



Instructions - Animal Welfare Database Coordinator Master Data

POULTRY

Note for the registration of locations for the duration of the 2018 programme:

Only those locations with the following status types are registered:

- **Participation in 2018 programme "YES" and**
- **Request cycle "Enquiry clearing house".**

Check these using filter settings and update:

Teilnahme am Programm 2018	<input type="text" value="Ja"/>
Anmeldestatus	<input type="text" value="-"/>
Audit-Status	<input type="text" value="-"/>
Auditzyklus	<input type="text" value="-"/>
Anfragezyklus	<input type="text" value="Anfrage an Clearingstelle"/>

locations that do not appear using this filter setting must be updated in your master data (e.g. tax ID number, bank details, implementation date).

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Key to Symbols in the Animal Welfare Database



New



Edit



OK (save)



Delete



Refresh/Update



Next page / Previous page



Close



Clear



Selection

Note: Please note that you should not use the "back" button on your browser. Also, please note that you should not click any button, before a page is fully loaded. Your browser displays the loading status of a web page.

Note: If you need a placeholder, please enter a percent sign (%) - for example when filtering name or location number etc.

1 Maintaining master data

Maintaining master data

As a coordinator, you can do the following in the animal welfare database:

- View and manage your coordinator master data (5.1.1)
- Register and sign up businesses (5.2; 5.4)
- Transfer your locations registered in the QS-software platform into the animal welfare database and complete/update the location data (4)
- View and manage your registered locations (5.1.2)
- View approved audit reports and information on blocks for your locations (5.1.2)
- Switch between the QS software platform and the animal welfare database (single sign on) (3)
- Re-registration of locations after a K.O. audit (5.6)
- Change coordinator (5.8)
- De-register locations (5.9)

2 Animal welfare database login

Animal welfare database login

<https://datenbank.initiative-tierwohl.de/QSTierwohl/start/do>



The screenshot shows the login interface of the Initiative Tierwohl database. At the top is the logo. Below it, there is a link for 'Öffentliche Suchfunktion'. The main section is titled 'Benutzer-Login'. It contains three input fields: 'Sprache' (with '49' entered), 'User-ID', and 'Passwort'. To the right of these fields is an 'OK' button.

- Enter User-ID
- Enter password

2.1 Change password

Change password

For security reasons, you should change your assigned password immediately and then regularly.

Click "change password"

- Enter old password
- Enter new password
- Confirm new password

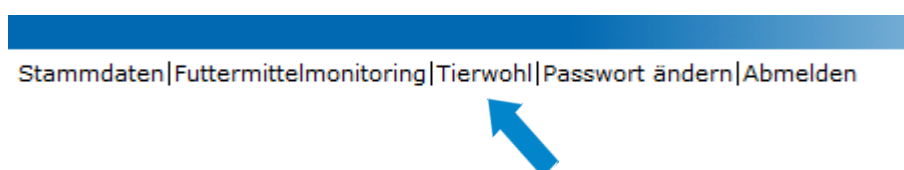
3 Single sign on

Single sign on

If you as coordinator have access data in QS and animal welfare (platforms) (and the same user name is used for both databases) you can, if logged into one, simply switch between the two applications.

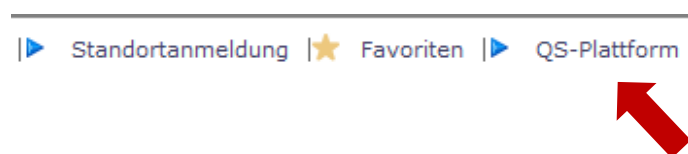
By clicking on the relevant link (see below) the partner application opens up in a new tab.

In the QS platform:



Click on the link
Animal Welfare or QS
Platform

In the animal welfare database:



4 Transferring data from the QS platform into the animal welfare database

Data transfer from QS to Animal Welfare

4.1 Master data menu in the QS platform

If you want to participate as a QS Coordinator in the animal welfare initiative, you can transfer your data contained in the QS platform into the animal welfare database from the **Coordinator Master**

Data menu by clicking the button [an Tierwohl übertragen](#) (top right in data record).

Under **Master data for bundled locations**, you can open your bundled locations and transfer the location data into the animal welfare database by clicking the button. [an Tierwohl übertragen](#)

Transfer coordinator:

Login: 4048473178426
Zugeordnet: TEST Bündler QS
Rolle: Bündler

Stammdaten | Futtermittelmonitoring | Rückstandsmonitoring

Bündel

Bündler

Unterbündler

Zuordnung Unterbündler

Anzahl Standorte pro Betriebszweig (SPOTAudits)

Gebündelte Systempartner

Gebündelte Standorte

Anmeld. gebünd. Standorte

GLOBALGAP-Bündel schnüren

AMA-GAP-Bündel schnüren

Standort - Wiederanmeldung

Korrekturmaßnahmen

Ergebnisfreigabe Sozialbedingungen

Suche Sozialbedingungen Erzeuger

Suche Sozialbedingungen Sonstige

Suche nach Standorten

Mitteilungen

Transfer locations:

Login: 4048473178426
Zugeordnet: TEST Bündler QS
Rolle: Bündler

Stammdaten | Futtermittelmonitoring | Rückstandsmonitoring

Bündel

Bündler

Unterbündler

Zuordnung Unterbündler

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Suche Sozialbedingungen Erzeuger

Suche Sozialbedingungen Sonstige

Suche nach Standorten

Mitteilungen

Click on opened location

an Tierwohl übertragen

Name: twers

Standortnummer: 123456789620124

Info Sperre: ☐ Angemeldet ☐ Lieferberechtigt

Zugelassen bis:

Lieferberechtigt bis:

Zert.system bearbeiten

Standort abmelden

Standort Kennnummern Auditberichte Standortsperrern Anwender Unternehmen Dateien

Name (*): twers

Standortnummer: 123456789620124

Straße (*): dadasdfasdfs

PLZ (*): 12345

Postfach:

Postfach-PLZ:

Ort (*): dadasdf

Land (*): DEUTSCHLAND

Bundesland (*): Nordrhein-Westfalen

☐ unangek. Systemaudits ☐ zusätzl. unangek. Spotaudits

If coordinator or locations are already in the animal welfare database, the button "transfer to animal welfare" will not appear but instead you will see the message "Record has already been transferred to the animal welfare database".

