and clear record of an audit, including audit criteria, audit findings and audit conclusions.
audit frequency	Interval between the regular audits. The audit frequency in QS depends on the QS status of the company (risk-based approach).
audit of special purpose	An ~ is conducted at the initiative of QS when suspicion arises, or danger is imminent.
auditor	(ISO 19011:2002) A person with the competence to conduct an audit.
audit report inspection	The audit reports are checked randomly by QS employees.
audit result	(In accordance with ISO 19011:2002) ≈ audit conclusion. Outcome of an audit, provided by the audit team after consideration of the audit objectives and all audit findings. The result of a QS audit is calculated from total score and proportion of C- and D-evaluations. It results in the categorization of a company into a QS status.
<b>B</b>	
Broker Meat and Meat Products	Brokers are companies that primarily engaged in trading activities. They become owners of the goods without themselves coming necessarily into contact with the product. They can organise logistics activities in their own name or via service providers.



Term	Definitions/explanations
<b>C</b>	
certificate	Attestation of a successful certification. The certification body may only issue the ~ when the scheme participant is approved.
certification	(ISO/IEC 17000:2005) Third-party attestation related to products, processes, systems or persons.
certification body	(In accordance with EN 45011:1998, ISO/IEC 17:000:2005) Impartial third party that performs compliance assessment services.
certification scheme	(In accordance with EU guidelines and ISO/IEC 17000:2005) Compliance assessment system that includes the selection, determination, review and certification of the scheme requirements.
checklist	standardized list of the QS requirements that are inspected during the audit.
combined audit	Audit, in which the criteria for two or more different certification schemes are checked in combination.
compliance assessment	(ISO/IEC 17000:2005) Demonstration that specified requirements relating to a product, process, system, person or body are fulfilled. The compliance assessment includes activities such as testing, inspection and certification as well as the accreditation of compliance assessment bodies.
coordinator	organizational structure which gathers together companies (in the stages agricultural/production or food retail) in the QS scheme and serves as a communication platform for them.
coordinator, scheme ~ (feed material production)	A ~ bundles feed material producers with low tonnage for the participation in the QS scheme.
criteria	(In accordance with ISO 19011:2002) a criterion is a set of requirements, that are used as a reference. (Audit) criteria are used as a reference to check the relevance of the audit evidence.
<b>D</b>	
database (software-platform)	The database provides the data management for the QS scheme. Through a web-based application it is the interface for scheme participants, coordinators, certification bodies, auditors and laboratories.



Term	Definitions/explanations
Declaration of participation and power of attorney	Businesses which participate in the QS scheme through a coordinator must sign a declaration of participation and power of attorney or a declaration of commitment. In this declaration they commit to comply with the requirements of the scheme manual and empower the respective coordinator to take the necessary measures for the company's participation in the QS scheme.
<b>E</b>	
eligibility of delivery	Authorization for a company to deliver goods into the QS scheme
<b>F</b>	
fees, scheme ~	Fees to be paid for the participation in the QS scheme.
follow-up audit	Regular audit for the maintenance of scheme participation or for the continuity of certificate.
framework agreement	Contract regulating the rights and obligations of certification bodies and laboratories in the QS system.
<b>G</b>	
General Regulations	The Guideline General Regulations is part of the scheme manual, which applies to all scheme participants. The participation in the QS-scheme, the use of the QS certification mark, the sanctioning of violations, the incident and crisis management, as well as the structure of the scheme manual are described in the General Regulations.
guideline	Normative document which contains the rules and requirements for scheme participants or laboratories and certification bodies in the QS scheme.
<b>I</b>	
incident and crisis management	To protect the QS scheme and its scheme participants from risks that can arise from breakdowns and mistakes during the production and marketing, an incident and crisis management system has been installed in the QS scheme. It regulates the way to proceed in the QS scheme in the event of an incident or a crisis.
incidence form	The ~ provides information on the correct way to proceed in case of an incident and or a crisis.
independent inspection	Inspection by independent certification bodies, whether the scheme participants comply with the QS requirements, as well as product control conducted by approved laboratories within the monitoring programs.



Term	Definitions/explanations
initial audit	Regular audit for the initial certification of a scheme applicant.
inspection system	The requirements and rules of all parties involved in the QS scheme are monitored via a three-stage inspection system. It includes the company's self-assessment, the independent inspection as well as the scheme integrity system (QS SIKS).
<b>K</b>	
K.O. criterion	Requirement, which has a particularly critical influence on food safety, animal welfare or the integrity of the QS scheme. Not fulfilling a K.O. criterion leads to the loss of the eligibility of delivery into the QS system and even to sanctions being imposed on the company.
<b>L</b>	
labelling	~ serves the identification of products from the QS scheme (e.g. the display of the QS certification mark on packaging or the article-related use of the abbreviation "QS" on delivery notes or shipping documents). The labeling is not identical with the term "use of the QS certification mark".
Laboratory performance assessment	Competence test for laboratories, in which the laboratories performance according to QS' definition is inspected. All QS approved laboratories are obliged to participate in laboratory performance assessments organised by QS. The successful participation in the ~ is a prerequisite for receiving and maintaining the QS approval.
licencee	Operating company, which implements the QS Concept for a specific scheme chain and to produce a product.
location	Company's premises
location number	Unique number in the QS scheme for the identification of the location.
<b>M</b>	
mobile feed milling and mixing plant	Mobile plants to produce compound feed (complete and/or supplementary feed) on a farm.
monitoring program	systematic inspection program of product parameters at particularly critical points in the production chain.



