

Short Database Instruction **Management of Unannounced Audits**



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***Hint:** Please note that you should not use the „back“-button of your browser. Please note as well that you should not click any button before a page has been fully loaded. The website´s loading status is displayed by your browser*

***Please note:** If you need a placeholder, please enter a percentage sign (%), i.e. if you need to filter by name, location number etc.*

1 Login to the database

http://www.qs-plattform.de/index_english.html

Database

http://www.qs-plattform.de/index_english.html

Enter user name (User-ID) and password

OK

click forgot password?

Locations

Filtering options



Initial registration|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password?

Please enter your user-ID (username) and your password.

User-ID

Password

- Enter user name (User-ID)
- Enter password

User name (User-ID)
Password

1.1 Forgot your password?

- Click forgot password
- Enter user name (user-ID)

A new password will be sent via email to the email-address entered for you in the database.

2 Planning and conduction of unannounced audits

2.1 Filter locations by audit type

- Open menu item "locations"

Master Data|Change password|Log out

- Auditors
- Audit Reports
- Locations**
- Corrective actions
- Auditing
- Notes

Locations

- Use the drop down-list "auditing" to filter locations by "unannounced audits" or "additional unannounced spotaudits"
- If necessary, further narrow search results by using filtering options, i.e production scope

- Click  to display all registered locations

Standorte

Search criteria

Name

Location number

QS-ID

Postal Code City

QS status

Release (last regular audit) from

Approval date from

Expiration of audit from

Date of deregistration from

Production scope

Bundled by

Locations

Sorting

Registration status

Auditing

Main company only

Extention of Certificate

Standorte mit Anerkennung

Blocked

Production scope

Type of audit

Name	Location number	Production scope	Last auditor	Audits in success	Approved until	Eligible to deliver until	Eligible to deliver	Social cond. requested	QS status	Auditing	Reason
Meiks Stall	145478457412456	(3009) Hähnchenmast + Pekingentenfleisch							QS Anwärter	unannounced reg. audits	
HJKHJKHJKH	145875214789542	(3001) Hähnchenmast							QS Anwärter	add. unannounced spotaudits	

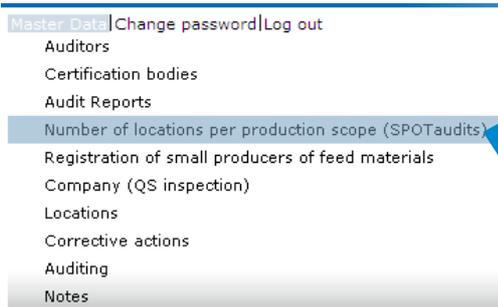
2.2 Number of unannounced spotaudits at the stage agriculture

(Menu item for authorizing auditors only)

At the stage agriculture, unannounced spotaudits need to be conducted only for a certain amount of locations. On **1. July** of each year, the absolute number of spotaudits per coordinator and production branch that need to be conducted by your certification body will be displayed under the menu item "Number of locations per production scope (SPOTAudits)". Companies registered after 01. July do not change the number of spotaudits that need to be conducted. Those companies will be taken into account only during the next query period.

Number of locations per production scope (SPOTAudits)

- Open menu item "Number of locations per production scope (SPOTAudits)"



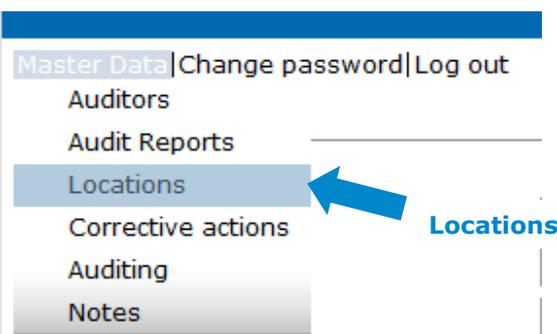
Number of locations per production scope (SPOTAudits)

Number of locations per production scope where an additional unannounced SPOTAudit has to be conducted.

	Datum	Cattle	Pig	Poultry	Co
Ⓜ	02.04.2013	0	1	0	(403173572 Qualitätsma GmbH
Ⓜ	02.04.2013	0	1	0	(404847317 Bundler QS

2.3 Number of unannounced spotaudits conducted at the stage agriculture

- Open menu item "Locations"



Locations

- Click Audit planning at the very bottom of the screen
- In the Excel download file you can see at which locations(s) the spotaudit has been conducted already

Audit planning

Auditing	Social cond.	Spotaudit	Blocked
unannounced reg. audits	No	No	No
unannounced reg. audits	No	No	No
unannounced reg. audits	No	No	No
unannounced reg. audits	No	No	No