Instructions - Animal Welfare Database

Coordinator Master Data

PIG
POULTRY
CATTLE
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Key to symbols in the animal welfare database

+ New

✓ OK (save)

と思いました Refresh/Update

☒ Close

Selection

Edit

Delete

Next page / Previous page

Clear

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

2 Animal welfare database login

2.1 Enter access data

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

- Enter User-ID
- Enter password

2.2 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 (SSO)

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:

Master Data | Feed Monitoring | Tierwohl | Video Tutorials | Change password | Log out

In the animal welfare database:

Register location | Favorites | QS platform
4 Transferring data from the QS platform into the animal welfare database

4.1 Data transfer from QS to Animal Welfare

If you want to participate in the animal welfare initiative as a QS Coordinator, you can transfer your data contained in the QS platform into the animal welfare database from the Master data Coordinator menu by clicking the button Transfer to Animal Welfare Initiative (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 Transfer to Animal Welfare Initiative.

Transfer coordinator:

Transfer locations:

Click on Transfer to Animal Welfare Initiative in opened location:

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".
4.2 Multiple transfer

If you want to transfer several locations from the QS platform to the animal welfare database at the same time, select the menu **Bundled locations**: 

- Download locations in Excel format. For this click on Export Animal Welfare list (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 "2001 transfer", "2004 transfer" or "2008 transfer".
- If there is already an "X" in the columns "[... registered]" in the Excel file, the location has already been transferred to animal welfare.
- **Example Excel file:**

<table>
<thead>
<tr>
<th>2001 registered</th>
<th>Transfer 2001</th>
<th>2004 registered</th>
<th>Transfer 2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

- Location already transferred

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

- **Upload field:**

  ![Upload field](image)

- 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 locations to the animal welfare database which have QS as a certification system and indicate the production type 2001, 2004, 2008, 3001, 3004, 3016, 1001, 1002 and 1008 or a combination with these production types. Here, for example, for a location with production type 2005, you can transfer two locations with production types 2004 and 2001. Or for production type 2006, only production type 2004 is transferred.

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

Change password menu ➡ Change password
The password can be changed here.

Log out menu ➩ Sign off
You can log out here.

Location sign-up menu ➤ Sign-up locations
Here, you can select individual locations for signing up and register several locations at once.

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

Favorites menu ★ Favorites
Here, you can create and manage favorites. By clicking on Insert favorite the loaded page can be stored as a favorite. If you want to remove a favorite, first click on Edit favorites and then click the favorites you want to remove.

QS Platform menu ➤ QS platform
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 master data.

**Detail view:**

**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. Not all master data fields can be changed by the coordinator. If the location number, the name and the address (stable address) as well as the legal representative of the livestock holding farm need to be changed, please contact the operating company informally by e-mail.
**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.

**5.1.2 Menu button locations**

Your locations (livestock producers) are displayed here. Before you click *Update* ☐, you can apply the search filters "name, location number, production type", etc. If you need a placeholder, please enter a percent sign (%) for it. For example, you also have the option of filtering locations with piglet rearing, with open change of certification body or with not yet transmitted K.O.

**Export data**

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

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

**Detailed data record – location**

Click the button *Edit* ☐ and a detailed record for the location will open.
**Locations tab:**
Location data is displayed and managed here. In addition, amongst other things, sign-up status is displayed here.

**Field EU-organic production regulation:** Here, you can indicate whether the location is a conventional or an EU-organic farm or of a higher standard.

**Bank/Tax/Animal places tab**
Here, account information and the number of registered animals are displayed and managed.

**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 specific-checklist tab**
Location specific checklists are displayed here (only Programme 2018).

**Division of labour production tab (only relevant for locations with pig farming)**
If available, the locations of a production with division of labour are displayed here.

**Audit reports tab**
The location’s audit reports are displayed here.

**Contact person tab**
Contact persons are displayed and managed here.

**Pecuniary claim tab (only for poultry in Programme 2018)**
The location’s pecuniary claim is displayed here.

**Programme tab**
This displays information on the individual programmes in which the location has participated or is participating.

**History tab**
The locations’ blockages are displayed here.

**Sign-up Button**
A location can be registered here with the status "Master data complete" along with the implementation date.

**Sign-off 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".
5.1.3 Menu button – Request for fusion of locations

If you want to submit an application to carry out a (economic) fusion or division of farms, you can map this in the Animal Welfare Database. In the case of a fusion, several existing farms are "merged" into one farm in the Animal Welfare Database.

