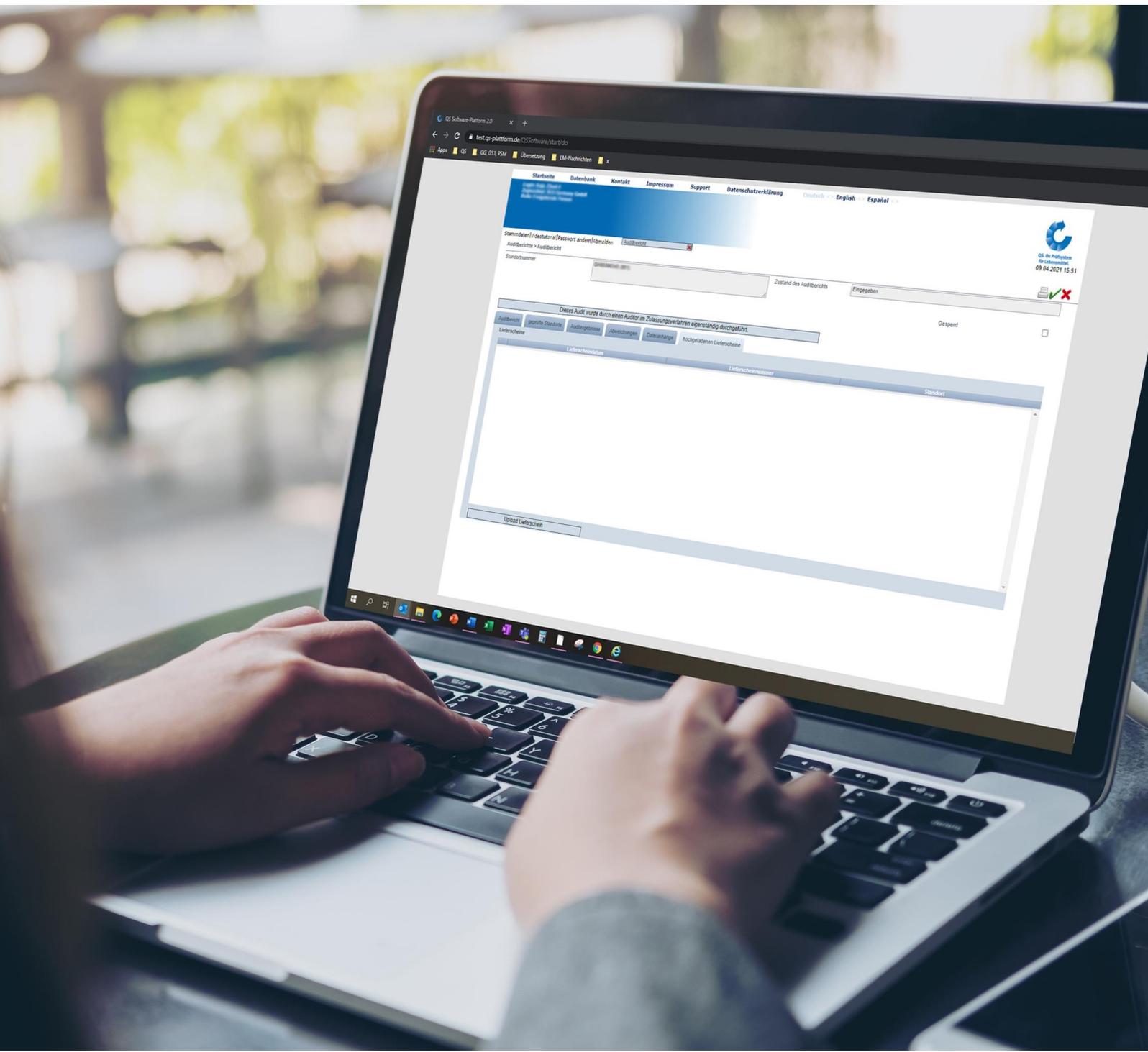# Cross-Checks
Fruit, Vegetables, Potatoes

Explanations on the verification of goods identity and traceability

**Version: 01.01.2023**

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1 General Information

1.1 Scope and overview

In order to check the goods identity and traceability of the products in the QS scheme, cross-audit delivery note checks, so-called cross-checks, are carried out in the QS supply chain fruit, vegetables, potatoes.

