

Short Database Instructions Change of Certification Body



List of contents

1	Login to the database	2
1.1	Forgot your passwort?	2
2.	Take-over/Rejection of certification after change of certification body	2
-		
- 2.1	Open menu "Locations"	2
- 2.1 2.2	Open menu "Locations" Filter Choice for change of certification body	23
- 2.1 2.2 2.3	Open menu "Locations" Filter Choice for change of certification body List view	233

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 was 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.





Releasing Person:

certification of former certification

Take-over/ rejection of

body

1 Login to the database



A new password will be sent via email to the email-address that was given for you.

2 Take-over/Rejection of certification after change of certification body

A **releasing person** of the certification body, only, can decide on the takeover or rejection of an existing certification.

2.1 Open menu "Locations"

Master data

Open menu item locations







2.2 Filtering options for change of certification body

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1 1	Locations						
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2.4 Make decision) For choice of option: Open location with Open Location number (5003) f D OGK29010000018 Test Schweinemast producti potato p Choose Take-over certification Take-over Rejection of certification certification/ 20.11.2013-10.10 aster Data Change password Log out **Rejection of ∀ ∧ X** Standorte > Location certification 10.03.2016 Name Test Schweinemas Approved until 7 OGK29010000018 Registered Eligible to del 10.03.2016 00:00 Take-over of certification Reason for out-off 7 Eligible to deliv tion of certificat Location Audit reports Certified crops Users Company Name (*) Test Sch Locati OGK29010000018 Street (*) 9991 Postal Code (*) 12345 City (*) Post-office box Country (* Post-office b URL ABCERT AG Cerfic ion body (*) Inspected produc (5003) See Teleph 0123456 Fax Mobil Emai support@q-s.de Hold mouse over button to read an explanation to each option Mouseover text Take-over of certification Rejection of certification

Certification for the indicated location has not been

taken-over. Within the next four weeks, a complete

system audit will be conducted for the indicated location

After selecting the desired option, an E-mail is send automatically to the scheme

Certification for the indicated location has been taken-over The execution of a new regular audit is renounced.

participant/coordinator and the certification body

Outstanding corrective actions of previous audits are

known. The implementation of outstanding corrective actions is tracked in time by the certification body.

> Automatic email to the scheme participant/ coordinator, certification body

Database Instructions Administration of Corrective Actions