



Qualitätssicherung. **Vom Landwirt bis zur Ladentheke.**

## **Steps to become a scheme participant for broker meat and meat products**

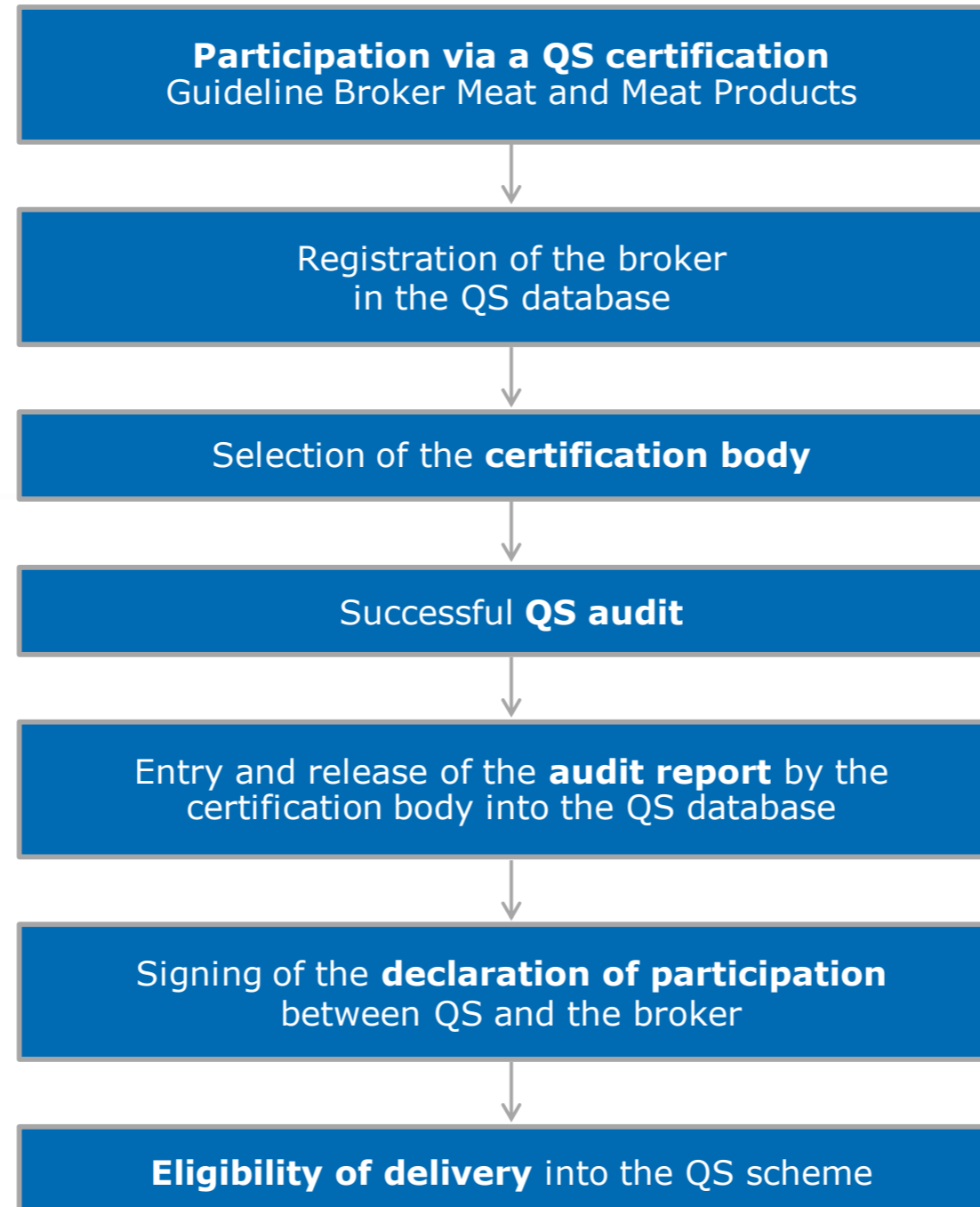


# Steps to become a scheme participant for broker meat and meat products

## - overview -



### Participation in the QS scheme



# Steps to become a scheme participant for broker meat and meat products



## Scope

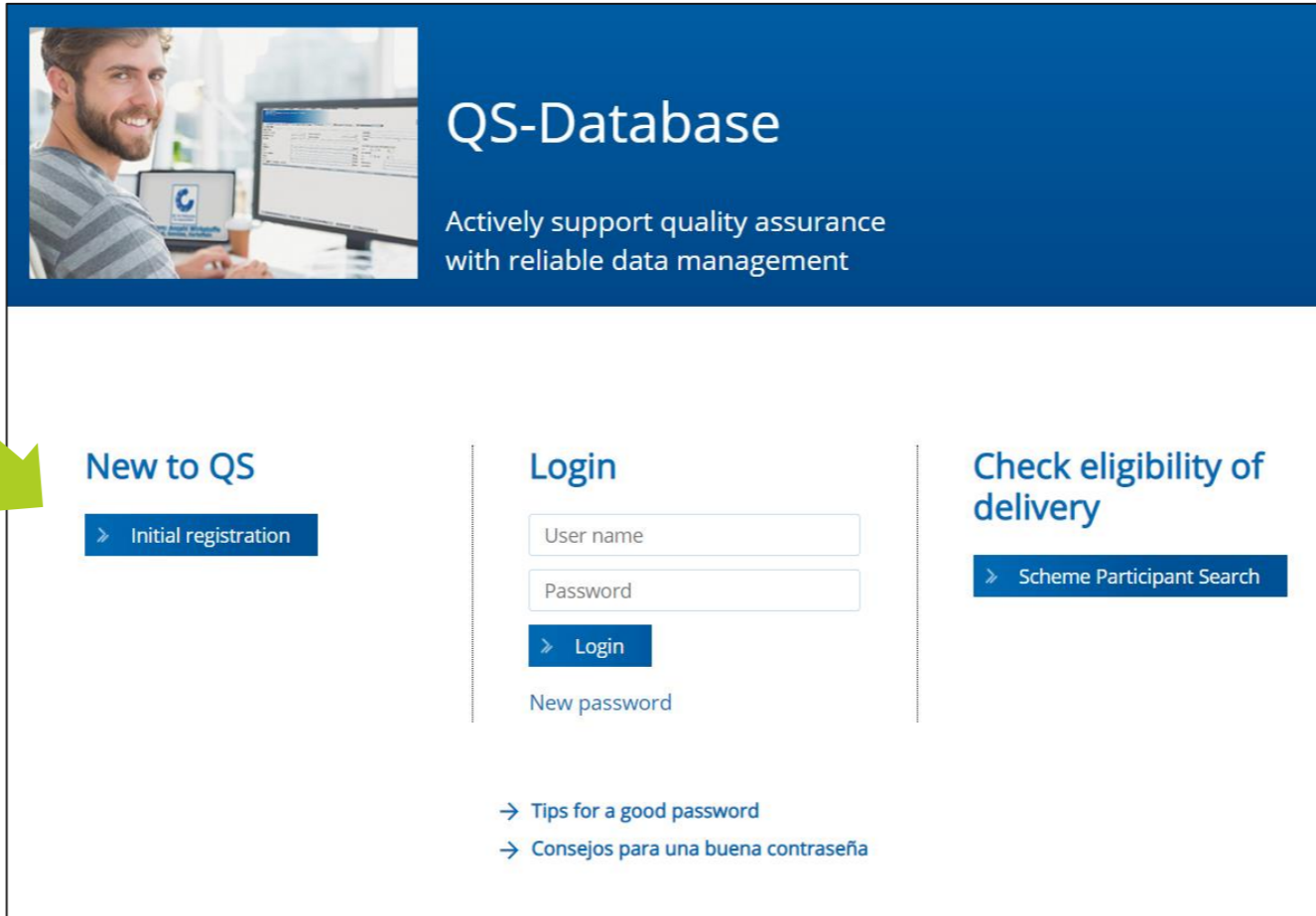
### Please note:

- The scope of the QS Guideline Broker Meat and Meat Products applies to companies that are engaged in **trading activities**, act as distribution companies for manufacturing companies or which are indicated as distributors of goods. They can be **owners of the goods without possessing them** themselves or coming in direct contact with them and organise logistics activities in their own name or via service providers.

# Steps to become a scheme participant for broker meat and meat products

## Registration in the QS database

- At <https://www.q-s.de/softwareplattform/en/> you can register in the QS scheme.
- Click on the button "Initial registration" to start the registration process.



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**New to QS**  
> Initial registration

**Login**  
User name  
Password  
> Login  
New password

**Check eligibility of delivery**  
> Scheme Participant Search

→ Tips for a good password  
→ Consejos para una buena contraseña

# Steps to become a scheme participant for broker meat and meat products



## Registration in the QS database


- Once you have read the information on the initial registration and accepted the data privacy statement, click "Next" to begin the actual initial registration.
- In the first step, you select the stage at which you want to become a QS scheme participant:  
→ Stage "19, meat wholesale".
- Enter your company and contact data in the following steps 2 to 8.
- Make sure that "QS" is selected as the certification system in the intermediate step.
- When entering the location data, select the production scope "(800) Broker (meat and meat products)".
- Also select a certification body to perform the audit.  
A list of QS-approved certification bodies can be found at <https://www.q-s.de/feed-animal-meat/broker-en.html>.

# Steps to become a scheme participant for broker meat and meat products

## Registration in the QS database

- After a successful registration in the database you will receive a confirmation email from QS.
- With this login data (QS ID = Username) you can now log into the database.
- You will find a detailed description of the initial registration also on our website at <https://www.q-s.de/qs-scheme/scheme-participant-database.html>.

