Qualitätssicherung. **Vom Landwirt bis zur Ladentheke.**

Guideline
Storage of Meat and Meat Products

QS. Ihr Prüfsystem für Lebensmittel.

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List of contents

1 Fundamentals

You will find fundamental information on the QS scheme, such as the organisation, terms of participation, use of the certification mark and sanction procedure in the **Guideline General Regulations.**

1.1 Scope

This guideline applies to:

- Companies, which store packaged and unpackaged foods, that have to be stored under controlled conditions at their own locations, although they are not the owner of the goods. In addition, this guideline covers in particular the following processes within the scope of storage activities: primary packaging for industrial products, vacuum packing, commissioning (including transport packaging for final customer products), repalletizing, turning, covering, freezing and defrosting.
- Own QS scheme participants storage locations on the stages slaughtering/deboning and processing, that have an own EU registration number and their scope of activity does not go beyond the scope of activities mentioned above.

Note: *If the storage is part of the production location of the QS scheme participants and does not have an own separated EU registration number, the requirements are checked within the regular audit on the stages slaughtering/deboning and processing and meat wholesale. No additional registration in the QS scheme is required for this purpose.*

1.2 Responsibilities

The **scheme participan**t is responsible for:

- The compliance with the requirements,
- The complete and correct documentation,
- The self-assessment,
- The adequate and timely implementation of corrective actions,
- The correct use of the certification mark and product labelling.

The scheme participant must always comply with the requirements of the QS scheme and always be in a position to demonstrate compliance with said QS requirements. They must ensure that in addition to the requirements of this guideline all related documents (Guideline General Requirements, Guideline Certification and Paper of incident) and the applicable legal provisions are satisfied both in the country in which the products are produced, as well as in the country in which they are marketed by the scheme participant.

2 General requirements

2.1 General scheme requirements

2.1.1 General business data

A company overview containing the following master data must be prepared:

- Address of the main company and all locations
- Company name
- Current postal address
- Telephone number
- E-mail address
- QS identification number (QS-ID)
- Type of scope and QS location number
- Details of existing quality management and auditing systems (e. g. ISO 9001, IFS, BRC)
- Details on the production (storage and logistics of meat and meat products)
- Details of crisis management (incl. appointment of crisis manager)

The master data must be entered in the QS database and kept up-to-date at all times.

Existing documentation can be used (e. g. QM or HACCP). The company overview remains on the premisies. If the rooms are shared by several companies, all rooms belonging to the company must be identified in an operational plan.

Company overview

2.1.2 Use of the QS certification mark

Scheme participants are entitled to use the QS certification mark if it has been granted by their certification body. The use of the QS certification mark is only permitted in accordance with the provisions of the **Style Guide**.

2.1.3 Incident and crisis management

QS has built up a comprehensive crisis management system which provides active support to scheme participants in the event of an incident or crisis. Scheme participants must notify QS and – if there is a legal requirement to do so – the competent authorities without delay of any critical incidents and public product recalls if these are relevant to the QS scheme.

Critical incidents are occurrences which pose or could pose a hazard to humans, animals, the environment, assets or the QS scheme as a whole.

Scheme participants must notify QS in particular if

- Non-conformities occur in the procurement of goods, or in production or marketing that might pose a risk to food safety.
- Preliminary proceedings are initiated due to violation of regulations to secure food safety
- Investigations are carried out by the media, there are critical reports in the media, or public protests are held on issues of food safety.

All scheme participants must have access to a document of incident so that all relevant information can be passed on in a targeted manner in the event of an incident. Furthermore, every scheme participant must appoint a crisis officer who can be reached at all times. The crisis officer must be entered in the QS database.

A procedure of conduct in the event of an incident or crisis must be defined and implemented, as well as verified at regular intervals, but at least once a year (approx. every 12 months). It must include the following points:

- Creation of a crisis team
- Emergency call list
- Procedure for product recall and return
- Communication plan
- Customer information

Paper of incident, procedure for conduct in the event of incidents or crisis

2.1.4 Handling of documents

A procedure for archiving the documentation must be in place and must be applied in the company. All relevant records must be kept in a detailed and seamless manner.

The documents and records of internal inspections must be retained for a period of at least two years – provided that no longer retention periods are stipulated by law.

