



Quality Assurance. From farm to shop.

# Short Database Instructions **Change of Certification Body**



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**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.



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QS. Quality Scheme for Food.

# 1 Login to the database

[QS SP \(q-s.de\)](https://www.qs.de)

Initial registration|Search: Feed Sector|Search: Agriculture/Production|Search: Retail|Search: Wholesale, Slaughtering/Deboning, Livestock Transport, Processing|Forgot password|<https://www.qs.de/softwareplattform/en/>

Please enter your user-ID (username) and your password.

User-ID

Password

User name (User-ID)  
Password

- Enter user name (User-ID)
- Enter password

Database

<https://www.qs.de/softwareplattform/en/>

Enter user name (User-ID) and password

## 1.1 Forgot your password?

- Click forgot password
- Enter user name (user-ID)

click forgot password?

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.

Releasing Person: Take-over/rejection of certification of former certification body

## 2.1 Open menu "Locations"

Master data

Open menu item locations

Master Data | Change password | Log out

- Auditors
- Certification bodies
- Audit Reports
- Number of locations per production scope (SPOTAudits)
- Registration of small producers of feed materials
- Company (QS inspection)
- Locations**
- Corrective actions
- Auditing
- Notes

← Locations

Menu locations



## 2.2 Filtering options for change of certification body

Master Data | Change password | Log out | Standorte

Standorte

Search criteria

Name:

Location number:

QS-ID:

Postal Code:  City:

QS status:  Choice for change of certification body:  **Open, taken over, rejected**

Release (last regular audit) from:  Release (last regular audit) to:

Approval date from:  Approval date to:

Expiration of audit from:  Expiration of audit until:

Date of deregistration from:  Date of deregistration to:

Production scope:

Bundled by:

Locations

Sorting

Registration status: Registered

Auditing:

Spotaudit done:

Main company only:

Extension of Certificate:

Standorte mit Anerkennungswunsch:

Blocked:

Production scopes:

Name	Location number	Production scope	Last auditor	Audits in s	Approved until	Eligible to deliver	QS status	Auditing

Filtering options

- Filter "Choice for change of certification body", click

Locations that changed the certification body are shown:

- the decision on the take-over of the certification is open: all locations are displayed for which the decision still has to be made **Open**

- an existing certification was taken-over: all locations are displayed for which the certification was taken-over (by the new certification body) **Taken-over**

- or rejected: all locations are displayed for which a new audit must be performed **Rejected**

## 2.3 List view

In the list of locations the column "change of certification body" shows the status of the location plus a date until when the next step is due:

- deadline for decision to take-over ("open")

if no decision has been made up to the displayed date the status automatically changes from open to rejected and a new regular audit has to be conducted

- deadline for a new regular audit ("rejected")

Eligible to deliver	Change of certification body	Scheme participan	coordinator	Street	
x	23.12.2013: Decision period for take-over of certification	048473719919	TEST Bündler QS	bggn	1234

