



Steps to become a scheme participant

Stage Preparation/Processing (Fruit, Vegetables,
Potatoes)

Step 1: Registration in the QS database



- To become a QS scheme participant, please register in our database <https://www.qs.de/softwareplattform/en/>.
- In order to start with the registration, click the button „Initial registration“.
- You receive first information about the procedure for initial registration on the opening page.
- During the registration, the menu will guide you through eight registration steps.

The screenshot shows the QS-Database website interface. At the top, there is a navigation bar with the QS logo, flags for Germany, UK, and Spain, and links for Home, Databases, Support, FAQs, and Video-Tutorials. Below the navigation bar is a blue banner with a photo of a man at a computer, the text 'QS-Database', and the tagline 'Actively support quality assurance with reliable data management'. A disclaimer note is present: '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.' The main content area is divided into three columns: 'New to QS' with an 'Initial registration' button; 'New to QM-Milch' with an 'Initial registration' button; and 'Login' with input fields for 'User name' and 'Password', a 'Login' button, and a 'Forgot your password?' button. Below the login section are links for 'Video: forgot your password' and 'Time for a good password'. The 'Check eligibility of delivery' section contains two buttons: 'Scheme Participant Search' and 'Scheme Participant Search QM-Milch'. A green arrow points to the 'Initial registration' button in the 'New to QS' section.

Step 1: Registration in the QS database



- After reading the information for initial registration and accepting the data privacy statement, click „next“ in order to start with the initial registration.
- In the first step you will be asked to select the stage you are applying for: Please choose the stage „24, Preparation/ Processing fruits vegetables, potatoes“ and click „next“
- In the following steps 2 to 8 you will be asked to enter further information.
- You can find a detailed description of the new registration on our website under [Support](#).

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 1: Registration in the QS database

Choosing the certification body



- In addition to the required company and contact data, please also enter the certification body which is to carry out the independent control (audit) in your company.
- A list of the certification bodies currently approved by QS 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 Preparation/Processing Fruit, Vegetables, Potatoes.
- For initial registrations, we recommend to contact the certification body in advance to discuss terms and conditions for scheme participation.



Country selection 0 ⌵ Supply Chain Meat an... 0 ⌵

Supply Chain Fruit, Ve... 0 ⌶

Wholesale

Preparation/Processing

Production - Coordinators

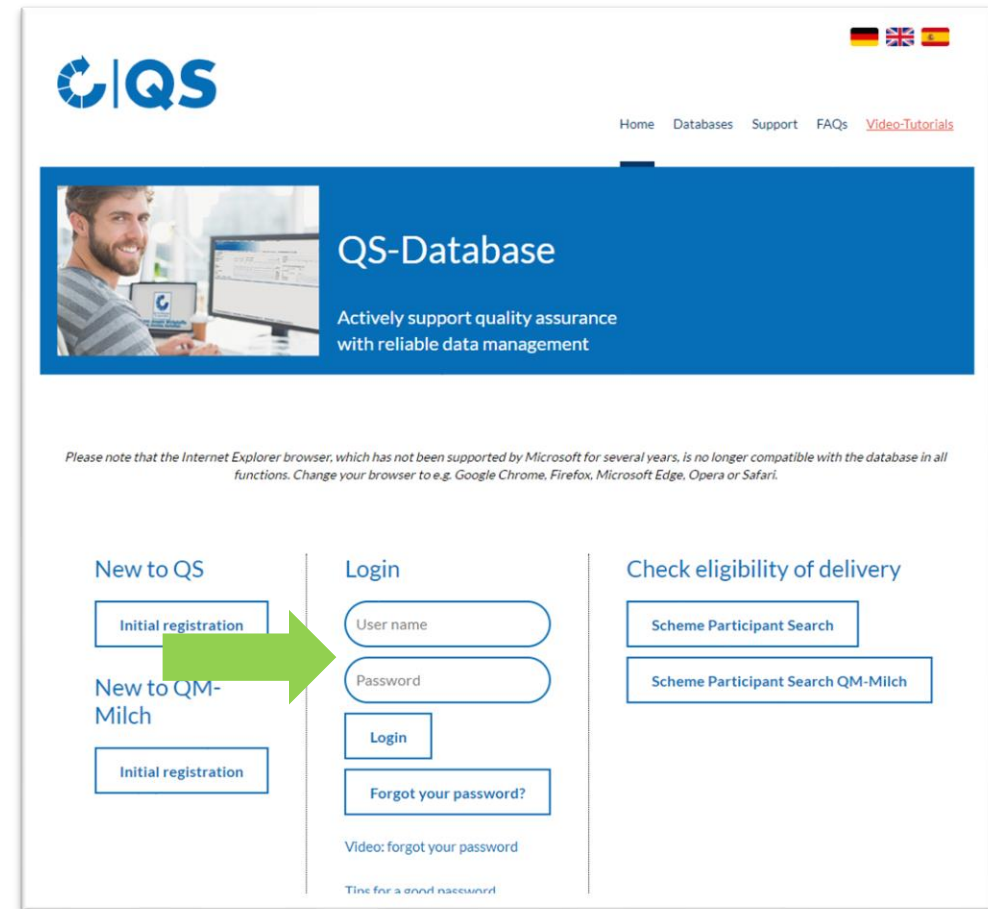
Food Retail (Fruit/Vegetables)

Apply

Step 2: Receiving login data for the QS database



- The data you entered within the initial registration will be saved in the database and sent to the QS head office.
- After finishing the registration process, a confirmation mail with the login data (QS-ID and password) will be sent to the mail address of the legal representative.
- With these login data (QS-ID = User-ID) you can log in into the database.



Step 3: Contacting a certification body/ commissioning of the audit



- After the registration in the QS database, contact your certification body. The certification body must be selected in the database during registration. If necessary, the certification body can be changed afterwards.
- It is possible that the certification body has already contacted you, as they will be informed when they are selected during the initial registration.
- Make an appointment for the audit.
- After the audit has taken place and the auditor has uploaded the audit report in the QS database, another employee of the certification body checks the report and then releases it.

Step 4: Receiving contract documents



- As soon as the audit report is released, the QS head office will be informed automatically via the QS database.
- In order to check whether your audit report was entered into the database, log in into the database with your username/QS-ID and the according password.
- After the audit results are checked by QS, you will receive a scheme agreement for the stage preparation/processing as well as the master data sheet for your company in duplicate.
- Please sign both copies, fill in the master data sheet and send the three documents back to the QS head office (by post or e-mail).
- Both copies of the scheme agreement will be signed in the QS head office. One document will be sent back to you.
The master data sheet as well as the second copy of the contract documents will be kept in the QS head office.

Eligibility of delivery for the QS scheme



- As soon as QS receives the two signed copies of the scheme agreement (including the master data sheet), your company will receive the eligibility of delivery for the QS scheme.
- After receiving the eligibility of delivery, your company will appear in the scheme participant search as an authorized scheme participant.
- Your certification body will be informed automatically about your eligibility of delivery and can issue your QS certificate.

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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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