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:*

<table>
<thead>
<tr>
<th>Teilnahme am Programm 2018</th>
<th>Ja</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anmeldestatus</td>
<td>-</td>
</tr>
<tr>
<td>Audit-Status</td>
<td>-</td>
</tr>
<tr>
<td>Auditzyklus</td>
<td>-</td>
</tr>
<tr>
<td>Anfragezyklus</td>
<td>Anfrage an Clearingstelle</td>
</tr>
</tbody>
</table>

*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

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

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

- Enter User-ID
- Enter password

2.1 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

If you as coordinator have access data in QS and animal welfare (platforms) (and the same username 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:

```
Stammdaten|Futtermittelmonitoring|Tierwohl|Passwort ändern|Abmelden
```

In the animal welfare database:

```
| Standortanmeldung | Favoriten | QS-Plattform |
```

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

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:

![Transfer coordinator screen](image1)

### Transfer locations:

![Transfer locations screen](image2)

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**Click on opened location**:

![Click on location](image3)

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).
• 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:**

<table>
<thead>
<tr>
<th>N</th>
<th>Q</th>
<th>3001 übertragen</th>
<th>P</th>
<th>3004 übertragen</th>
<th>Mit einem &quot;X&quot; in den blauen Spalten</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

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

**Upload field:**

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

**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 location 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

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

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

Change password menu
The password can be changed here.

Log out menu
You can log out here.

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

Access checklist menu (only relevant for pig farming sites)
Here you can create/enter check lists for sites with complete master data.

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

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.

QS Platform menu
Here, you can switch to the QS platform (if you have a QS login and username is the same for both).
5.1 Menu master data

5.1.1 Menu button - Coordinator

Here, you can view and manage your coordinator data.

Coordinator tab:
Your master data is displayed and managed here.

Audit reports tab:
The coordinator's audit reports are displayed here.

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.

**5.1.2 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.
**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.

---

**Detailed data record - location**

<table>
<thead>
<tr>
<th>Name</th>
<th>Test Putenrost</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>313941</td>
</tr>
<tr>
<td>Standortnummer</td>
<td>270000000000000</td>
</tr>
<tr>
<td>Produktionsart</td>
<td>3004 Putenrost</td>
</tr>
</tbody>
</table>

---

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

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 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:**

<table>
<thead>
<tr>
<th>Company:</th>
<th>Address of livestock building:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Putenmast GbR</td>
<td>Stall Putenglück</td>
</tr>
<tr>
<td>Hühnerstall 1</td>
<td>Hinter den Hühnerstall 3</td>
</tr>
<tr>
<td>10000 Goldei,</td>
<td>20000 Goldschnabel</td>
</tr>
<tr>
<td>Deutschland, Nordrhein Westfalen</td>
<td></td>
</tr>
</tbody>
</table>

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

```
Name: Putenmast GbR  
Standortsnummer: 0760000000000000  
Strasse: Hühnerstall 1  
PLZ: 10000  
Postfach:  
Postfach-PLZ:  
URL:  
Adresse des Stalls:  
```

| Produktionsort: 3664 Putenmast  
| ID-0G: 0  
| Ort: Goldei  
| Land: Deutschland  
| Bundesland: Nordrhein-Westfalen  

Stall Putenglück  
Hinter den Hühnerstall 3  
20000 Goldschnabel  

Enter the livestock building address here, if different from postal/mailing address.
**Step 2: Enter the data of the legal representative**

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

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**

**Location prior to having status “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.

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

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

**Note:** Because the approvals can be different, the certification authorities are not carried over in transfers from the Q5 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. Click the button (select) and choose the new certification body.

#### 5.4 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

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

5.6 Re-registration of a location (following 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 Wiederanmelden and add all required data for the new programme period (implementation date, marketer, kg live weight, etc.).

5.7 Location Unblocking Request

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 Antrag Ent sper rung. 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

If a farm already participating would like to continue participating in the 2018 programme the operation can be registered by clicking on the button Teilnahme Programm 2018. 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.

As next step, click the button

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

see menu item 5.6

**5.10 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.

**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".

**Take-over/Re-register location button**

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.
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

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.

*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

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.

![De-register Location](image)

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

### 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

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

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

To start, select the participating locations. To do this you must select each location using the button 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.
2. **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.

3. **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 checklists, VVVO number etc. Also, the sums relating to weight information is displayed separately for turkey farms according to male and female livestock.

When you click on **Weiter >**, the request is applied in the database.

The Gesellschaft zur Forderung 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

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:

- have all 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

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"

After clicking on 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, you access the input screen for the next farm.
3. 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.

4. Enter reason

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

The Gesellschaft zur Forderung 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

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.
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

<table>
<thead>
<tr>
<th>Already participating</th>
<th>New locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earliest implementation date</td>
<td>2 months before approval ends</td>
</tr>
<tr>
<td>Last possible implementation date</td>
<td>31/03/2018</td>
</tr>
</tbody>
</table>

(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
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