2.1.5 Company premises and access regulations

All buildings and operating facilities must be protected from unauthorized access and kept closed. For this reason, an access regulation must be defined. Operating sites in which food is produced or stored may not be accessible to unauthorized persons.

Outside persons may only have access to the operating areas accompanied by authorization or by permission.

All external personnel except for drivers loading their transport vehicles, must receive instructions prior to entering production areas.

If external vehicles, e. g. livestock transports or disposal vehicles, enter the business premises, the potential risks involved must be considered.

Access regulations

2.1.6 Monitoring of test equipment

When calibrating and monitoring the functionality of the instruments and facilities used as measuring equipment (e. g. thermometers), the intervals stipulated by the manufacturers must be complied with. If there are not any manufacturer stipulations in this regard, the test equipment must be calibrated or inspected in line with the own estimation of risk, but at least once a year (approx. every 12 months). The measuring methods of the different measuring equipment must be taken into consideration. The procedure for calibration or monitoring is described for every equipment. The results must be documented for each equipment used (incl. deviations, actions taken) and clearly assigned to them. The measuring precision, reliability and operational readiness of the measuring equipment must be guaranteed.

Calibration/monitoring documentation

2.1.7 Commissioning of service providers

When service providers are commissioned for the external storage of meat and meat products, the owner of the goods must ensure that he commissions companies whose approval includes the QS requirements for the storage of meat and meat products.

2.2 HACCP

2.2.1 [K.O.] HACCP concept

To ensure the necessary food safety, the company must prepare, utilise and maintain a system to control hazards in compliance with HACCP principles **(Reg (EC) No 852/2004)**, that is comprehensible for third parties.

If changes are made in a process stage, the company must review the HACCP concept and modify it if necessary.

Compliance with the requirements must be checked constantly within the scope of self-assessments. Self-assessments must be conducted and documented regularly, at least once a year (approx. every 12 months) based on a checklist. Existing control and documentation systems can be used if they guarantee the fulfilment of requirements.

Self-assessment records, checklists

2.2.2 HACCP team

To develop an efficient HACCP concept, the requisite knowledge must be available. The HACCP-Team must be documented in a written form. If required, the HACCP-Team must be trained. In this case, records of the training have to be kept.

2.2.3 Flow chart

A schematic flow chart showing all operational processes and product groups must be prepared.

2.2.4 Hazard analysis

The HACCP concept is based on identifying hazards which have to be avoided, removed or reduced to an acceptable level.

2.2.5 Control points (CP)

Control points must be determined at which measures for monitoring of certain quality and/or hygiene criteria of goods are required.

2.2.6 Limit values for CP

Limit values must be determined for the control points to distinguish between acceptable and unacceptable values.

2.2.7 Monitoring and verification of limit values for CP

Efficient procedures for monitoring and verifying control points must be defined and implemented. The procedures must be applied regularly.

2.2.8 Corrective actions for CP

Corrective measures must be determined if monitoring shows that a control point exceeds the set limit values.

2.2.9 Responsibilities

Responsibilities must be clearly defined by means of an organisational chart.

2.2.10 Documentation

Records suited to the type and size of the location in order to verify that the actions outlined in **Fehler! Verweisquelle konnte nicht gefunden werden.**2.1 to 2.2.9 must be implemented.

2.2.11 HACCP verification

Implementation of the HACCP concept must be checked (verified) at least once a year (approx. every 12 months).

2.3 Good hygiene practice

2.3.1 Water quality

Water, irrespective of its origin and physical state, that is used for the manufacture, treatment, conservation or marketing of food, as well as for the cleaning of objects and facilities, which could come into contact with food, must comply with the **Drinking Water Ordinance -** in current version. Drinking water must be provided in suitable quantities and may not pose any risk of contamination. Risk oriented sampling of the tapping points must be provided for as per **Drinking Water Ordinance** in current version.

2.3.2 Technical/structural condition

In line with **REG (EC) No 852/2004** Annex II, facilities involved in the handling of food and rooms in which food products are stored, prepared, treated or processed must be well maintained and clean. They must be designed and built in such a way that they permit sufficient cleaning and/or disinfection, avoid airborne contamination or reduce it to a minimum level and ensure that sufficient work surface is available to permit proper and hygienic work steps.

