



Quality Assurance. From farm to shop.

Database Instructions **Offline Checklists**



QS. Ihr Prüfsystem
für Lebensmittel.



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QS. Quality
Scheme for Food.

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Note: Please note that you should not use the "Back" button in your browser. Please also note that you should not click any button before the site has been completely loaded. Your browser shows the loading status of an internet site.

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



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1 Logging in to the database

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

Database

<http://www.qs-plattform.de/>

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Database log-in

The QS database

Visitors to and users of the QS database have the following options:
 If you are already a scheme participant, you may log in here. If you wish to become a scheme participant, select the new registration function. It is possible to run a scheme partner without needing to register. Scheme participants are updated in the QS data world. You will find our highly service-oriented and user-friendly website where you can discover something that is not available anywhere else. If you have any questions, please take a look at our support page.

Forgot your password?

Scheme Participant Website
 Consumer Website
 QS-Blog

Click database log-in

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.

Language: English

User-ID:

Password:

Enter User ID and password

User ID Password

- Enter user-ID
- Enter password
- Click

1.1 Forgot your password?

Forgot your password?

- Click forgot password?
- Enter User-ID

Click forgot password

A new password will be sent to the email address that was entered for the legal representative of the scheme participant.



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2 Preparing offline checklists

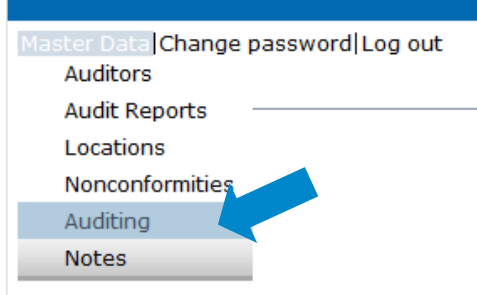
Note: In order to be able to use the tool correctly you need to have at least Office 2007/Windows XP or a higher version.

There are 2 ways to download an offline checklist:

- Blank offline checklist
- Location-specific offline checklist

2.1 Preparing a blank offline checklist

- Open Auditing menu



Auditing

- Click create offline checklist

Master Data | Change password | Log out | Auditing: Select locations

Auditing: Select locations

upload offline checklist | Add another location | Next> | create offline checklist

Durchsuchen

Search criteria

Name: []

Location number: []

Postal Code: [] City: []

QS-ID: []

QS status: []

Expiration of audit from: [] Expiration of audit until: []

Production scope: []

bundeled by: []

Sorting: []

Auditing: []

Prolongation of Certificate:

Blocked:

Production scopes: []

create offline checklist

Next>

- Select QS scope(s)

- Feed production
- Small scale feed material production
- Mobile feed milling and mixing plant
- Feed trade
- Storage and transshipment (feed)
- Road transport (feed)
- Rail, inland waterway and ocean ship transport (feed)
- Cattle
- Pig
- Poultry
- Grassland use and forage production
- Agricultural coordinator
- Livestock transport (commercial company)
- Livestock transport (abattoir own vehicles or 1:1 contracted carriers)
- Slaughtering/Deboning
- Processing
- Butchery
- Meat wholesale
- Food retail
- Wholesale fruit, vegetables, potatoes
- Logistics fruit, vegetables, potatoes
- Fruit and vegetable production (QS and QS-GAP)
- Potato production (QS and QS-GAP)

Select QS scope(s)

Next>



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- Select audit date to receive the matching checklist

Master Data|Change password|Log out Auditierung: Fill in audit date

Auditierung: Fill in audit date

< Back


Audit date from

11 Januar, 2013						
Heute						
Mon	Die	Mit	Don	Fre	Sam	Son
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
x			Don, Jan 11		✓	

Next>

Select audit date

Next>

- Use  to select matching checklist

- Click offline checklist

Master Data|Change password|Log out Auditierung: Choose checklist

Auditierung: Choose checklist

< Back Offline checklist

Audit checklist

	Name	Approved from	Approved until	Audit type	Version	
>	Agriculture/Production	01.01.2013		Regular audit	01.01.2013	Offline checklist
>	Agriculture/Production (SPOTAUDIT)	01.01.2013		Spot audit	01.01.2013	

Select checklist



- Click Download

Master Data|Change password|Log out Auditierung:

Auditierung:

< Back

Download checklist

The checklist can be downloaded as Excel form, now.



Download

Download

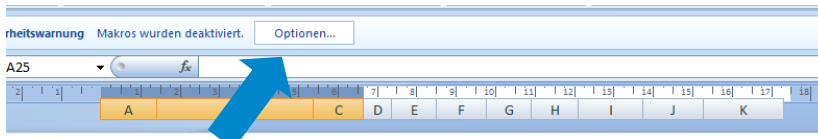
You get an **Excel** file with several tabs.
Activate macros!