### Database instructions



Answers to questions that are frequently asked have been collected in the FAQs. 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.](#)

# Steps to become a scheme participant for broker meat and meat products



## Contact to the certification body/requesting the audit

- After your registration in the database, you contact your certification body, which should carry out the audit in your company. You should have selected this certification body directly at the initial registration. However, you can also change the details of the certification body again subsequent to the initial registration.
- The certification body may also have already contacted you, as they will be informed if they are selected when new companies register.
- In the course of contacting the certification body, you request them to carry out an audit in your company.
- In consultation with you, the certification body will carry out the audit on an agreed date. After the auditor has entered the audit report into the database, another employee of the certification body checks the report and then releases it.

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## Dispatch of the contract

- After release of the audit report into the database by the certification body, the QS office is automatically informed about it via the database.
- You can check whether your audit report has already been entered into the database yourself by logging into the database with your username (QS ID) and password.
- After the audit report has been checked by QS, the scheme agreement (contract) for the stage broker meat and meat products and a master data sheet for your company will be sent to you in duplicate.
- Please sign both versions of the contract and complete the master data sheet enclosed. Then send these three documents back to the QS office.
- Both contracts are countersigned in the QS office. A copy will be returned to you for your own records. The second execution of the contract and the master data sheet of your company remain in the QS office.



# Steps to become a scheme participant for broker meat and meat products



## Eligibility of delivery

- As soon as QS has received the signed contracts and all the information in full, your company will be given the eligibility of delivery. After receiving the eligibility of delivery, your company appears in the public search of the database as an authorized scheme participant.
- You can follow this using the search function of the database.
- Your certification body also automatically receives feedback about the eligibility of delivery. They can then issue the QS certificate to your company.

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