Procedure of a cross-check

In the regular audits of the stages wholesale and preparation/processing, as well as for producers with additional purchases, delivery notes with QS goods are selected from the goods receipt. The delivery notes (alternatively: delivery note forms in which the relevant information is transferred) are digitized and uploaded to the QS software platform (QS database). The auditor selects the respective supplier location and assigns the delivery note to it. Finally, the delivery notes are cross-checked in the supplier's audit by evaluating existing QS requirements, such as traceability.
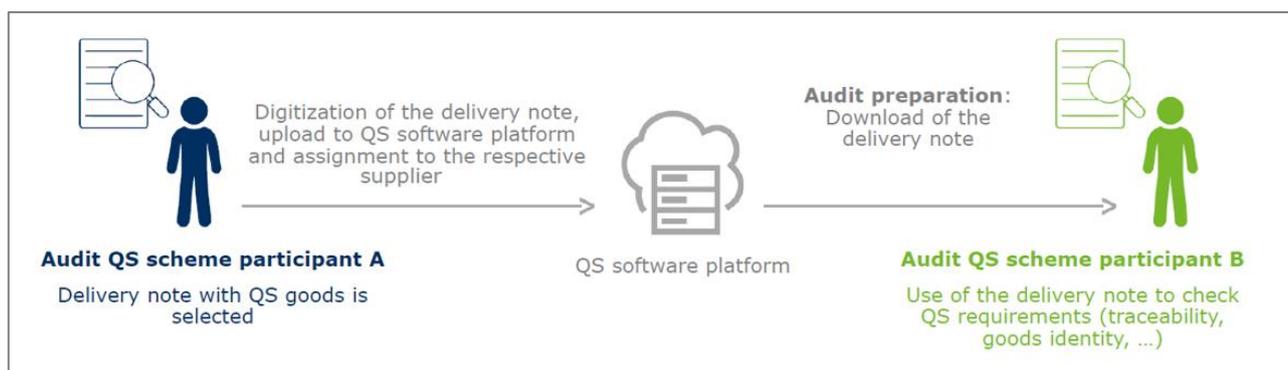
Logistics companies and the stores of the food retail are excluded from the cross-checks. Here, neither delivery notes are drawn/digitized nor cross-checked.

An overview of the number of delivery notes uploaded to the QS database by a certification body can be viewed by the auditors and releasing persons of the respective certification body:

- Menu "Master Data"
- Submenu "Delivery notes"
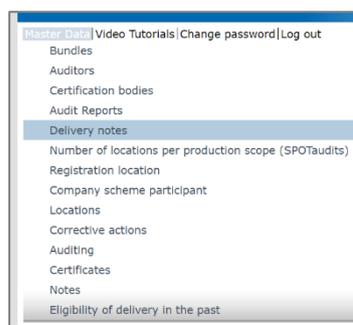
1.2 Data protection

The procedure is designed in such a way that company secrets and data protection are save:

- If the scheme participant disagrees with the digitization of the delivery note, the relevant information is alternatively transferred to a delivery note form (see chapter 3 on page 10, attachment "Delivery note form cross-checks" or as writable PDF **here**). Instead of the delivery note, the filled-in form is then uploaded to the QS database.
- Prices must be made unrecognizable before digitalizing the delivery note or must not be transferred to the form.
- Delivery notes are encrypted when uploaded to the QS database. Decryption is only possible by auditors of the certification body of the supplier.
- A maximum of five delivery notes can be saved per location in the QS database. When uploading a sixth delivery note, the oldest delivery note is automatically deleted.
- Delivery notes are automatically deleted from the database seven days after the first download; delivery notes that have not been downloaded are deleted no later than twelve months after the upload.

- Digitized delivery notes must be deleted from the auditors' mobile devices (e.g., mobile phone, tablet) immediately after uploading or performing the cross-check.