Multiple transfer

If you want to transfer several locations from the QS platform to the animal welfare database at the same time:

Menu button Bundled locations

- Download locations in Excel format. For this click on **Export Tierwohlliste** (without restriction to 3000 data records).

Multiple transfer from QS to Animal Welfare

Bundled locations

Click on export animal welfare list

- An Excel file will be offered for download. In the Excel file, for the locations to be transferred, you can place an X for the respective production type in the column "3001 transfer" or "3004 transfer". **The input columns are colour coded.**
- If there is already an "X" in the white columns in the Excel file, the location has already been transferred to animal welfare.

Example Excel file:

[illegible]

Example Excel file

- Click on **Import Tierwohlliste** , - an upload field will appear. There you have the option to upload the previously exported Excel file.

Click on import animal welfare list

Upload field:


[Standorte](#) > [Import Tierwohlliste](#)

Datei

Durchsuchen Kopie von ExportStandorteTierwohl.xls

The screenshot shows the top of a software window with a menu bar containing 'Datei'. Below it is a file explorer bar. On the left, there's a button labeled 'Durchsuchen'. To its right, the text 'Kopie von ExportStandorteTierwohl.xls' is displayed. Further right is a small folder icon. Two large red arrows are overlaid on the image: one pointing from below towards the 'Durchsuchen' button, and another pointing from below towards the folder icon.

Uploading the Excel file by clicking on "Browse"

- If the data has been read correctly, a message appears saying that the data can now be stored by clicking OK. 

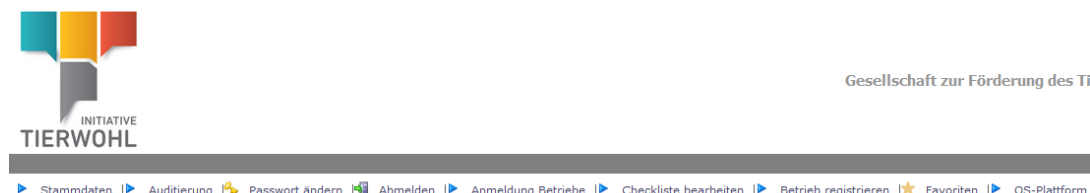
Click OK to save

Note: You can only transfer operations to the animal welfare database which have QS as a certification system and indicate the **production type 3001, 3004** or a **combination with these production types**. Here, for example, for a locations with production type 3005, you can transfer for example, two locations with production types 3004 and 3001. Or only production type 3004 can be transferred with production type is 3006.

For combined turkey breeding and fattening (3006) under the same VVVO number, the animal welfare requirements also apply to the rearing phase (3002).

5 Animal welfare database

Animal welfare database



Overview Animal welfare menu buttons

Master data menu

The coordinator's location data and locations that have been created and transferred are displayed and managed here.

Master data

Auditing menu

The audit reports for the coordinator's locations can be viewed here.

Auditing

Change password menu

The password can be changed here.

Change password

Log out menu

You can log out here.

Log out

Location sign-up menu

Here, you can select individual sites for signing up and register several operations at once.

Sign-up farm (Multiple registration/sign up)

Access checklist menu (only relevant for pig farming sites)

Here you can create/enter check lists for sites with complete master data.

Edit checklist (Pig farming)

Farm registration menu

Here you can create new location data records for animal welfare.

Register farm

Favourites menu

Here, you can create and manage favourites. By clicking on the "Add favourite" the loaded page can be stored as a favourite. If you want to remove a favourite, first click on "Edit favourites" and then click the favourites you want to remove.

Favourites

QS Platform menu

Here, you can switch to the QS platform (if you have a QS login and user name is the same for both).

QS Platform

5.1 Menu master data

Master data menu button

5.1.1 Menu button - Coordinator

Coordinator menu button

Here, you can view and manage your coordinator data.



Detail view:

**Detail view:
Coordinator master data**

der > Bündler

Name: TEST Bündler QS
Anmeldestatus: Angemeldet

Standort übernehmen

Bündler | Auditberichte | Ansprechpartner | Standorte | DATEV | Historienfelder

Name: TEST Bündler QS
ID: 4048473178426
Stufe: Landwirtschaft / Erzeugung

TW-ID: 2644
ID-QS: 58687282

Straße: Schedestr. 1 - 3
PLZ: 53113
Ort: Bonn
Land: Deutschland
Bundesland: Nordrhein-Westfalen

Postfach:
Postfach-PLZ:
URL:
Wegbeschreibung:
Bemerkung:
Bündleraudit bestanden:
Vertragsdatum: 13.03.2015
Kündigungsdatum:
Audit-Datum:

Coordinator tab:

Coordinator tab:

Your master data is displayed and managed here.

Audit reports tab:

Audit reports tab


The coordinator's audit reports are displayed here.

Contact person tab:

Contact person tab

Contact persons are displayed and managed here.

Locations tab:

Registered locations (livestock producers) are displayed and managed here. Click "Edit"  to open location detailed view and edit the location data.

Take over location button

Here you can take over a site which has been given authority to change coordinator (and would like to switch to you). For this, the coordinator needs an Animal Welfare Contract.

A new location can be  created/set-up by clicking the button and

By clicking on " " the locations can be exported as an Excel-file.

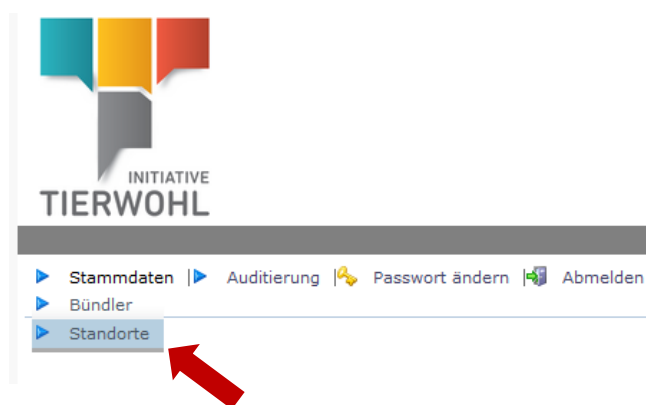
Locations tab:

