Instructions - Animal Welfare Database
Auditors

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Explanation of symbols in the animal welfare database

New	Edit
OK (Save)	Delete
Refresh/Update	Next page/ Previous page
Close	Clear
Selection	Open detailed view

Note: *Please note that you should not use the "back" button on your browser. Please also note that you should not click on any button until a page has been fully loaded. The loading status of an Internet page is displayed by your browser.*

Note: *If you need a placeholder, please enter a percent sign (%) for it (e.g. when filtering the name, location number, etc.).*

1 Master data maintenance

Use of the Animal Welfare Database as an **auditor**:

- See master data of the assigned locations (3.1)
- Enter audit reports for your locations (3.2.3)
- Change your entered audit reports (3.2.1)
- View released audit reports and blockage information (3.2.1)
- Input and management of corrective actions (3.3)
- Report failed attempts and failed visit (stock checks) (3.4; 3.5)

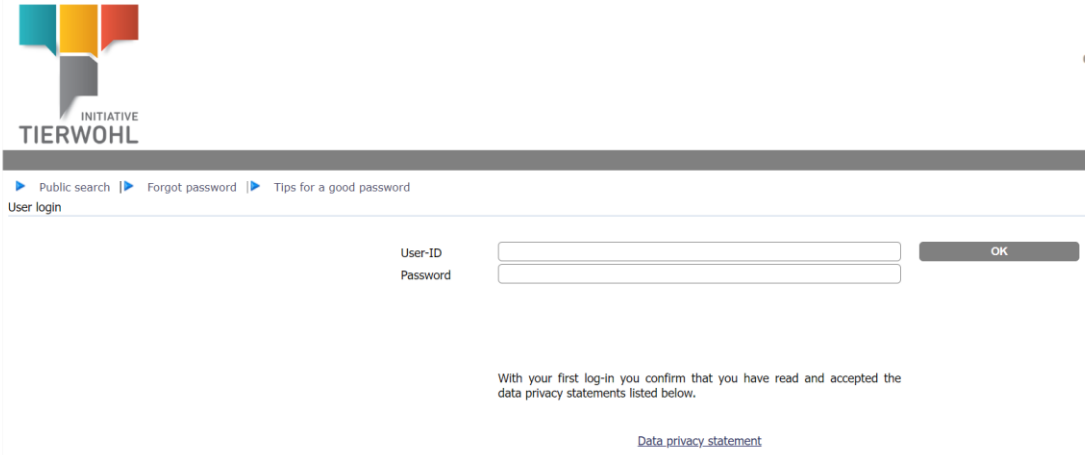
As a authorizing auditor you can additionally:

- Decide on certificate acceptance when changing certification bodies (4.1.2)
- See master data of the certification body (4.2)
- View master data and stages of approval of your certification body's auditors (4.3)
- Release entered audit reports (4.4.1)
- Have audit reports reset (send reset requests) (4.4.2)
- Submit a request for a term extension (Request term extension) (4.4.3)
- Have audit reports unblocked (send unblocking requests) (4.4.4)
- Administer and release corrective actions (4.4.5)
- Release failed attempts (stock checks) (4.4.6)

2 Login to the animal welfare database

Login to the animal welfare database

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



- Enter User-ID
- Enter password

And then click OK.

2.1 Change password

Change password

For security reasons, you should change your assigned password immediately and regularly thereaf-ter.

- Click „change password"
- Enter old password
- Enter new password
- Repeat new password

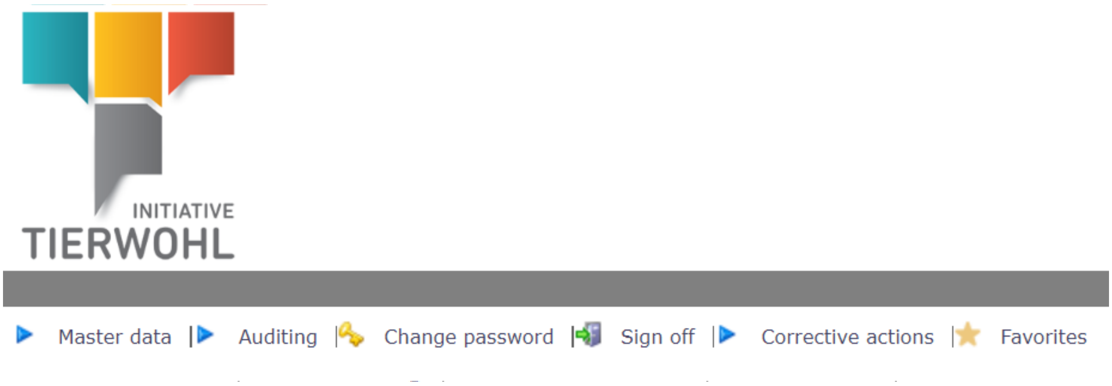
Forgotten password

2.2 Did you forget your password?

Click on "Forgot password" and enter your user name (User-ID). A new password will be sent to the e-mail address deposited for you.

3 Animal welfare database

Animal welfare database



Master data menu

Master data menu:

Here you will find all the locations of your certification body that you can audit according to your approval.

Auditing menu

Auditing menu

Here you can enter audit reports as well as view and manage your entered audit reports. Under the menu item Auditors you can see your master data.

Change Password Menu

Change Password Menu

The password can be changed here.

Sign off menu

Sign off menu

You can log out here.

Favourites menu

Favourites menu

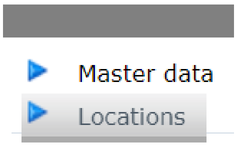
Here you can create and manage favourites. Click on "Add Favourite" to save the page you are currently viewing. If you want to remove a favourite, first click on "Edit favourites" and then click on the favourite you want to remove. To finish this action, click on "End Edit".