All rooms in which foods are stored, prepared, treated or processed must be designed and built in a way that ensures proper food hygiene and prevents contamination between and during work steps.

The following requirements must be fulfilled:

- Floor coverings and wall surfaces must be kept in flawless condition and must be easy to clean as well as disinfect, when necessary. They must be water-proof, water-repellent and abrasion-resistant and made of non-toxic materials. Where necessary, floors must have a suitable drainage system. Wall coverings must be smooth up to a height appropriate to each respective work process.
- Ceilings (or where there are no ceilings, interior roof) and ceiling structures must be built and finished in such a way that the accumulation of dirt is avoided and condensate, undesired mold and the detachment of particles from materials are reduced to a minimum.
- Windows and other openings must be built in such a way that the accumulation of dirt is avoided. If they open to the outside, they must be fitted with insect mesh which must be easy to remove for cleaning purposes. If open windows favour contamination, they must be remained closed and locked during the manufacturing processes.
- Doors must be easy to clean and disinfected if necessary. They must have smooth, water-repellent surfaces.

Operational premises and equipment must be suitably maintained and repaired in line with written instructions. A maintenance plan from which the scheduled maintenance measure can be taken must be established and implemented for all operational areas, plant and equipment to guarantee the work can be performed in a hygienic and safe manner. The maintenance work may not endanger food safety.

The maintenance plan must contain the following elements in all instances:

- (Operational) areas and business premises
- Equipment and transport systems
- Conformity of the excipients and lubricants used
- Responsible employees (own or external company)
- Frequency

Based on the records of maintenance activities, it must be proven that the requirements in this regard have been met.

Maintenance plan, documentation of maintenance work

2.3.3 Room, equipment and plant hygiene

All rooms, plant and machines in which foods are stored, prepared, treated or processed must be in a clean, hygienic and dirt-free condition. The accumulation of water in dead spaces must be avoided. Transport containers and dollies must be in hygienically perfect condition. Rooms must be fitted with tightly closing doors to protect against pest infestation. Delivered goods must also be examined for pest infestation and appropriate measures initiated as necessary. Storage spaces for pallets must be cleaned regularly.

A cleaning plan for storage areas (e. g. loading ramps) must be drawn up.

Storerooms must be cleaned regularly in line with a cleaning plan. The frequency of cleaning must be commensurate with the work rhythm/restocking of the storerooms.

A hygiene checklist must be on hand on the premises and displayed on the staff notice board. This list must clearly regulate basic hygiene requirements and responsibilities.

Implementation of the operational hygiene checklist must be checked regularly (at least every 12 months). The results of these checks must always be documented and available for verification.

Hygiene checklist, review results of the implementation

2.3.4 Cleaning and disinfection

Cleaning and disinfection plans containing the following information must be prepared based on a risk analysis:

- Responsibilities
- Used products and their instructions for use
- Areas and cooling systems have to be cleaned and/or disinfected
- Cleaning intervals
- Record obligations
- Hazard symbols (if required)

The implementation of cleaning and disinfection plans must be documented.

Storage

The rooms and areas in which cleaning agents and equipment are stored must be clean and tidy. The hygienic storage of equipment and, if necessary, the clear separation of equipment for clean/dirty areas must be possible. Equipment must be maintained and serviced regularly. A procedure for the cleaning and, if necessary, disinfection of the rooms and cleaning equipment must be available and known.

All cleaning agent containers must be clearly marked regarding their content and intended use. Additional measures (e. g. protective basins) must be taken for substances which could potentially harm the environment.

Up-to-date safety data sheets and instruction manuals must be on hand for cleaning chemicals and cleaning agents.

The responsible employees must be made aware of the instruction manuals, a copy must be kept on the premises. Cleaning equipment and chemicals must be clearly labelled and stored separately from foods.

Safety data sheets, instruction manuals

The cleaning staff is informed of the proper use of the designated cleaning product (per the instructions for use/cleaning plan).

Cleaning and disinfection plan

2.3.5 Foreign substance management

The entrance of foreign matter into food must be avoided. Risk analyses must be performed to identify and assess potential entry sources. Measures should be taken and procedures should be defined in order to minimise this risk. Internal checks must be done regularly, and the success of the measures assessed (e. g. based on the findings).

