



Quality Assurance. From farm to shop.



## Notification form in case of incidents (paper of incident)

### Hatcheries

with information on correct conduct in the case of incidents and crisis situations

#### What steps should you take in the event of an incident or crisis?

1. **Contact** QS by **phone** or **e-mail**. Inform us about the critical incident as specifically as possible using this **notification form**.

We will treat all information you provide in strict confidence.

How to reach QS:

Monday - Friday, 8 a.m. to 5 p.m.

Phone: +49 (0) 228 35068-0

Fax: +49 (0) 228 35068-10

Outside business hours, at weekends and on public holidays:

Phone: +49 (0) 228 35068-288

E-mail: Ereignisfall@q-s.de

2. Where appropriate, **inform** the following persons, regulatory authorities and companies about the incident by phone:

- Your local **authority for food inspection**
- Your **customers** (e.g. livestock transport, hatcheries, farmer)
- Your **suppliers** (e.g. farmer, hatcheries)

3. Where appropriate, **inform** your **employees** about the incident. Instruct them to refrain from making any statements vis-à-vis third parties (e.g. journalists) and to forward corresponding enquiries directly to the person authorised to deal with the case in question.

#### What happens after QS receives your incident report?

In close cooperation with you, the authorities and other scheme participants who may be affected, QS coordinates the necessary action to prevent lasting damage to your company and the QS scheme and to resolve the problems as rapidly as possible.

However, we can only provide support and prevent damage if your information is timely and specific.

#### What are "critical incidents"?

All incidents that pose a threat to humans, animals, the environment, assets or general confidence in food can become a critical incident for individual scheme participants, the food sector or the entire supply chain.

The following are examples of incidents that can affect you directly:

- Your farm/business is suspended by public authorities (e. g. because of an epidemic) or there is a suspicion of a notifiable animal epidemic.
- A food product you have brought into circulation does not meet the requirements for food safety (e.g. residue exceeding).
- The media report negatively or in sensational fashion about your company.
- Protest groups conduct high-profile activities against your company.

#### When must critical incidents be reported?

In addition to your information obligations vis-à-vis QS, you are also obliged to submit reports to the regulatory authorities in many cases.

In particular, a reporting obligation exists if a food product that is brought into circulation possibly no longer meets the requirements for food safety. Each individual case must always be taken seriously.

#### Who can use this notification form?

The notification form is designed to help hatcheries to submit reports to QS and provide initial information to the competent regulatory authority.

Please store it in an easily accessible place together with your documents for your own crisis management.

# Incident report

Meat and meat products

## To QS Qualität und Sicherheit GmbH

Fax: **+49 (0) 228 35068-10** or e-mail: **Ereignisfall@q-s.de**

Contacts: Thomas May phone +49 (0) 228 35068-270  
Oliver Thelen phone +49 (0) 228 35068-130

Emergency number: phone +49 (0) 228 35068-288 *outside business hours, at weekends  
and on public holidays, in emergencies*

Pursuant to Art 20 of Regulation (EC) 178/2002, Art. 44 a of the German Food and Feed Code (LFGB) and further legal regulations, you may also be under an obligation to report the incident to the responsible *authority for food inspection*.

### To the responsible authority

Name of authority: .....

Name of municipality/town: .....

Street, number: .....

Postcode, town: .....

Phone and fax numbers (with area code): .....

### Details of the company

Production scope\*: [ ] Hatchery broiler chicks [ ] Hatchery turkey chicks

Name of company: .....

QS scheme participant number (QS-ID): .....

Name of location/store: .....

QS location number: .....

Street, number: .....

Postcode, town: .....

Crisis manager/Contact: .....

Phone and fax numbers: .....

Mobile number: ..... E-mail: .....

*\* please tick appropriate product scope*

## Details of the incident

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**1. What happened? Type of hazard?**

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**2. When happened?**

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**3. What have you done in this matter up to now?**

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.....  
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**4. Which other persons or institutions have become active in this matter?**

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.....  
.....

**5. What other measures do you plan to take?**

.....  
.....  
.....

Date: ..... Time: .....

Stamp

Signature: .....