

Database manual
Initial Registration for Feed
Companies Certified
According to Recognized
Standards





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QS. Quality scheme for food.

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Please note: Do not click on the browser's "back" button and do not click another button until the page has been fully loaded (note your browser's progress bar).





Preface

This manual illustrates how feed companies certified according to a QS-recognized standard that want to make use of the QS recognition can register themselves in the QS database. Serving as an example for all screenshots used in this document is a certification according to GMP+. A list of all other standards recognized by QS can be found in Annex 10.1 (Recognized standards) to the Guideline Feed Sector.

1 Initial registration

1.1 Home screen QS software platform

https://www.q-s.de/softwareplattform/en/

Click on button "Initial Registration"







Home Databases Support FAQs <u>Video-Tutorials</u>



QS-Database

Actively support quality assurance with reliable data management

Click on button "Initial Registration"

Database

https://www.q-s.de/soft wareplattform/en/

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.





Check eligibility of delivery

> Scheme Participant Search

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Read and accept

1.2 Data privacy statement

Read and accept the data privacy statement

the data privacy statement Close Next> The team at QS Qualität und Sicherheit GmbH are pleased to note your interest in QS. Quality Scheme for Food. The data installed at https://gs-platformd-eis the data management hub for QS. Quality Scheme for Food. which is vrby you are required to employ our database when using the system. In the following we will provide you with detailed information on the yeavs in which the data you provide will be used. On the following pages you have the opportunity to register as a QS scheme participant How does the initial registration work? For registration in the QS scheme you have to pass six steps: 2. Step: Enter the address data of the company 3. Step: Enter the data of the legal representative 4. Step: Enter the data of a contact person for the company 5. Step: Enter the data of a crisis manager for the company 6. Step: Enter the data of at least one location of your company and select the certification body which is supposed to audit you 7. Step: Enter the data of a contact person for the location (optional) . 8. Step: Enter the data of a crisis manager for the location (optional) Finally, your data will be stored and transferred to the QS head office Then: You receive a confirmation with the login details sent to the email address of the legal representative (QS-ID and password for QS-database). You contact the certification body which you chose in step 6 and arrange an audit date.>

2 Eight steps for initial registration

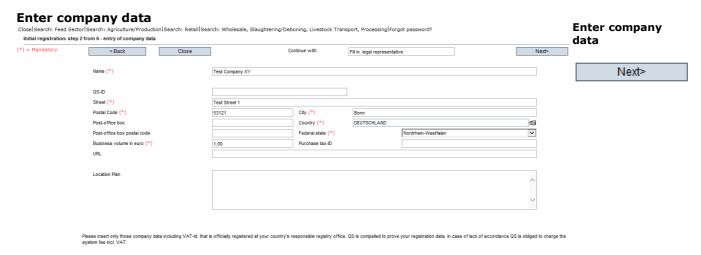
2.1 Step 1: Selection of the QS stage "Feed Sector" in the QS scheme

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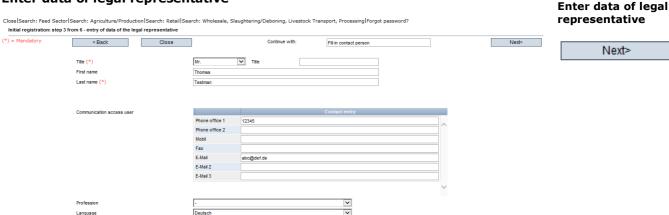
2.2 Step 2: Entry of company data



- Please enter the company data thoroughly and correctly as the data will be used for official documents; the data entered in the QS database has to match the data given to GMP+ or another certification scheme, respectively.
 - QS-ID (QS-identification number): please leave this box blank, the system automatically assignes a QS-ID for you
 - Please enter your turnover tax ID
 - Please specify the turnover that is annually made with feed. For GMP+-certified feed material or additive producers, traders, warehouse keepers or transport companies, a placeholder is sufficient (e.g. 1 €)

2.3 Step 3: Entry of the data of a legal representative

Enter data of legal representative



- Please enter the data of the legal representative thoroughly and correctly as the data will be used for official documents
 - Contact data: telephone number and email address are mandatory
 - After the registration an email containing the QS-ID and the login data for the software platform is sent to the legal representative's email address.