Documentation of foreign body management

2.3.6 [K.O.] Contamination risk

No risk of contamination may arise for foods intended for further processing or consumption. Risk-based management must be put in place to avoid contamination. Different sources of contamination, such as

food waste or lubricants, must be considered here. All measures necessary to avoid contamination must be identified and documented.

Documentation of contamination management

2.3.7 Ground clearance

Products may not have any direct contact with the ground. Goods must be stored and transported in such a way that no contamination risk occurs. Containers authorised for food transport may not be placed directly on the ground. A system must be implemented whereby containers containing or intended to contain food, must not stand directly on the floor. These containers must always be placed on appropriate supports, as otherwise the risk of contamination from soiled floors cannot be ruled out when they are restacked.

This does not apply to industrial containers (e. g. BIG Boxes), whose runners and legs are concepted to be standing on the floor. In case these containers are stacked, internal rules must be followed so that a contamination is prevented.

2.3.8 Staff hygiene

There must be documented staff hygiene regulations, with special emphasis on the following points depending on the work area and in line with the HACCP concept:

- Cleaning and disinfection of hands
- Steps to be taken in the event of injuries
- Fingernails, jewellery, piercings and watches
- Hair and beards
- Wearing of suitable protective clothing and head covering

For reasons of hygiene, smoking is prohibited in rooms in which goods are stored or in which personnel have direct contact with the goods. Clearly visible notices to this effect (No Smoking) must be put up in rooms of this kind. Smoking is only permitted in specially designated areas and rooms.

Sufficient hand hygiene opportunities must be available in storage facilities, depending on the area and in line with the HACCP concept. The hand hygiene facilities must meet the following minimum requirements:

- Running hot and cold water
- Liquid soap from dispensers
- Device for hygienic hand drying

The personal hygiene provisions must be respected and applied by all persons (employees, service providers, etc.). To this end, employees who have an influence on product safety must receive appropriate training in line with their work area. There must be a procedure on which the consistent implementation of on-site personal hygiene measures can be verified.

Rules of conduct

2.4 Training of staff

2.4.1 [K.O.] Hygiene training/Protection against Infection Act

Hygiene training must be conducted on the premises once a year (approx. every 12 months) based on **REG (EC) No 852/2004**. Documented training programmes must be determined in line with product requirements and personnel training needs.

This training plan must cover the following points:

- Contents
- Training intervals
- Participants and trainer
- Languages

The personnel must be trained on how to handle open goods as stipulated by the German **Infection Protection Act (IfSG)** and evidence of training is documented. Training of this kind must be conducted at least once a year (approx. every 12 months).

Training plan and proof, instructions/certificate from the health authorities

2.4.2 Information on the QS scheme

All responsible employees must be informed about the requirements of the QS scheme manual. This includes not only the basic principles of the QS scheme but also the specific requirements in the area of activity of the employees in question.

2.5 Disposal logistics/returns

2.5.1 Technical/structural condition

Suitable preparations must be made for the storage and disposal of food waste and other refuse. Waste collection rooms must be designed in such a way that they can be kept clean and free of animals (dogs, cats, birds) and pests.

Wastewater systems must be designed in such a way that an influence on the goods can be excluded.

All waste must be disposed in a hygienically flawless and environmentally friendly manner in line with community law and may not have a direct or indirect influence on the foods. All waste must be stored in an area where it is protected from unauthorised access.

Food waste and other refuse must be removed as quickly as possible from rooms in which unpacked foods are handled, in order to avoid the accumulation of waste of this kind. Food waste and other refuse must be stored in closed containers which must be suitable for this purpose, in flawless condition and easy to clean or, if necessary, disinfect.

2.5.2 Returns management

A system for the processing of returns must be implemented. The internal specifications for the further use of the returned goods must be followed. If the reason for the return consignment lies in the scheme participant's scope of responsibility, appropriate measures must be initiated to prevent the recurrence of the irregularities. The reason for the return consignment must be assessed by the person responsible for the irregularity.

3 Storage location requirements

3.1 Process-specific requirements

3.1.1 Order and organization

Goods acceptance must follow structured work processes. The goods' storage positions must be clearly identifiable from the work process and must avoid possible food safety risks. Goods processing routes must run in such a way that cross-contamination is not possible.
Goods requiring refrigeration must be brought into the cold store immediately, in order to ensure that the cold chain is maintained.