Take over location


Create new location

Export location data to Excel

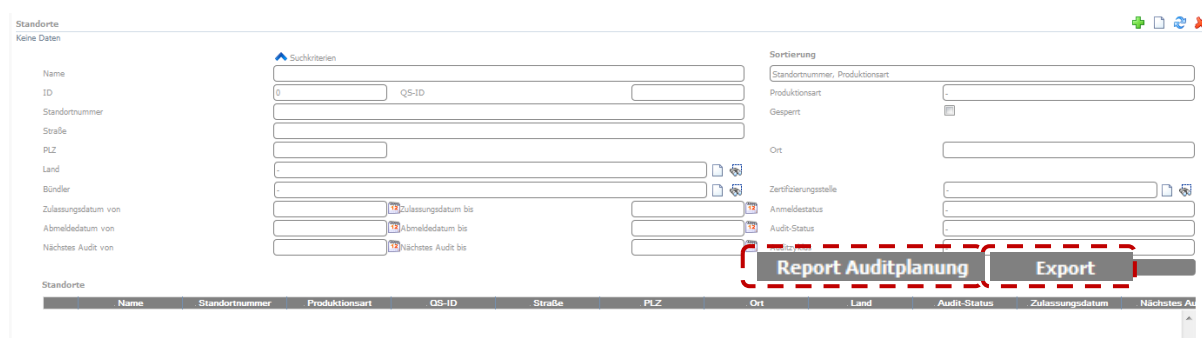
5.1.2 Menu button - locations



Menu button - locations

Your locations (livestock producers) are displayed here. Before you click "Update" , you can apply the search filters "name, site number, production type", etc.

Location search



Export data

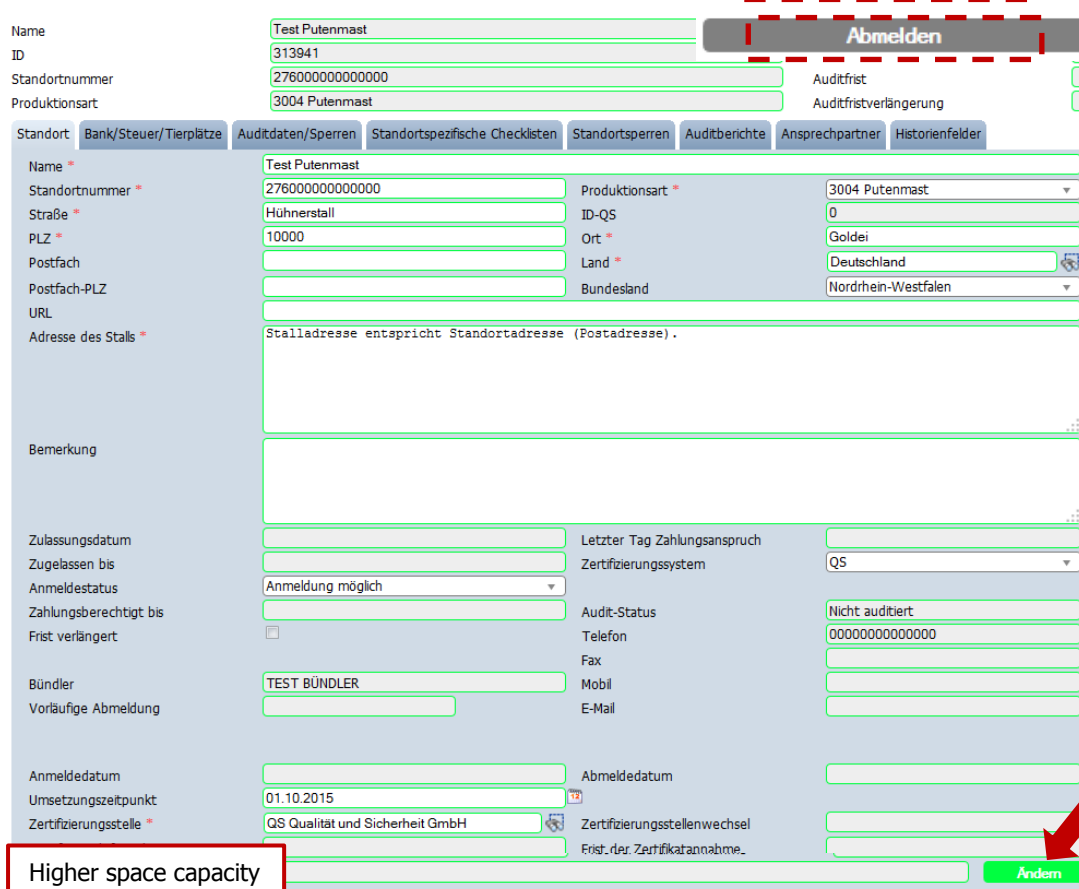
By clicking on **Export**, you can export the location data in Excel format and edit further.

By clicking on **Report Auditplanung**, you can export a list of locations that have audit permission for auditing, as an Excel file.

Export location data to Excel

Export Excel file of locations with audit permission

Detailed data record - location



The form displays the following data:

- Name: Test Putenmast
- ID: 313941
- Standortnummer: 2760000000000000
- Produktionsart: 3004 Putenmast
- Auditfrist: (empty)
- Auditfristverlängerung: (empty)
- Standort: Bank/Steuer/Tierplätze
- Auditdaten/Sperren: (empty)
- Standortspezifische Checklisten: (empty)
- Standortssperren: (empty)
- Auditberichte: (empty)
- Ansprechpartner: (empty)
- Historienfelder: (empty)
- Name *: Test Putenmast
- Standortnummer *: 2760000000000000
- Produktionsart *: 3004 Putenmast
- Straße *: Hühnerstall
- ID-QS: 0
- PLZ *: 10000
- Ort *: Goldei
- Postfach: (empty)
- Land *: Deutschland
- Postfach-PLZ: (empty)
- Bundesland: Nordrhein-Westfalen
- URL: (empty)
- Adresse des Stalls *: Stalladresse entspricht Standortadresse (Postadresse).
- Bemerkung: (empty)
- Zulassungsdatum: (empty)
- Letzter Tag Zahlungsanspruch: (empty)
- Zugelassen bis: (empty)
- Zertifizierungssystem: QS
- Anmeldestatus: Anmeldung möglich
- Audit-Status: Nicht auditiert
- Zahlungsberechtigt bis: (empty)
- Telefon: 0000000000000000
- Frist verlängert: ☐
- Fax: (empty)
- Bündler: TEST BÜNDLER
- Mobil: (empty)
- Vorläufige Abmeldung: (empty)
- E-Mail: (empty)
- Anmeldedatum: (empty)
- Abmeldedatum: (empty)
- Umsetzungszeitpunkt: 01.10.2015
- Zertifizierungsstelle *: QS Qualität und Sicherheit GmbH
- Zertifizierungsstellenwechsel: (empty)
- Frist der Zertifikatannahme: (empty)
- Higher space capacity: ☐
- Ändern

Detailed data record - location

Locations tab:

Location data is displayed and managed here.. In addition, amongst other things, sign-up status is displayed here.