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Qualitätssicherung. Vom Landwirt bis zur Ladentheke.



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Activate macros!

(Can vary depending on Office version)

Checkliste Landwirtschaft/Erzeugung			
Angaben zum Audit			
Auditierte Standorte			
Name der Auskunftsperson			
Systemaudit	Erstaudit	Folgeaudit	
Stichprobenaudit			
Sonderaudit			
Parallelaudit			
Auditdatum (von)		Auditdatum (bis)	
Auditumfang (hh:mm)		Auditende (hh:mm)	
Auditdauer (hh:mm)			
Kombiaudit (Norm/Standard/Programm)			
Zertifizierungsstelle	QS Qualität und Sicherheit GmbH		
Nachname, Vorname des Auditors	Nimmegern, Cathrin		
Kommentare			

Checklistenname			
Angaben zum Audit			
Auditierte Standorte			
Name der Auskunftsperson			
Systemaudit	Erstaudit	Folgeaudit	
Stichprobenaudit			
Sonderaudit			
Parallelaudit			
Auditdatum (von)		Auditdatum (bis)	
Auditumfang (hh:mm)		Auditende (hh:mm)	
Auditdauer (hh:mm)			
Kombiaudit (Norm/Standard/Programm)			
Zertifizierungsstelle	QS Qualität und Sicherheit GmbH		
Nachname, Vorname des Auditors	Nimmegern, Cathrin		
Kommentare			



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2.2 Preparing a location-specific offline checklist

- Open Auditing menu

Master Data | Change password | Log out

- Auditors
- Audit Reports
- Locations
- Nonconformities
- Auditing**
- Notes

Auditing

- Select location(s)

Master Data | Change password | Log out | Auditing: Select locations

Auditing: Select locations

Number of selected Records: 2

Add another location

Upload offline checklist

Durchsuche

Search criteria

Name

Location number: 123456789101112; 276000035068190

Postal Code

City

QS-ID

QS status

Expiration of audit from

Expiration of audit until

Production scope

bundeled by

Sorting

Auditing

Prolongation of Certificate

Blocked

Production scopes

Next>

Name	Location number	Postal	City	Approved until	Eligible to del	QS status	Auditing	Registered	Street	cc
Test Schweinemast	123456789101112	01234	Testhausen	05.03.2015	05.03.2015	QS Status I	unannouncd. reg. audits	X	Teststr. 7	TES QS

Select location(s)

- Confirm selection of location(s), adapt audited production scope, if necessary

- Select audit date to obtain the matching checklist

Master Data | Change password | Log out | Auditing: Fill in audit date

Auditing: Fill in audit date

< Back

Audit date from

11

January, 2013

Heute


Mon	Die	Mit	Don	Fre	Sam	Son
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
x			Don, Jan 11			✓

Next>

Next>

Select audit date

Next>

- Use  to select matching checklist



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Select checklist



Click Offline checklist

Stammdaten|Passwort ändern|Abmelden Auditierung: Auswahl der Prüfliste

Auditierung: Auswahl der Prüfliste

Name	Gültig von	Gültig bis	Auditart	Version
> Landwirtschaft/Erzeugung	06.08.2012		Systemaudit	01.01.2012rev04
> Landwirtschaft/Erzeugung	01.01.2013		Systemaudit	01.01.2013
> Landwirtschaft/Erzeugung (SPOTAUDIT)	01.01.2013		Spotaudit	01.01.2013

offline Checkliste

Click Download

Master Data|Change password|Log out Auditierung:

Auditierung:

Download checklist

The checklist can be downloaded as Excel form, now.

You are moved to an **Excel** file with several tabs.
Activate macros!

Download

3 Completing the Excel checklist

3.1 The following should be noted for both offline checklist options:

Activate macros!
(See Page 6)

Fields highlighted in **grey** must be **completed**. Especially, the **exact location number** and the **correct (registered) production scope** (number) have to be chosen.

Complete checklist
(Excel)

Rows in the product lists (fruit, vegetables, potatoes and feed) that are **not filled** can be **deleted**.