3.1.2 Stock management

A comprehensible storage management system must be in place based on the products and/or packaging units can be clearly identified. The storage conditions may not have any negative effects on the product properties (packed or unpacked). A procedure outlining the measures and steps to be taken in the event of a breakdown of the system must be established, it must be known by the responsible personnel. Furthermore, procedures for dealing with blocked or not conform goods must also be established.

Storage in batches/lots must be guaranteed. Even when batches/lots are mixed, it must be possible to clearly identify the individual batches/lots to the packaging units.

The following information must be comprehensibly documented based on operational records:

- Date of delivery
- Labelling
- Storekeeper
- Batch/lot
- Quantity

A constantly updated list of all customers must be kept along with the quantity of products currently in storage on their behalf. In the storage facilities the products must be allocated to the customers.

Documentation of storage, list of customers and product quantities

3.1.3 Goods inspection

Incoming goods inspections must follow a regulated sequence and be conducted on the basis of internal specifications. The checks performed on incoming goods must be documented and cover all relevant products. Where necessary, the incoming goods inspection must be adapted to altered storage or transport conditions.

There must be a structured and comprehensible outgoing goods inspection system. It must be established how to deal with irregularities. The responsible employees must be trained on how to deal with not conform products.

Incoming goods inspection, outgoing goods inspection

3.1.4 Transport vehicles

Delivery and shipment vehicles must be in a hygienic and tidy condition and may not have any contamination from previous loads. This may not be negatively influenced by the clothing of the drivers and, if applicable, any accompanying persons, or by the handling of the goods.

The company must ensure that a high level of cleanliness and hygiene is maintained in the operational areas in which vehicles are kept, to ensure that no vermin are attracted.

The cargo must be loaded in hygienically flawless condition and may not have any obvious signs of contamination. The temperature of the goods must comply with legal provisions or product specifications and must be documented, based on random measuring.

Temperature checklists

3.1.5 [K.O.] Product temperature

The temperature of refrigerated foods of animal origin may not exceed the temperature requirements listed in tab. 1. The temperature of goods requiring refrigeration must be measured and documented during the incoming goods inspection.

Tab. 1: Temperature requirements given as product temperature[(1)] for foods of animal origin requiring refrigeration

Products	Max. Temperature [°C]	Min. Temperature [°C]
Meat, fresh (except poultry) and meat products	+7	-2
Slaughter by-products (incl. offal)	+3	-2
Minced meat (packed for self-service)	+2	-2
Meat preparations	+4	-2
Poultry (incl. poultry offal)	+4	-2

[(1)] The product temperature is the highest temperature foods that are subject to refrigeration must fulfil on all points.

The product temperature of deep-frozen foods may be no higher than -18 °C. Brief fluctuations of maximum 3 °C are permitted during the loading and unloading of foods of this kind in line with the **regulation on deep-frozen foods (TLMV)**.

If lower temperatures have been defined within the company and agreed with suppliers, they must be complied with and taken into account when taking receipt of the goods.

Temperature documentation

3.1.6 Ground clearance

⇒ 2.3.7 Ground clearance

3.1.7 Staff rooms

Suitable changing rooms must be available for company employees and other persons. Where necessary, street and protective clothing must be kept separately. Staff rooms, including break rooms, must be kept clean. Rooms must be cleaned at regular intervals. Cleaning must be documented.

Cleaning documentation

3.1.8 Pest control

It must be ensured that a high level of cleanliness and hygiene is maintained in all working areas so that no pests are attracted. Precautions must be taken in the premises to prevent pests which may adversely affect foods. Appropriate measures for pest monitoring or, if necessary, pest control must be introduced.

Within the implementation of pest monitoring and control, measures and qualifications of the user must comply with the legal provisions of the country as well as the particular product specifications. Monitoring and bait points need to be controlled at least every month as long as no other control interval is determined on the basis of a risk assessment in order to guarantee the safety of the food as well as that of the employees, suitable pest control methods and pesticides must be used. This pest control treatment must not endanger the safety of the produced or stored products.