Attention: *Delivery notes are sensitive documents. It must be ensured that these documents cannot be viewed by anyone who is not authorized to do so or for whom there is no business necessity.*

2   Procedure of a cross-check

2.1   Selection of a delivery note and upload to the QS database

2.1.1   Selecting a delivery note with QS goods

In the QS regular audits at the stages wholesale and preparation/processing, the auditor selects a delivery note with QS goods from the goods receipt. The delivery note will then be digitized, uploaded to the QS database and assigned to the respective supplier location in encrypted form. At the stage production, this is usually only done in regular audits of producers that purchase QS produce.

The delivery note can originate from QS or QS-GAP certified wholesale, preparation/processing locations, as well as from producer locations with a recognized certificate (GLOBALG.A.P., AMAG.A.P., Vegaplan).

The certification body is responsible for determining the audits in which a delivery note is selected.

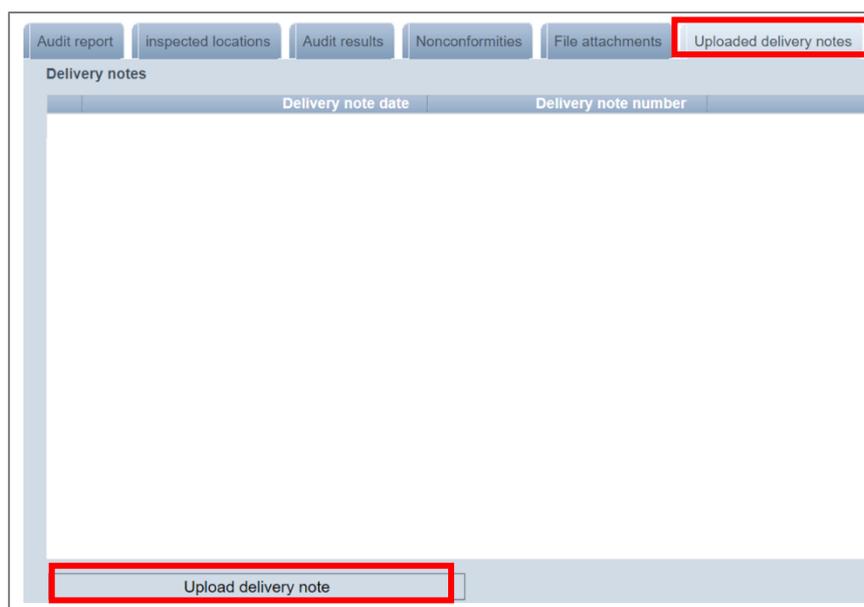### 2.1.2   Digitization of the delivery note

With the consent of the scheme participant (verbal agreement), the selected delivery note is digitized. Therefore, for example, a photo or a scan of the delivery note can be made. If the scheme participant disagrees with the digitization, the relevant delivery note information is transferred to a form (see chapter 3 on page 10, attachment "Delivery note form cross-checks" or as writable PDF **here**).

If prices are recognizable on the delivery note, they must be made unrecognizable before digitization (e.g., by blackening or covering the price) or must not be transferred to the form.

### 2.1.3   Upload of the delivery note to the QS database

Following the audit, the audit report is entered into the **QS database** as usual. Before the audit report is released, the already digitized delivery note or form must be uploaded:

- Open audit report
- Open tab „Uploaded delivery notes"
- Click button „Upload delivery note"

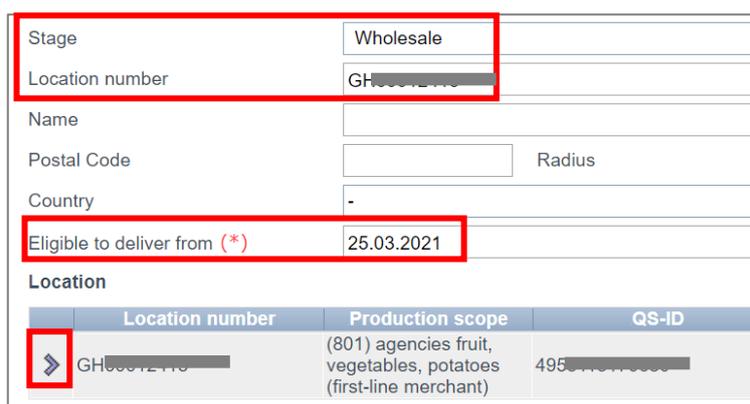The following information must be provided for the upload:

1. Selection of the supplier location to which the delivery note is to be assigned

2. Entry of the delivery note date

3. Selection of the file to be uploaded to the QS database
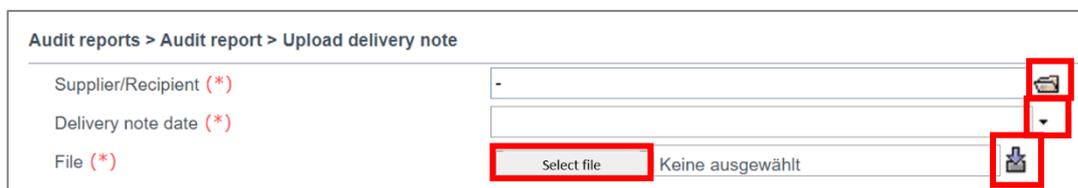
1.   Selection of the supplier location to which the delivery note is to be assigned

- The selection menu corresponds to the "Eligibility of delivery in the past" menu.

– Selection of the stage at which the supplier participates
– Entry of the QS location number or QS ID of the supplier

→ **Tip**: Ask for the QS ID/QS location number directly in the audit and make a note of it.

– Entry the delivery note date in the "eligible to deliver from" field. The field "eligible to deliver until" can be left blank.
– Refresh with clicking on the green arrow symbol
– Selection of the location to which delivery note is to be assigned via the arrow symbol
    Attention: Please make sure that the delivery note is assigned to the correct location!

2.   Entry of the delivery note date

- Entry of the date as free text (dd.mm.yyyy) or via drop-down menu possible

3.   Selection of the file to be uploaded to the QS database

- The digitized delivery note can be transferred into the QS database in different formats (e.g., PDF, JPEG, JPG, DOCX, …).

    Attention: If necessary, the delivery note must first be transferred to a suitable technical device with which, for example, the audit report was also uploaded to the QS database (e.g., from a mobile phone to a computer/laptop). Also, please avoid uploading very large files.

- Click on „Select file"
- Select the file that should be uploaded
- Click on the „Upload symbol"
- Click on "Save"

Once all the necessary information has been entered: Click on "Save"

The uploaded delivery note is presented to the auditor as well as the releasing person as follows:

- Each delivery note receives a delivery note number specified by QS, with which the delivery note can be clearly identified in the QS database. The delivery note number contains the date of the delivery note and a random number.
- It can be seen to which location the delivery note was assigned (= supplier).
- The delivery note is stored encrypted in the QS database and can no longer be viewed/downloaded after the upload.
- If necessary, the uploaded delivery note can be deleted and (if required) a new delivery note can be uploaded.

2.1.4 Releasing the audit report

Within the audit report release, the releasing person has the possibility to download/view the delivery note uploaded by the auditor. Then, the audit report is released as usual. If subsequent changes to the audit report or the uploaded delivery note are necessary, the audit report must be reset.

An overview of the delivery notes uploaded to the QS database of a certification body can be viewed by auditors and releasing persons of the respective certification body in the master data submenu "Uploaded delivery notes".

2.2 Download the delivery note and conducting the cross-check

2.2.1 Audit preparation: Download of the delivery note from the QS database

During the audit preparation, it must be checked as close as possible to the audit whether a delivery note has been assigned to the location the audit shall be conducted at. The verification of assigned delivery notes takes place in regular, spot, random sample and audits for special purpose.

- Login of the auditor into the **QS database**
- Choose the location that is to be audited with clicking on "Locations"
- If the tab "Delivery notes to be verified" is shown, one or more delivery notes have been assigned to the location.