Higher space field

By clicking on the button **Ändern**, you can select whether the livestock farmers are obligated to offer more space due to:

- other animal-protection regulations, which stipulate higher space requirements
- EU organic regulations or organic farming associations which guarantee a higher quality standard.

Location tab

Bank/Tax/Animal places tab

Here, account information and the amount of poultry in kilograms of live weight per year (kg LW/year or **kg LG/Jahr**) are displayed and managed.

Under production type **3004 (turkey production)** enter the amount of female livestock (kg LW/year turkey hens) and/or male livestock (kg LW/year turkey cocks).

Audit data/Blocking tab

Audit data and active blockings are displayed and managed here. Audit cycle and Request cycle, amongst other items, are also displayed here.

Location blockings tab:

Location blocks are displayed here.

Audit reports tab

The location's audit reports are displayed here.

Contact person tab:

Contact persons are displayed and managed here.

Register/Sign-up Button

A location can be registered here with the status "Master data complete" along with the implementation date.

De-register Button

Here, a location can be de-registered.

Change of Coordinator Button

Use this button to change coordinator.

Change Certification Body Button

Wechsel Zertifizierungsstelle

The certification body for the location can be changed here, if the location already has the status "signed-up".

Bank/Tax/Animal places tab

Audit data/Blocking tab

Location blocking tab

Audit reports tab

Contact person tab

Register location button

De-register location button

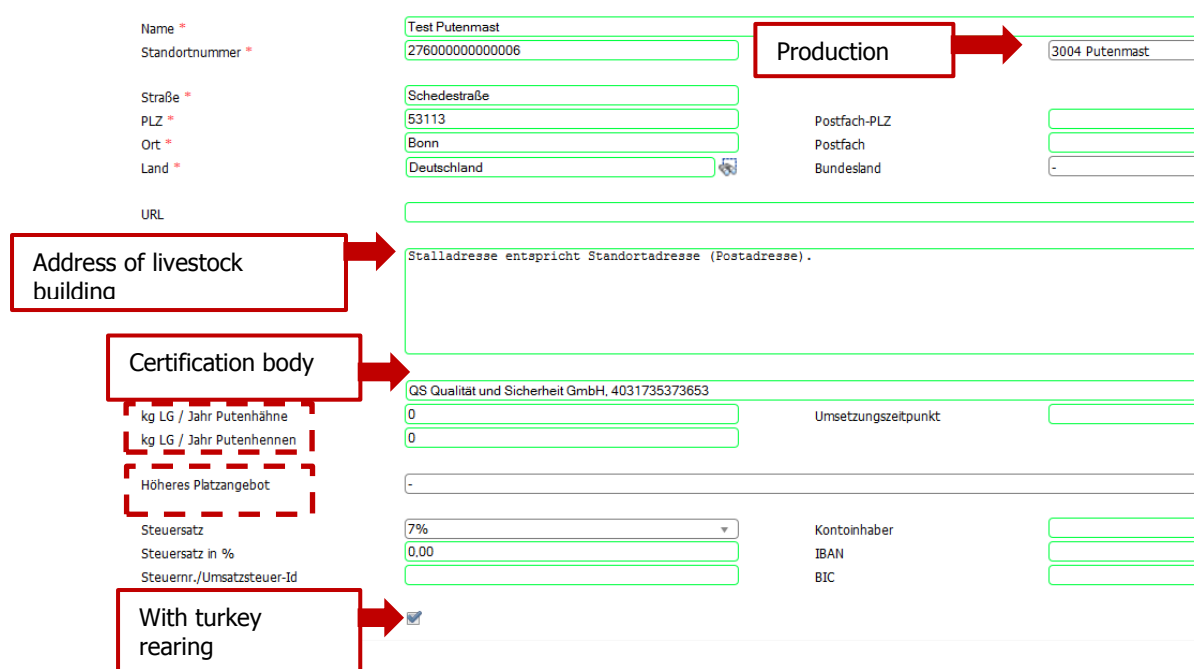
Change of coordinator button

Change certification body button: (Location status: Registered)

5.2 Farm registration Menu

Here you can directly register locations for animal welfare in the animal welfare database.

Step 1: Enter of the location data (name of the company, postal address and if different address of the livestock buildings), and also select production type and certification body.



The screenshot shows the 'Farm registration Menu' form. Red boxes and arrows highlight specific fields:

- Production:** A red box labeled 'Production' with an arrow pointing to the '3004 Putenmast' dropdown menu.
- Address of livestock building:** A red box labeled 'Address of livestock building' with an arrow pointing to the 'Stalladresse entspricht Standortadresse (Postadresse)' text area.
- Certification body:** A red box labeled 'Certification body' with an arrow pointing to the 'QS Qualität und Sicherheit GmbH, 4031735373653' dropdown menu.
- With turkey rearing:** A red box labeled 'With turkey rearing' with an arrow pointing to the 'checkbox' field.

Other visible fields include: Name (Test Putenmast), Standortnummer (276000000000006), Straße (Schedestraße), PLZ (53113), Ort (Bonn), Land (Deutschland), Postfach-PLZ, Postfach, Bundesland, URL, kg LG / Jahr Putenhähne, kg LG / Jahr Putenhennen, Höheres Platzangebot, Steuersatz (7%), Steuersatz in %, Steuernr./Umsatzsteuer-Id, Umsetzungszeitpunkt, Kontoinhaber, IBAN, and BIC.

Please enter location data **completely and correctly**, since the data is used for official documents.

Select the production type and the certification body. Then click the **Weiter >** button.

Note:

The **location number** must be **15 characters** long and start with the **ISO code** for the respective country. If the number is not 15 characters long, you can customise the number by adding zeros to the front for example: ISO Code_zeros_location number possibly with letters).

For combined **turkey rearing and fattening (3006)** under the same VVVO number, the animal welfare requirements also apply for rearing phase (3002). To do this, cross the box "with turkey rearing" during registration.