A permanent baiting (without infestation) with rodenticides is only permissible in exceptional cases if the implementation takes place via a professional and qualified pest controller who meets the legal requirements of the appropriate country. The exceptional case needs to be proven and documented by an annual risk assessment of the pest controller. Only baits that are approved for this purpose may be used, if applicable, different legal regulations apply abroad and must be complied with accordingly.

The documentation must contain at least the following information:

- Information on products used for pest prevention and control
- Date of treatment and quantities applied

- Proof of qualification of the employees involved in pest control
- Map of control stations showing the location of monitor and bait stations
- Records of found pests (findings)
- Measures plans in case of pest infestation

Documentation of pest control measures, pest control plan

3.2 Dry storage

3.2.1 Technical/structural condition

⇒ 2.3.2 Technical/structural condition

3.2.2 Room, equipment and plant hygiene

⇒ 2.3.3 Rooms, equipment and plant hygiene

3.2.3 Best-before date

In dry storage, it must be ensured that the best-before date is observed. Regular inspection of the best-before date must be guaranteed for this purpose. Goods with expired best-before date must be handled according the internal guidelines. A responsible employee must be named for this purpose.

3.3 Cold and frozen storage

3.3.1 Technical/structural condition

⇒ 2.3.2 Technical/structural condition

3.3.2 Room, equipment and plant hygiene

⇒ 2.3.3 Rooms, equipment and plant hygiene

3.3.3 [K.O.] Temperature recording and monitoring

The temperature of the cold and frozen storages must be registered and documented. The legally prescribed temperatures for each product in line with **REG (EC) No 853/2004** must be complied with (tab. 1).

Storage temperatures must be selected in such a way that the product temperatures stipulated in tab. 1 are complied with. The product with the lowest temperature limit determines the temperature of the entire storeroom.

Self-assessment records, checklists, documentation on measures if irregularities arise, documentation of temperature

3.3.4 [K.O.] Best-before date/ use-by date

In cold and frozen storage rooms, it must be ensured that the best-before date/ use-by date is observed. Regular inspection of the best-before date and the use-by date must be guaranteed for this purpose. Goods with an expired use-by date must not be delivered. Goods with an expired best-before date must be handled according to the internal guidelines. A responsible employee must be named for this purpose.

3.4 Packaging/storage transfer

3.4.1 Technical/structural condition

⇒ 2.3.2 Technical/structural condition

3.4.2 Room, equipment and plant hygiene

⇒ 2.3.3 Rooms, equipment and plant hygiene

3.4.3 Ground clearance

⇒ 2.3.7 Ground clearance

3.4.4 Packaging material

Packaging materials and any auxiliaries must be stored and conveyed in such a way that the risk of contamination is as low as possible. Damage must be avoided and, especially with packaging materials such as plastic, prevented (HACCP). Packaging materials and auxiliaries must be suitable for the intended purpose and must comply with the latest legal provisions (see Annex 6.1). Only the quantity of packaging materials required for a smooth process and packaging material without the outer packaging may be kept in production areas.

3.4.5 [K.O.] Declaration of conformity/declaration of no objection

A declaration of conformity/no objection (Annex 6.1) must be on hand for packaging material that comes into direct contact with foods.

3.4.6 [K.O.] Temperature recording and monitoring

Temperatures must be stipulated for all products requiring refrigeration (tab. 1). The cold chain within the company's sphere of influence must be monitored and documented for products of this kind. Suitable measures, which are known by the responsible employees, must be initiated if temperatures are exceeded.

Documentation of temperature

3.5 Freeze and thawing

3.5.1 Technical/structural condition

⇒ 2.3.2 Technical/structural condition

3.5.2 Room, equipment and plant hygiene

⇒ 2.3.3 Room, equipment and plant hygiene

3.5.3 Ground clearance

⇒ 2.3.7 Ground clearance

3.5.4 Process control

The process control must be suitable for freezing or thawing the products without affecting the quality and/or product safety. It is a process, which is considered by chapter 2.2 HACCP and whose parameters (e. g. time, temperature) are continuously registered and recorded. During thawing of goods, the contamination with thawing water must be avoided.