Grey fields

	Number according to the positive list	Feed material name according to the positive list									
x	1.02.08	Small barley flakes expanded									
x	1.03.01	Additional Information - Production Fruit, Vegetables									
		<table border="1"> <thead> <tr> <th colspan="2">Cultivated Crops (pursuant to product list)</th> <th>Area (ha)</th> </tr> </thead> <tbody> <tr> <td>244000</td> <td>stem cabbage (outdoor)</td> <td>5,00</td> </tr> <tr> <td>251040</td> <td>garden cress</td> <td>0,20</td> </tr> </tbody> </table>	Cultivated Crops (pursuant to product list)		Area (ha)	244000	stem cabbage (outdoor)	5,00	251040	garden cress	0,20
Cultivated Crops (pursuant to product list)		Area (ha)									
244000	stem cabbage (outdoor)	5,00									
251040	garden cress	0,20									

Shorten product list

The **evaluations** of the requirements should be marked with an **"x"**.

Each date has to be formatted as **dd.mm.yyyy**

x

Note: The master data of the location are not overwritten by uploading the audit report! (They must still be updated by the scheme participants themselves.)

Format of dates:
dd.mm.yyyy

The file calculates the results automatically. The preliminary audit result is stored in the "Audit Report" tab.

With corrective actions: **To avoid errors**, the **exact number of the requirement** must be **copied out** of the checklist and **pasted into** the corresponding column in the "Corrective Actions report" tab.



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Note: In order to adjust the line height you can mark the whole spreadsheet and doubleclick on a line height.

Copy&paste number of requirement

To adjust line height

Serial no.	Factor	Filter	Criterion/requirement	A	B	C	D/K.O.	E	Comments/corrective action number
* = For this requirement the evidence or measurement tool used for evaluation against the QS requirements must be documented, regardless of the outcome of the assessment.									
2 General Requirements									
2.1 General System requirements									
2.1.1	1	R	Company data						when there is a lot of text written in this remark field, here, you would not be able to read it all because there are three lines, only, to be seen; therefore you can mark the whole page and doubleclick on a line height in order to automatically adjust all lines to see the whole texts
2.1.2	1	R	D=K.O. Official registration and authorisation						

3.2 When using the blank checklist

- Tabs for additional information which are no longer required must be deleted, e.g. the "Processing" tab if no audit is being conducted for this production scope.
- If you want to enter an audit report for several location data records, please copy the tab for additional information, e.g. "Agriculture – Pigs", in order to list the additional information for each location data record.

Audit for several locations: copy the tab for additional information

Delete tabs not required



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4 Uploading an offline checklist

- Open Auditing menu

Master Data | Change password | Log out

- Auditors
- Audit Reports
- Locations
- Nonconformities
- Auditing**
- Notes

Auditing

- Click "Browse" to select the checklist you have completed

Master Data | Change password | Log out | Auditing: Select locations

Auditing: Select locations

Upload offline checklist

Search criteria

Name

Location number

Postal Code City

QS-ID

QS status

Expiration of audit from Expiration of audit until

Production scope

bundeled by

Locations

Name	Location number	Postal	City	Approved until	Eligible to del	QS status	Auditing	Registered	Street	coordinator	Elig

"Browse"

- Click transfer

Master Data | Change password | Log out | Auditing: Summary of report

Auditing: Summary of report data

< Back

QS-ID: 4048473374262

Locations: OGK123456789101 (4008) Test1, Teststr1, 12346 Testhausen

Checklist: Agriculture/Production Version: 01.01.2013

Audit date from: 01.01.2013 Audit date until: 01.01.2013

Beginning of audit: 05:00 End of audit (hh.mm): 15:00 Duration of audit: 10:00

Result (%): 100,00 QS status: QS Status I Audit type: regular audit

Auditor: Ute Simon Contact person: Mrs Dorothee Smith

Certification body: QS Qualität und Sicherheit GmbH

Remark repeated 'D'-deviation / General-KO: Repeated 'D'-deviation

Remark:

Number of answers a	84	Weighted number A	84	Portion C evaluations (%)	0,0
Number of answers b	0	Weighted number B	0	Portion D evaluations (%)	0,0
Number of answers c	0	Weighted number C	0	portion C+D evaluation	0,0
Number of answers d	0	Weighted number D	0		
Number of answers e	0	Weighted number E	0		
Sum of all scores	8400	Achievable points	8400		

Transfer with

Summary

- Save with Next

You will receive **notification** that the report was **saved**.




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Master Data|Change password|Log out

Auditierung: further steps 

Auditierung: further steps

Save with

Next>

Thank you for your entry. The report was saved.

Note:

Please note that the report has to be uploaded with the **log-in of the auditor** who conducted the audit. (It is not possible to upload a report to the database for another auditor by listing his/her name in the Excel file).

4.1 Error messages

- If your audit report file is defective or incomplete, the database will display **error messages**. You then have to upload and transfer the file again after making all corrections.
- As several entries are causally dependent on one another, it can happen that **more error messages** appear once the checklist has been uploaded again.

**Possibility of
several error
messages**



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