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Next>

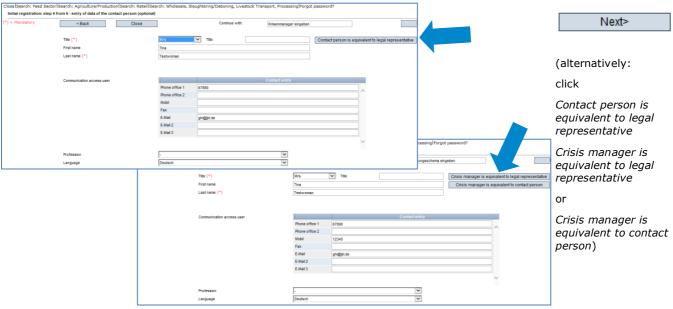




2.4 Steps 4 and 5: Entry of the data of a contact person and a crisis manager

Successively enter the data of a designated contact person as well as a crisis manager





- Contact data: telephone number and email address are mandatory, mobile phone number is mandatory for the crisis manager
- The contact person and the crisis manager do not receive any login data for the software platform

2.5 Intermediate step: Selection of the primary certification scheme

Select certification scheme



Select certification scheme



- Preselected: QS
- Please adjust the certification scheme by selecting the standard according to which you are certified:
 - Click on the folder icon and select the certification scheme (<u>Example</u>: GMP+ Int.)



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Enter company's

Next>

Enter the registration number with which your company can be found at the other standard owner

Certification scheme	GMP+ Int.	
Identification number	98765	

2.6 Step 6: Entry of location data

Enter the company's location data and select the production scope



- Please enter all location data thoroughly and correctly
- If the location data is equivalent to the company data, click "Location data correspond to company data"
- Select **production scope** from drop down menu
- If you are certified as a producer, under "Product" please select the feed you produce

Please note: the certification body of your certification scheme is preselected as "ZZZcertification body"

Please note: In the feed sector multiple production scopes can be registered under the same location number (see chapter 2.8)





2.7 Steps 7 and 8: Entry of the data of a location's contact person and crisis manager (optional)

Enter data of location's contact person and crisis manager (optional)

- If individual contact persons or crisis managers in the company are responsible for different locations or production scopes, they can be entered here. Otherwise you can skip these steps by clicking "Next"
- Contact data: telephone number and email address are mandatory
- Contact persons and crisis managers do not receive any login data for the software platform

Enter data of location's contact person and crisis manager (optional)

Next>

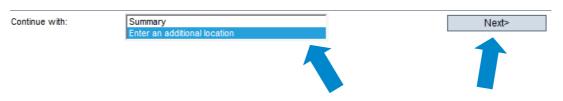
Registration of additional locations or production scopes (optional)

Register additional locations or production scopes during the process of initial registration

By selecting "Enter an additional location" in step 8, additional locations or production scopes can be registered during the process of initial registration. Additional locations or production scopes can also always be registered after completing the initial registration.

Register additional location during initial registration (optional)

Next>



If you want to register an **additional location**, please enter the location data as described for steps 5 and 6. For the allocation number, please enter a "2", as it is a geographically different location.

If you want to register an **additional production scope** at the **same location** (geographically identical location, e.g. with feed material as well as compound feed production), please enter the location data as described for steps 5 and 6. For the allocation number, please enter a "1". Since it is the geographically identical location with therefore equivalent location data, you can alternatively transfer the location data entered at the beginning of the initial registration process by clicking "accept previous location data". Please make sure that the allocation number is identical to the one from the first registration process. Locations with the <u>same allocation number</u> receive the <u>same location number</u> which is automatically assigned by the QS software platform.

Register additional production scope at identical location (optional)

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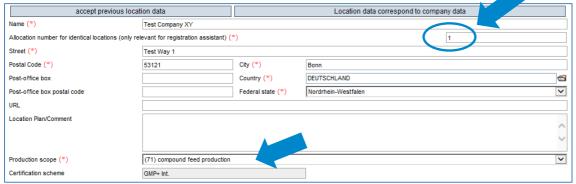




Primary registration process: Registration of the location with a first production scope

			Location data correspond to company data		
Name (*)	Test Company XY				
Allocation number for identical locations (only re					
Street (*)	Test Street 1				
Postal Code (*)	53121	City (*)	Bonn		
Post-office box		Country (*)	DEUTSCHLAND	€	
Post-office box postal code		Federal state (*)	Nordrhein-Westfalen	✓	
URL					
Location Plan/Comment				_	
				~	Same allocation
Production scope (*)	(72) feed material production			V	number → same
Certification scheme	location number				

Secondary registration process: Registration of the same location with identical location data, identical allocation number and a second production, scope



Overview of your data and data storage

After clicking "Next", following step 8, an overview of your entered data is shown.

- Click "Back" for corrections (you can also adjust your data any time after completing the registration process)
- Click "Next" to save the data

Registration completed

4 Support

We are happy to help if you have any questions.

The QS support can be found online under the following link:

https://www.q-s.de/qs-scheme/support-team-en.html

Overview For changes < Back Save with Next>

We are happy to

help!

QS Qualität und Sicherheit GmbH

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