Attention: Input of location data:

Name: company name as stated in Declaration of Participation (see company/firm).

Street/town/postal code: postal address of the company

If the address of the livestock building is not the same as the postal address, enter the livestock building address in the field "Address of livestock building".

Example:

Company:	Address of livestock building:
<i>Putenmast GbR</i>	<i>Stall Putenglück</i>
<i>Hühnerstall 1</i>	<i>Hinter den Hühnerstall 3</i>
<i>10000 Goldei,</i>	<i>20000 Goldschnabel</i>
<i>Deutschland, Nordrhein Westfalen</i>	

Example

Postal address of the company:
(as in Declaration of Participation under
Company/Firm):

Name *	Putenmast GbR		
Standortnummer *	2760000000000000	Produktionsart *	3004 Putenmast
Straße *	Hühnerstall 1	ID-QS	0
PLZ *	10000	Ort *	Goldei
Postfach		Land *	Deutschland
Postfach-PLZ		Bundesland	Nordrhein-Westfalen
URL			
Adresse des Stalls *	Stall Putenglück Hinter dem Hühnerstall 3 20000 Goldschnabel		

Enter the livestock building address here, if
different from postal/mailling address

Step 2: Enter the data of the legal representative

Step 2: Enter the data of the legal representative

Enter the legal representative's data. Then click on **Weiter >** to save the data.

Betrieb registrieren: > Standortdaten > Anwenderdaten

< Zurück **Schließen** **Weiter >**

Anrede *	Herr
Titel	
Vorname	
Nachname *	
Sprache	DEU, Deutsch
Telefon	
Mobil	
E-Mail	
Fax	

Please enter legal representative's data completely and correctly, since the data is used for official documents.


The location now has the status "registered" and location data may be supplemented later (including account data, implementation date).

5.3 Selection / Change certification body


Selection / Change certification body

Location prior to having status "registered"


Select certification body before status is set to "registered"

As long as the location has not been allocated "registered" status, the certification body may be selected or amended without an amendment application by clicking selection button  in the certification body field.

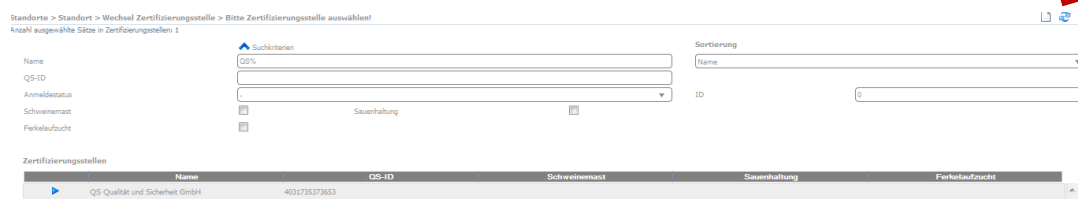
Certification body field in the location detailed view.

Zertifizierungsstelle * 

Selection button

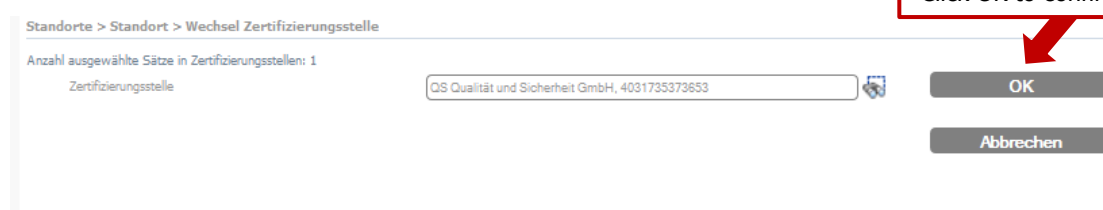
Click the button  (refresh) to display the certification body and then click the blue arrow, to select the desired certification authority

Click "Refresh" to display Certification Bodies



The selected certification body in the field and the selection should be confirmed by clicking on the OK button.


Click OK to confirm




Click OK to confirm

Note: Because the approvals can be different, the certification authorities are not carried over in transfers from the QS platform. They have to be selected by clicking on the selection button.

Location after having status "registered"


If the location has the status "registered", you can only change the certification body by clicking the button .

Change certification body after status is set to "registered"

Click the button  (select) and choose the new certification body.

5.4 Register location

Register location



The button  appears when the location has the status "Registration/Sign-up possible". For this, **all required master data** (IBAN, BIC, account holder, tax rate, and amount of animals in kg LW / year) must be present and the "Implementation date" field must be filled in. The registration/sign up date is then automatically populated with the current date, and the status set to "registered".

Note: No VetProof enquiry is made for poultry farming.

5.5 Farm registration/sign-up menu

Multiple registration of farms

Multiple registration of farms

Under the menu  **Anmeldung Betriebe**, you can select from several farms with  and register them at the same time.

Register farms


 


Standorte	Name	Standortnummer	Produktionsart	Straße	PLZ	Ort
<input checked="" type="checkbox"/>	Test Sauenhaltung	276120325621452	2004 Sauenhaltung	Schedestraße	53113	Bonn
<input checked="" type="checkbox"/>	Test 123	276123652145874	2001 Schweinemast	Schedestraße	53113	Bonn
<input checked="" type="checkbox"/>	Test Sauenhaltung	276214523698526	2001 Schweinemast	Schedestraße	53113	Bonn
<input checked="" type="checkbox"/>	Test456	276214536215874	2001 Schweinemast	Schedestraße	53113	Bonn
<input checked="" type="checkbox"/>	Test Schweinemast	276236541478452	2001 Schweinemast	Schedestraße	53113	Bonn

5.6 Re-registration of a location (following K.O. audit)

Re-registration of locations (after a K.O. audit)

If a failed audit (K.O.-audit) is released for a location, the location loses its authorisation to receive payments and registration status is reset to "Registration/Sign-up possible". As a result, the fields of "Registration/Sign-up date" and "Implementation date" are cleared.




If you want to register a location again, you must click the button  and add all required data for the new programme period (implementation date, marketer, kg live weight, etc.).

5.7 Location Unblocking Request

Send unblocking request for location

If the location is blocked, you can send a request to lift this in the detail view of the location by


clicking on the button . Enter the reason for lifting the block as free text and then click OK.

The **Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH** [Company for the Promotion of Animal Welfare in Livestock Production Ltd.] - will decide whether the application is rejected or approved.