**Conditions for a fusion:** The selected locations must not be blocked and must be eligible for payment. They must all be bundled with the same coordinator (applicant) and all have the same type of production. The certification body of the "leading farm" is taken over.

**Step 1: Select the locations**

At the beginning, select the participating locations. To do this, you must select the individual locations via the button at the bottom of the list view.

Then select the "leading" location in the list view by clicking on the button (select). This location will then be highlighted in orange. All selected sites will then be merged into exactly this ("leading") site. Click on the button.

**Step 2: Enter location data**

An input mask then appears with the master data of the "leading" location. You can adjust the data of the location in the input mask and click on the button to proceed to the next step.
Step 3: Enter justification

In the last step, you must enter a justification for the application and, if applicable, the change of checklists (2018 programme only), location number, etc. in a text field.

When you click on the button, the request is created in the database.

The Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH will decide on your request. Additional audits may become necessary: When the application is accepted by the operating company, it is indicated at which locations a final confirmation audit or an additional confirmation audit must be carried out.

5.1.4 Menu button – Request for division of location

If you want to submit an application to carry out a (economic) fusion or division of farms, you can map this in the animal welfare database. In the case of a division, several new locations are created from one existing location in the database, whereby the original location always remains, only with lower number of animals.

Conditions: The locations into which the farm is split:

- are all with the same coordinator.
- must all have the same certification body.
- must all have the same type of production.
- pig farms all have the same checklist! (programme 2018)

**Step 1: Selecting the farm**

You must first select the farm of origin. The location to be divided must not be blocked and must be eligible for payment.

The amount of new locations must be indicated in the next step.

**Step 2: Entering the location data of the ”new locations”**

The mask for entering the master data is repeated as often as the number of farms the user has entered after clicking on the button.

The master data of the new locations are entered in the mask. The fields are pre-filled with the values from the original farm and you can adjust the master data as well as the contact persons.

Each time you click on the button, you will be taken to the input mask for the next farm.

**Step 3: Breakdown of the quantity data**

Next comes a summary of the farms. Here the number of animals can be divided. The sum must not be greater than the value from the original farm before. Then click on the button.
Step 4: Enter justification

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

The Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH will decide on your application.

If the application is accepted by the operating company, it will be specified at which sites a final confirmation audit or an additional confirmation audit must be carried out.

5.2 Farm registration menu ➤ Register location

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

Step 1: Enter the location data (name of the company, postal address and, if different, address of the livestock buildings) and 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/city/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 sty/coop".

**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, Deutschland, Nordrhein Westfalen</td>
<td>20000 Goldschnabel</td>
</tr>
</tbody>
</table>

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

Step 2: Enter the data of the legal representative

Enter the legal representative’s data. Then click on the button **Next** to save the data.
Please enter legal representative’s data **completely** and **correctly**, since the data is used for official documents.

**Step 3: Entering the contact person’s data**

Enter the data of the contact person. Then click on the button *Next* to save the data.

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

**Note:** To participate in the Animal Welfare Initiative, the location must be signed up for the programme after registration and set to the status "signed up".
5.3 Selection / Change certification body

Location prior to having status “signed up”
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.

Click the button OK to confirm the choice of certification body.

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 “signed up”
If the location has the status “signed up”, you can only change the certification body by clicking the button Change certification body .

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

5.4 Register location

The button Sign up appears when the location has the status "Registration/Sign-up possible". For this, all required master data (IBAN, BIC, account holder, tax rate) must be present and the "Implementation date" and "Number of registered animals (programme 2021)" 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: A VetProof enquiry is made only for locations with 2008.

5.5 Farm registration/sign-up menu

Multiple registration of farms
Under the menu, you can select from several farms with and register them at the same time.

Click the button (refresh) to update the list and select the locations. Then click the button Sign up .
5.6 Re-registration of a location (after de-registration)

Within the registration-phase, a location that was registered in the past, can be re-registered for the new programme phase. Click the button Re-sign up. The fields “Implementation date (programme 2021)” and “Number of registered animals (programme 2021)” must be filled in. The registration date is automatically filled with the current date and the status is set to “registered”.

5.7 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 Re-sign up and add all required data for the programme 2021.