- If several delivery notes are available, at least one delivery note must be downloaded and checked in the audit. It is the choice of the auditor which delivery note is to be cross-checked.
- In general, no more than two delivery notes should be checked.
- If several delivery notes are available, it should be avoided that all delivery notes are downloaded, but only one delivery note is actually checked.
- If the tab "Delivery notes to be verified" is not shown, no delivery notes has been assigned to the location. Nothing further needs to be observed/no cross-check needs to be performed.

Tip: An overview of the delivery notes to be checked can be found by auditors and releasing persons in the menu "Master data" or the submenu "Delivery notes to be verified".

Tip: If a cross-check delivery note has been assigned to a location, it will be listed in the location-specific audit checklist in the Excel spreadsheet "Delivery notes to be verified".

- Download and view the delivery note via the download symbol ⊟

– The delivery note can be printed out and/or downloaded to a laptop/tablet used in the audit if required.
– Downloaded delivery notes are automatically deleted from the QS database seven days after the first download.

Attention: *Before the audit, check whether the delivery note has been correctly assigned (e.g., matching company name, address, ...).*

2.2.2 Conducting the Audit: Cross checking the delivery note/doing cross-check

In the audit, the delivery note downloaded from the QS database is cross-checked. Thereby, at least the following QS requirements are evaluated:

- Stages wholesale and preparation/processing

– Methods of traceability/traceability check
– Reconciliation of incoming goods with outgoing goods
– Check on QS eligibility of delivery
– Labelling of purchased/marketed QS produce
– Product labelling

- Stage production

– Labelling of QS produce
– Product labelling
– Traceability
– For producers that purchase QS produce: Reconciliation of incoming goods with outgoing goods

Irrespective of the downloaded delivery note, delivery notes that are directly available in the company should also be checked in the audit "as usual".

The results of the cross-check are noted in the audit report. If QS requirements are only partially/not fulfilled, corresponding deviations (B, C or D/K.O. ratings) are to be assigned. In case of deviations and/or ambiguities which are presumably due to the respective origin of the delivery note (supplier), QS must be contacted.

2.2.3 Marking of the audited delivery note in the audit report

Following the audit, the audit report is entered into the QS database as usual. Before the report is released, it must be specified which delivery note was audited:

- Open the audit report
- Open the tab „Delivery notes to be verified"
- Marking of the audited delivery note
- Save data ✔

The uploaded delivery note is presented to the auditor as well as the releasing person as follows:

Audit report	inspected locations	Audit results	Nonconformities	File attachments	Uploaded delivery notes	**Delivery notes to be verified**			
Delivery notes									
Delivery note date		**Delivery note number**		**Location**			**Inspected**		**Uninspected**
25.03.2021		2021.03.25-1616755971979		GH0001			☑		☐

Tip: As an alternative to marking the checked delivery note in the QS database, the marking can also be made in the location-specific audit checklist in the Excel spreadsheet "Delivery notes to be verified": x = checked; no entry = not checked. When the Excel checklist is uploaded, the information on the delivery notes is also transferred to the QS database in addition to the assessments of the QS requirements.

2.2.4 Releasing the audit report

The releasing auditor releases the audit report as usual. After release, the checked delivery note is displayed as follows:

| Audit report | inspected locations | Audit results | Nonconformities | File attachments | Delivery notes to be verified |

Delivery notes

Delivery note date	Delivery note number	Location	Inspected	Uninspected
25.03.2021	2021.03.25-1616755971979	GH000	X	

3 Attachment: Delivery note form for cross-checks

Information delivery note	
Supplier (incl. address, QS-ID, location number)	
Recipient (incl. address, QS-ID, location number)	
Delivery note number	
Order date	
Delivery date	

Information QS product	**Product 1**	If necessary: Product 2
Product name		
Item number		
Variety		
(Commercial) grade		
Country of origin		
Batch number		
Quantity		
Type of packaging		
Size		
Product name		
QS labelling in the delivery note	☐ by adding "QS" to the product name: _____ ☐ by general regulations/use of synonyms: _____ ☐ other labelling: _____	☐ by adding "QS" to the product name: _____ ☐ by general regulations/use of synonyms: _____ ☐ other labelling: _____
Identification number of producer/packing company		
Others		

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