5.8 Continuing participation in the 2018 programme by farms already participating

Continued participation in the 2018 programme audit

If a farm already-participating would like to continue participating in the 2018 programme the

operation can be registered by clicking on the button . As next step the implementation date, marketer and registered number of animals have to be entered.

The implementation date is set by default to 2 months prior to the end of term. The pre-set number of registered animals is the number indicated in the current program.

Input implementation date and livestock numbers registered

As next step, click the button

Weiter >

5.9 Participation in the 2018 programme by farms already de-registered

see menu item 5.6

5.10 Change of Coordinator

Change of Coordinator

If a farm would like to change coordinator, clicking on the button "Change of Coordinator" in the location detailed view approves the change of coordinator. To do this, the date of the change must be entered as the next step.

Standorte > Standort > Wechselwunsch

Wechselwunsch am

26.07.2016

OK

Abbrechen

Note: Please note that the change date may not be in the past. If the date of the change request is in the future, the location will initially remain bundled with its current coordinator.

After clicking OK, the date of the change of coordinator is stored in the location data as "change of coordinator on".

Wechselwunsch am	26.07.2016	E-Mail	
Checklistenänderungen			
Anmeldedatum	28.04.2015	Abmeldedatum	
Umsetzungszeitpunkt	01.10.2015		

Take-over/Re-register location button

Take-over location / re-register

Click on the button **Standort übernehmen** in the detail view of your coordinator master data. This opens a screen, in which you must now enter the location number and production type of the location to be taken over (Entering identification data), then click OK.

Bündler > Standort übernehmen

Standortnummer
Produktionsart

2001 Schweinemast

2001 Schweinemast
2004 Sauenhaltung
2008 Ferkelaufzucht

OK

Abbrechen

If the location is available for a change of coordinator, the new coordinator is allocated to that location and the status of the location reverts to its original status.

The new coordinator has **two months** to take over the location from the date of the change. If the date of change passes without a new coordinator assuming the location, the location will be preliminarily de-registered (=temporarily blocked). If the location is not taken on by a coordinator (bundled) after expiry of the 2-month period, the site will finally be de-registered. If, prior to final de-registration, the location was entitled to receive payments, a final verification audit has to be conducted. The coordinator to date is responsible for the organisation and accounting of the final verification audits.

Note:

An agricultural location with a location embargo may not change its coordinator.

If the 2-month deadline for the changeover has passed, another coordinator cannot take over the location and the location is no longer available for change of coordinator.

5.11 Change of marketer

Change of marker

If a farm would like to change marketer, the change of marketer is entered by clicking on the "Request Change of Marketer" button in the location detailed view. To do this, the date of the change must be entered as the next step.

Standorte > Standort > Wechselwunsch

Wechselwunsch am 26.07.2016

OK

Abbrechen

Note: Please note that the change date may not be in the past. If the date of the change request is in the future (max. 2 months), the location will initially remain with its current marketer coordinator until the effective date in the month following the change request date. However, after the change request date, the former marketer can no longer change the kg live weight figures or register the livestock farmer for the next period.

5.12 De-register Location

De-register location

If a farm would like to cancel its participation in the animal welfare initiative, you can instantly unsubscribe the location by clicking "De-Register" in the location detailed view, or by entering a future date (= termination date). The location will be finally de-registered on the de-registration date entered.

Standorte > Standort > Abmelden

Abmeldedatum	<input type="text" value="26.07.2016"/>	<input type="button" value="OK"/>
		<input type="button" value="Abbrechen"/>

After clicking OK, the de-registration date is stored in the location data as "date of de-registration".

Wechselwunsch am	<input type="text"/>	E-Mail	<input type="text"/>
Checklistenänderungen	<input type="text"/>		
Anmeldedatum	<input type="text" value="28.04.2015"/>	Abmeldedatum	<input type="text" value="26.07.2016"/>
Umsetzungszeitpunkt	<input type="text" value="02.05.2015"/>		

Note: If a company wants to prematurely leave the animal welfare initiative, a final verification audit is necessary. This audit is to be conducted a maximum of 2 months before and up to 2 weeks after the end of the contract (= date of de-registration in the database).

5.13 Requests for fusion/separation of farms

Requests for fusion/separation of farms

If you want to make an application for conducting an (economic) consolidation or separation of farms, you can reproduce this in the animal welfare database.

- In the case of fusion, several existing farms can be "fused" together in the animal welfare database.
- In the case of separation, several new locations are created from one single existing location in the database, with the original site always remaining, albeit with lower livestock figures.

5.13.1 Request for fusion of locations

Request for fusion of farms/locations

Under the *Master Data Menu* > *Menu* button "Request for fusion of locations" the request for the fusion of farms can be made.

Conditions for fusion: the chosen locations may not be blocked and must be entitled to receive payment. They must all be bundled with the same coordinator (applicant) and all have the same production type. The certification body of the "lead farm" will be assumed by all.

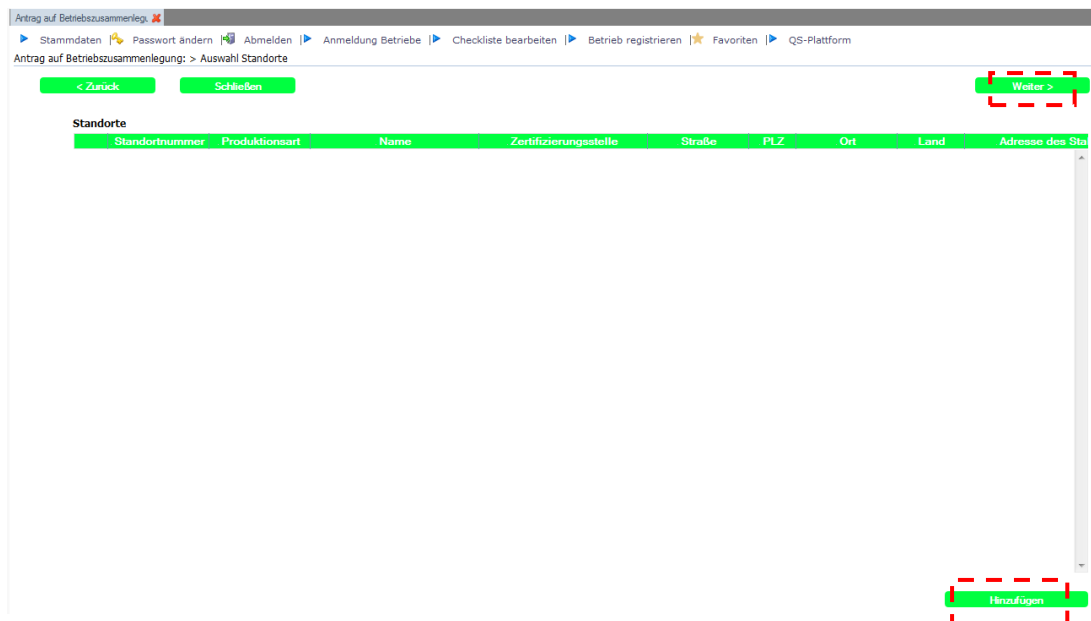
1. Selecting locations

Selection of locations

To start, select the participating locations. To do this you must select each location using the button