4 Traceability and origin of goods

4.1 Traceability method and test

4.1.1 [K.O.] Traceability method

A labelling and registration system that can be easily understood by third parties must be maintained. This system must ensure that it is always possible to clearly identify QS goods while ensuring the traceability and plausibility of the flow of goods. It must also meet the requirements of **REG (EC) No 178/2002**, **REG (EC) No 1825/2000** and **REG (EU) No 1337/2013**. National regulations must also be complied with.

The transparency of the flow of goods must be demonstrated. The company is obliged to always ensure a clear identification of the goods along with traceability and plausibility. By doing so, it is always

guaranteed that it is known where, i.e. on which truck or in which storage facility or in which transhipment warehouse, the goods are located in the logistics process.

It shall be ensured that the information on traceability is available to QS no later than 24 hours after the scheme participant has been contacted.

Internal traceability processes during the audit should be structured in such a way that the corresponding information can be compiled within four hours.

The following information concerning customers and suppliers are relevant:

- Name, address and telephone number of the food business operator from whom the food was dispatched
- Name and address of the consignor (goods owner), if this is not the food business operator from whom the food was dispatched
- Name and address of the food business operator to whom the food will be dispatched
- Name and address of the consignee (owner), if this is not the food business operator to whom the food is dispatched
- QS-ID or location number (if these identification numbers have been assigned within the scope of the QS scheme)
- Type and quantity of delivered products
- Dispatch date, delivery date and/or date of slaughter (date of slaughter only relevant for the stage slaughtering/deboning)
- Batch or lot number (if formed in the production process)

It must be comprehensible which products were procured from which supplier (supplier list) and which products were delivered to which customers (customer list).

🗐 Incoming goods documents (e. g. CMR (shipping documents), delivery notes, incoming goods inspection) and outgoing goods documents, traceability system

4.1.2 [K.O.] Separation of QS produce/non-QS produce

A logical system for marking and (batch) separating QS goods from non-QS goods must be present in the company. If no QS goods are yet present in the company, the procedure for goods separation must be demonstrated in a suitable manner.

Mix-ups of QS goods and non-QS goods must be avoided. All employees working with these products must work in such a way that ensures that no mix-ups occur.

🗐 System for separating QS goods from non-QS goods

4.1.3 [K.O.] Traceability test

The labelling and registration system implemented in the company must enable the unique identification of products as QS goods, in order to trace back the goods on the basis of production sample or goods issue as per **REG (EC) No 178/2002**.

The labelling and registration system must be tested at least once a year (approx. every 12 months). All relevant goods flows are to be considered here. The test should be documented and the results presented in a plausible manner.

Products that are known to contain QS goods, but are not marked as QS goods, must also be considered for the traceability test.

🗐 Test labelling and registration system

4.1.4 [K.O.] Check on eligibility to deliver into the QS scheme within the scope of service provider activities

The customer must be clearly identified in the QS software platform as a QS scheme participant with eligibility to deliver at the time when goods are handed over and accepted, if products are labelled as QS goods on behalf of the customer.

Procedure for verifying QS eligibility of delivery

5 Definitions

5.1 Explanation of symbols

K.O. criteria are marked with **[K.O.]**.

References to related documents are highlighted with **bold print in the text**.

This sign means: A written proof must be given. Next to this sign documents are listed that can be used as evidence. All (including digital) control and documentation systems that prove the requirements are fulfilled, can be used.

References to other chapters of the guideline are marked with ⇒ .

Notes are marked with ***Note:*** *text in italics*.

5.2 Abbreviations

CP	Control Point
CCP	Critical Control Point
CMR	Convention relative to "contrat de transport international de marchandises par route"
HACCP	Hazard Analysis and Critical Control Points
K.O.	Knock out

5.3 Terms and definitions

- HACCP (Hazard Analysis and Critical Control Point)
  A system which identifies, assesses and controls hazards that are of significance for food safety.
- HACCP concept
  Documentation in compliance with the principles of HACCP to ensure the control of the hazards that are of significance for food safety.
- QS goods
  QS goods are understood here to be goods produced and/or marketed in line with the requirements of the QS scheme in a QS-certified business.

You will find a list of general terms and definitions in the **Guideline General Requirements** (Annex 5.1 of the Guideline General Requirements).

6 Annexes

6.1 Declaration of conformity for food packaging made of plastic (sample form)

Annex is published as an extract.

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