Term	Definitions/explanations
<b>N</b>	
Non-compliance	(In accordance with ISO/IEC Guide 65:1996): Non-compliance is present when specified requirements for achieving certification according to the QS norms are not fulfilled. The requirements are applied if the overall result is at least 70% and all K.O criteria are met.
<b>O</b>	
office audit	In the ~ it is checked whether the approved certification bodies comply with the QS requirements as well as with the the auditing and certification specifications. It is carried out by QS staff external auditor.
<b>P</b>	
publication of scheme participants	All approved QS scheme participants are retrievable through the public "scheme participant search" in the QS database (software platform).
<b>Q</b>	
quality assurance across all stages, cross stage	Quality assurance across several or all stages of the supply chain.
QS certification mark	Protected compliance symbol for <i>QS. Quality Scheme for food</i> . It indicates that products are manufactured and marketed in accordance with the QS requirements.
QS concept	System for cross-stage and cross-company quality assurance for the production, processing and marketing of food. Implemented by QS for the supply chains meat and meat products, as well as fruit, vegetables, potatoes.
QS concept license agreement	Contract that establishes the right and obligation of a licensee to use and implement the QS concept independently.
QS identification number (QS ID)	Number for a unique identification of companies in the QS scheme.
QS inspection	Inspection to check the compliance of companies such as small-scale feed material producers and mobile feed milling and mixing plants with defined QS requirements. If it is successfully passed, the companies receive an eligibility of delivery for the QS scheme, but they do not become QS scheme participants.
QS products	Products, that were produced and/or marketed according to the QS requirements in a QS certified company.



Term	Definitions/explanations
QS scheme	~ is a synonym for <i>QS. Quality Scheme for Food.</i>
QS SIKS	The functionality of the QS scheme is ensured by means of inspection measures of the scheme integrity system (QS SIKS).
<b>R</b>	
random sample audit	Audit, in which the scheme participants to be audited, are mainly randomly selected, but also in a risk-oriented manner. Some selected criteria are checked.
recognition, mutual recognition	Mutual recognition is a formal, bilateral agreement between two scheme-owners, in which it is stipulated that the audits or certification schemes are regarded as equivalent by the respective contractual partner. In the case of audit recognition, for example, external certification alternatively to the QS audit can be recognised as a basis for concluding the scheme agreement.
regular audit	Audit to assess compliance with all requirements according to the scheme manual. A distinction is made between initial and follow-up audits (see corresponding entries).
related documents	Independent document, binding for the fulfilment of QS requirements, referred to in the Guidelines.
requirement	(In accordance with ISO/IEC 17000:2005) Exigence that is stated in the Guideline and checklist and must be fulfilled by the scheme participant.
revision	Amendments of the scheme manual (scheduled for 1 January each year).
<b>S</b>	
sanction board	Independent QS body, responsible to penalise violations against the requirements of the QS scheme.
sanction procedure	Procedure to penalise violations against the scheme agreement or the requirements in the QS scheme.
scheme agreement	Contract that regulates the rights and obligations of the scheme participant in the QS scheme.
scheme applicant	Company, that is registered for scheme participation, before receiving the QS approval.
scheme chain	(In accordance with ISO 22005:2007) Sequence of the stages and operations integrated into the QS scheme, involved in the production, processing, distribution and handling of feed and food, from primary production to food retail.



Term	Definitions/explanations
scheme manual	The entirety of all valid guidelines and checklists in the QS scheme. The system manual is the product standard for QS. <i>Quality scheme for food</i> . It is divided into the sections General Regulations, stage specific standards and the inspection system.
scheme owner	Company operating a certification scheme.
scheme participant	Company integrated into the QS scheme by means of an scheme agreement or a declaration of participation and power of attorney.
scheme recognition	See recognition
self-assessment	Each company participating in the QS scheme must regularly carry out and document its self-assessment based on the applicable guideline.
small scale feed material producer (feed material production)	Small scale feed material producers are those cross-sectoral producers whose production volume of feed materials does not exceed 1.000 tonnes of dry matter per year.
spot audit	Unannounced audit conducted between regular audits. It focuses on the inspection of the production process, usually including only a subset of requirements. A document revision or the inspection of further requirements only takes place if there are indications of the existence of nonconformities.
stage (of supply chain)	Economic sector which participates in the production and marketing of food (i.e. feed sector, agriculture, slaughtering/deboning, processing, wholesale, food retail etc.).
style guide (for the QS certification mark)	The ~ regulates the way in which the QS certification mark is used.
supporting documents	Explanatory documents on the QS scheme manual that provide orientation and assistance to the user for the implementation of the requirements described.
<b>T</b>	
traceability check	(In accordance with ISO 22005:2007) By means of ~ QS examines the possibility to trace the movement of products produced according to QS requirements in QS certified companies across all stages of the food chain.



Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



Term	Definitions/explanations
<b>U</b>	
use of QS certification mark	Display of the QS certification mark e.g. on products, delivery notes, shipping documents. QS scheme participants, certification bodies, laboratories and other participants of the QS scheme can use the QS test mark in accordance with the "Style Guide" if they have been expressly granted permission to use it.
<b>W</b>	
witness audit	Verification of compliance with the certification specifications as part of an audit which is accompanied by a person/organization commissioned by QS.