Hinzufügen

at the bottom of the below in the list view.



Then select the "lead" location by clicking on the location, this will be then highlighted yellow. All

selected farms will then be merged under this specific ("lead") location. Then, click

Weiter >



2. Enter Location Data

Enter Location data

An input screen then appears with the master data of the "lead" location. You can modify the location data in this input screen and by clicking "Next", you will advance to the next step.

Antrag auf Betriebszusammenlegung: > Auswahl Standorte > Standort

[< Zurück](#) [Schließen](#) Weiter mit: [Weiter >](#)

Standort

Name *	Test Standort		
Standortnummer	276000000000001	Produktionsart	2004 Sauenhaltung
Straße	Dorfstr. 1	Postfach-PLZ	
PLZ	20000	Postfach	
Ort	Testort	Postfach	
Land	Deutschland	Bundesland	Schleswig-Holstein
URL			
Adresse des Stalls	Identisch zum Unternehmensstandort		
Zertifizierungsstelle	ACG Agrar-Control GmbH, 4031735000214		
	Umsatzsteuer-ID	0000000000	
	Kontoinhaber	Testkontoinhaber	
	IBAN	DE0000000000000000000000	
	BIC	XXXXXXX000	

powered by VBO Services GmbH

3. Enter reason

Enter reason

In the last step you need to enter a justification in a text box for the request and, if necessary, the amendment of the check-lists, VVVO number etc. Also the sums relating to weight information is displayed separately for turkey farms according to male and female livestock.

Antrag auf Betriebszusammenlegung: [Stammdaten](#) [Passwort ändern](#) [Abmelden](#) [Anmeldung Betriebe](#) [Checkliste bearbeiten](#) [Betrieb registrieren](#) [Favoriten](#) [QS-Plattform](#)

Antrag auf Betriebszusammenlegung: > Auswahl Standorte > Standort > Auswahl Checkpunkte > Zusammenfassung

[< Zurück](#) [Schließen](#) [Weiter >](#)

Begründung *

Begründung eingeben....

When you click on [Weiter >](#), the request is applied in the database.

The *Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH*

(Company for the Promotion of Animal Welfare in Livestock Production Ltd.) will make a decision regarding the application.

If the sponsoring organisation decides to accept the application it will be stipulated in which locations an audit needs to be conducted.

5.13.2 Request for separation of farms

Request for separation of farms

Under the *Master Data Menu* > *Menu button "Request for separation of farms"* the request for the separation of farms can be made.

Conditions

The locations, into which the farm is to be divided into:

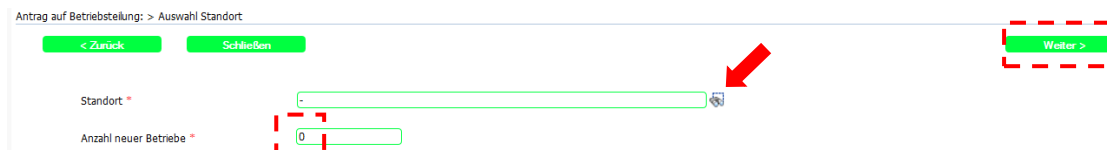
- are all with the same coordinator.
- must all have the same certification body.
- must have all same production type.
- Poultry farms must all be either outside Germany or all domestic.

1. Selecting the farm

Selecting the farm

You must first select the farm of origin. The location to be separated must not be blocked and must be entitled to receive payments.

As the next step, the number of new operations must be specified in the field "Number of new farms".



2. Enter Location Data for "new farms"

Enter Location data of the new farms

After clicking on **Weiter >** the screen for entering location master data will appear the same number of times as the number of farms entered by the user.

The master data of the new farms is entered in this screen. The fields are pre-populated with the values from the original farm and you can customize the master data as well as the contact person.

With each click on **Weiter >**, you access the input screen for the next farm.

Antrag auf Betriebsteilung: > Auswahl Standort > Standort > Standort

< Zurück Schließen Weiter mit Aufteilung der Mengenangaben Weiter >

Standort

Name * Teststandort

Standortnummer 2760000000000000 Produktionsart 2008 Ferkelaufzucht

Straße Dorstr. 1

PLZ 20000

Ort Testort

Land Deutschland Bundesland Niedersachsen

URL

Adresse des Stalls Stalladresse entspricht Standortadresse (Postadresse).

Zertifizierungsstelle SGS Germany GmbH, 4031735000177

Umsatzsteuer-ID 1000000000

Kontoinhaber Testkontoinhaber

IBAN DE00000000000000000000000000000000

BIC GENO00000000

3. Distribution of quantity data

Distribution of quantity data

A summary of farms will then be shown. The kg weight figures can be distributed here. The total (as well as the split amounts for male and female turkey livestock, for example) may not be greater than the value for the original operation prior to division.

Antrag auf Betriebsteilung: > Aus

Stammdaten

Passwort ändern

Abmelden

Anmeldung Betriebe

Checkliste bearbeiten

Betrieb registrieren

Favoriten

QS-Plattform

Antrag auf Betriebsteilung: > Auswahl Standort > Standort > Standort > Mengenangaben

< Zurück

Schließen

Weiter >

Standorte

Straße	PLZ	Ort	Adresse des Stalls	Name gesetzl. Vertre	Kontoinhaber	IBAN	BIC	Tierzahzahl
Dorstr.01	20000	Testort	Stalladresse entspricht Standortadresse (Postadresse).	Schuma-Farm-KG	GENO00000000	DE00000000000000000000000000000000	GENO00000000	2500
Dorstr. 1	20000	Testort	Stalladresse entspricht Standortadresse (Postadresse).	Testkontoinhaber	GENO00000000	DE00000000000000000000000000000000	GENO00000000	2500

4. Enter reason

Enter reason

In a large text field, the coordinator must enter a reason or justification for the request. By clicking on **Weiter >** the request is applied in the database.