5.8 Location unblocking request

If the location is blocked, you can send an unblocking request by clicking on the button Unblocking request in the detail view of the location. Enter the reason for unblocking as free text and then click OK. The Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH will decide whether the application is rejected or approved.

5.9 Continuing participation in the 2021 programme by farms already participating

If a farm already participating would like to continue participating in the 2021 programme, the farm can be registered by clicking on the button Participation programme 2021. As next step the “implementation date” and “number of registered animals” have to be entered.

5.10 Participation in the 2021 programme by farms already de-registered

see menu item 5.6
5.11 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 "Date of change of coordinator".

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

Click on the button *Take over location* in the detail view of your coordinator master data. This opens a screen, in which you must now enter the location number and production scope 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 blocking 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.

### 5.12 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 the button **Sign off** 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.

![Image of de-registration date]

After clicking the button **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 3 months before and up to 2 weeks after the end of the contract (= date of de-registration in the database).

### 5.13 Public search

The public search function can be called up without a login. Using this function, locations authorized to deliver can be searched by location number or filtered by type of production.

**Step 1:** In step 1 you can choose the **stage** (agriculture, slaughter ing and deboning, processing or intermediaries).
Step 2: If the stage “agriculture” is chosen, you can filter by production scope:

If the stage “slaughtering/deboning”, “intermediary” or “processing” was chosen, you can filter by name, QS-ID, postal code, location or country.
6 Glossary

Production types:

- **2001**: Pig production
- **2004**: Sow production
- **2008**: Piglet rearing
- **3001**: Broiler production
- **3004**: Turkey production
- **3016**: Peking duck production
- **1001**: Cattle production
- **1002**: Calf production
- **1008**: Dairy farming

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), number of animals, amount of livestock (kg live weight / year), marketer (optional), certification body.
3. **Registration/Sign up possible**: Is allocated when all master data relevant to the production scope has been entered.
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. **Implementation date**: Date from which a livestock producer will meet the specified animal welfare criteria.
6. **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.
7. **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.
8. **Permanently blocked**: summarily blockage.

**Blockage**:

- 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

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

**Audit**:

- **Programme Audit [Regular Audit]**: First programme audit which must be released within 2 months of granting of audit permission or the implementation date.
- **Verification audit**: An audit conducted 1 year and 2 years after the first or a follow-up audit.
Request number of animals Vetproof:

**Quotient**: Maximum Quotient of the number of animals registered for the location and the number of animals reported back by Vetproof (antibiotics database)

2008 piglet rearing: 8.7
- Answer Vetproof negative (problem report, if this happens before registration, the location cannot be registered).
- Answer Vetproof positive (request cycle is set to "request to clearing house").

**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.

- Enquiry to the clearing house or enquiry to the clearing house negative: the location has not yet received an audit permission and is on the waiting list.
- Preliminary enquiry to the clearing house (audit permission granted): Audit permission granted in the event of early changes to the checklist (2018 programme only) or animal numbers, at the earliest after one year (10 months after release of the initial audit).
- Preliminary enquiry to the clearing house (audit permission not granted): Clearing house does not grant audit permission for the change of checklist (only 2018 programme) or animal numbers.
- Programme audit possible: the clearing house grants audit permission for an initial audit.

**Audit Status:**
- Not audited
- Passed
- Passed with reservation (in case of open corrective action)
- Failed

**Registered number of animals**: reported, expected number of animals per year

- **Pig farmers**: How many animals are expected to be delivered to participating slaughterhouses per year.
- **Sow farmers**: How many piglets are expected to be weaned per year.
- **Piglet rearers**: How many piglets are expected to be delivered to pig production farms per year.
- **Cattle farmers**: How many cattle are expected to be delivered to participating slaughterhouses per year.
- **Calf farmers**: How many calves are expected to be delivered to participating slaughterhouses per year.
- **Dairy farming**: How many animals are expected to be delivered to participating slaughterhouses per year.

**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)
- Kg LW / year – peking ducks (3016)

**Number of animals until 30 June 2021**: indicates whether animals should already be delivered until 30 June 2021 and if so, how many.

**EU-organic production-regulation**: Here, you can specify whether the location is a conventional or EU-organic farm or participates in a higher standard respectively. The following values are available:
- Conventional pig farming or cattle farming
- Farm in accordance with the EU-organic production-regulation or a higher standard

**Higher space capacity:** selection field in location data record (for poultry locations)

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
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