Antrag auf Betriebsteilung: > Auswahl Standort > Standort > Standort > Mengenangaben > Zusammenfassung

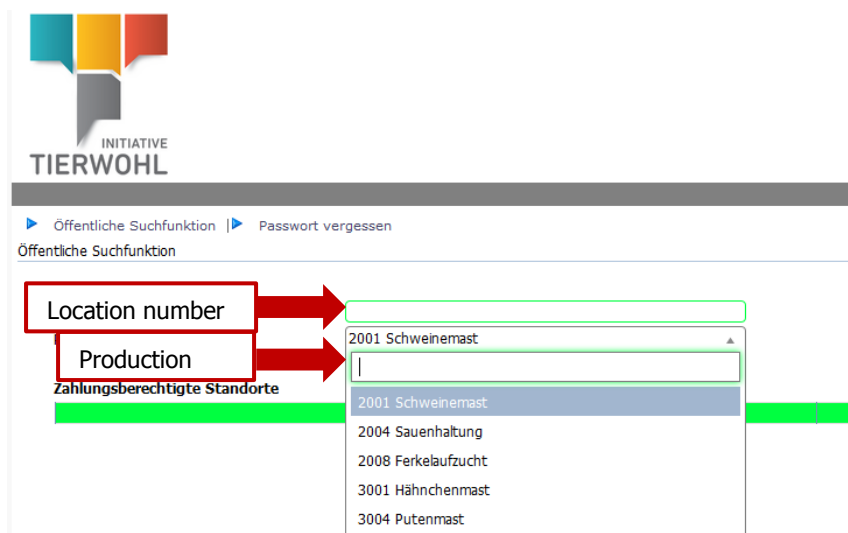
< Zurück Schließen Weiter >

Begründung *

The *Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH* (Company for the Promotion of Animal Welfare in Livestock Production Ltd.) will make a decision regarding the application. If the sponsoring organisation decides to accept the application it will be stipulated in which locations a final verification audit or an additional verification audit needs to be conducted.

5.14 Public Search

Public search
(function)



INITIATIVE
TIERWOHL

► Öffentliche Suchfunktion | ► Passwort vergessen

Öffentliche Suchfunktion

Location number

Production

Zahlungsberechtigte Standorte

2001 Schweinemast

2004 Sauenhaltung

2008 Ferkelaufzucht

3001 Hähnchenmast

3004 Putenmast

The public search function can be called up without a login.

Using this function, locations entitled to payments can be searched by location number or filtered by type of production.

6 Glossary

Production type

- **3001:** Broiler production
- **3004:** Turkey production

In poultry farming, **farms outside Germany** can also participate in the animal welfare initiative.

There is a three-year term of the certification, for poultry farms, but the maximum term runs to June 30, 2021.

Registration period: The period from September 13, 2017 to September 29, 2017 is when all incoming livestock holder applications are being collected. Within this defined period the time sequence of the application is not of importance.

The registration status is the location status. The following statuses are possible:

1. **Registered/stored:** This status is allocated immediately after location is created.
2. **Registered / master data complete:** is allocated automatically once, in addition to the location data, the following fields have been completed: IBAN, BIC, account holder, VAT-ID No., tax rate (either selected or entered as a number), amount of livestock (kg live weight / year), certification body.

3. Registration/Sign up possible: You can register a location if it has this status. In doing this, the implementation date must be entered.

Implementation date: Date from which a livestock producer will meet the specified animal welfare criteria.

	<i>Already participating -</i>	<i>New locations</i>
Earliest implementation date	2 months before approval ends	End of registration period
Last possible implementation date	31/03/2018	31/03/2018

(If a site receives an audit permission response from the clearing house, the implementation date may ..be changed once after receiving the response).

- 4. Registered/Signed-up: status is allocated by clicking the "Register/Sign-up" button. The registration/sign up date is then automatically populated with the current date.**
- 5. Preliminarily de-registered: serves as a marker and is displayed for the duration of preliminary de-registration, re-registration is possible via a different coordinator.**
- 6. De-registered: is assigned automatically when the de-registration date has been reached or if the deadline for change of coordinator has expired after temporary de-registration.**
- 7. Permanently blocked: summarily embargoed**

There are different types of location block/suspension:

Temporary: Blocked due to missed deadlines or a de-registration, no authority to receive payments

Suspended: temporary label initially upon receipt of payment authorisation

Tax rate: You can either use this field or the field for manual entry of the tax rate in %.

Kg live weight / year: Amount in kg (live weight) in the Bank/tax / animal places tab in the location data record:

- Kg LW / year - broiler chickens (3001)
- Kg LW / year turkey hens (3004; female)
- Kg LW / year - turkey cocks (3004: male)

Higher space capacity: selection field in location data record

The following values are possible:

1. Due to legal regulations the livestock producer is obligated to implement a greater amount of available space.
2. Livestock producer is obligated to implement a greater amount of available space due to other regulations such as European Organic Regulations

Enquiry clearing house

A request to assess liquidity will be sent to the **clearing house** upon registration of the location. The clearing house sends a response, whether the location can be audited.

Audit cycle: This field provides information as to which stage of the audit cycle the location is at.

Programme Audit [Regular Audit]:

1st Programme audit: First regular or programme audit which must be released within 2 months of granting of audit permission or the implementation date.

Follow-up audit: A regular audit that is conducted after the initial or first programme audit.

Verification audit: An audit conducted 1 year and 2 years after the first or follow-up audits.

Clearing house response negative: Check mark is automatically set if the location has already received a negative response from the clearing house.

Audit Status:

- Not audited
- Passed
- Failed

Gesellschaft zur Forderung des Tierwohls in der Nutztierhaltung mbH (Company for the Promotion of Animal Welfare in Livestock Production Ltd.)

CEO: Dr. Alexander Hinrichs

Schedestraße 1 - 3

53113 Bonn

Tel +49 228 35068-0

Fax +49 228 35068-10

Info@initiative-tierwohl.de