3.1 Master data menu

Master data menu

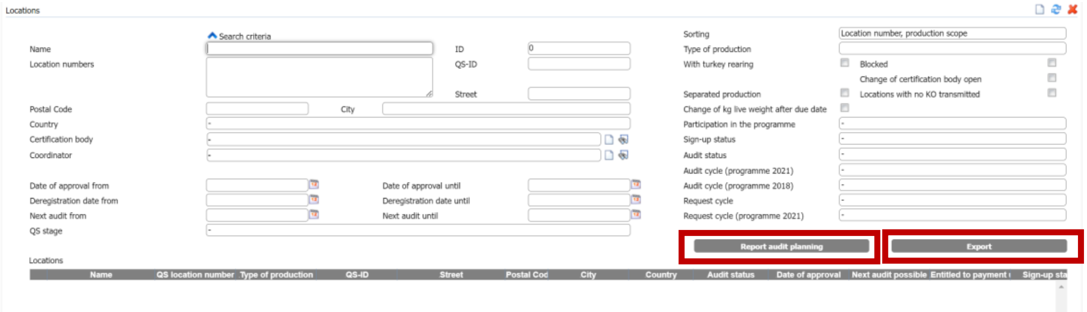
3.1.1 Menu item Locations

Menu item locations



Here you will find all the locations of your certification body that you can audit according to your approval.

Update with and restrict the search with <u>filter functions</u> beforehand, if necessary.



Export functions

Export functions

You can export the data in Excel format and process it further.

An Excel file with all locations will be created. If you want to limit the selection before downloading the file, use the filter functions.

Export

Button Export

Click **Export** and you will get an Excel file of all locations, depending on the filtering you set before.

Report audit planning

Button Report Audit planning

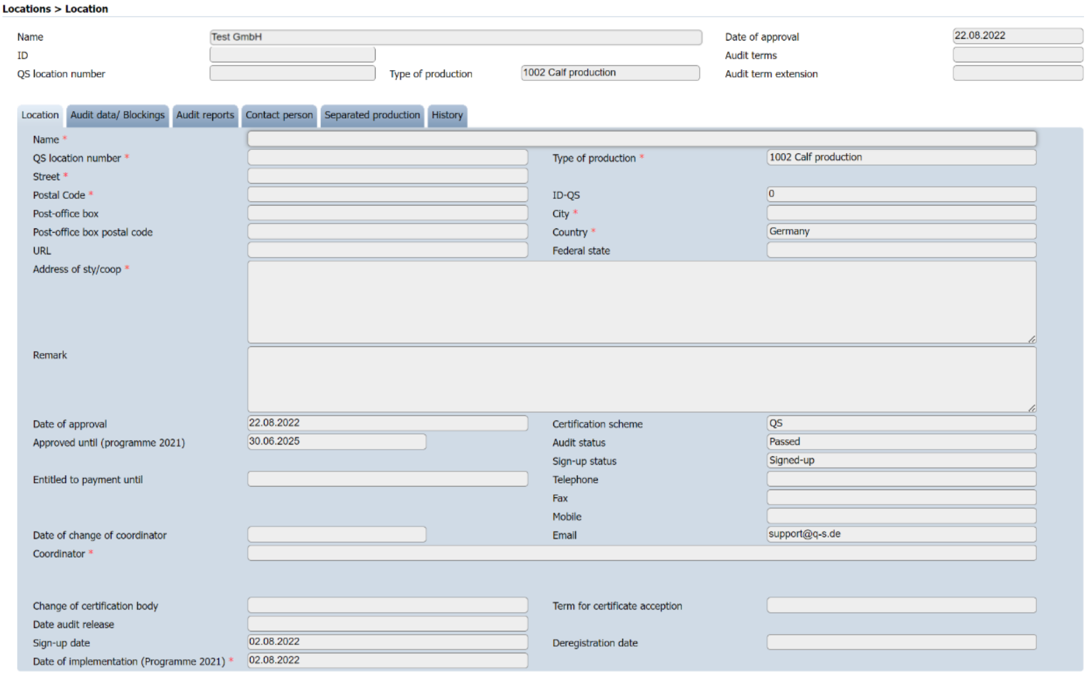
Click **Report audit planning** and you will receive an Excel file with all locations and related information you need for your audit planning, e.g. information on the desired audit type and contact details of the location.

In the audit planning report, the auditor is shown all locations to be audited that are assigned to the certification body and for which the auditor has an approval.

Detailed view Location

Detailed view location

Click to open a detailed view of the location.



Locations > Location

Name: Test GmbH
ID
QS location number
Type of production: 1002 Calf production
Date of approval: 22.08.2022
Audit terms
Audit term extension

Location | Audit data/ Blockings | Audit reports | Contact person | Separated production | History

Name *
QS location number *
Type of production *: 1002 Calf production
Street *
Postal Code *
ID-QS: 0
Post-office box
City *
Post-office box postal code
Country *: Germany
URL
Federal state
Address of sty/coop *
Remark
Date of approval: 22.08.2022
Certification scheme: QS
Approved until (programme 2021): 30.06.2025
Audit status: Passed
Sign-up status: Signed-up
Entitled to payment until
Telephone
Fax
Mobile
Date of change of coordinator
Email: support@q-s.de
Coordinator *
Change of certification body
Term for certificate acception
Date audit release
Sign-up date: 02.08.2022
Deregistration date
Date of implementation (Programme 2021) *: 02.08.2022

Location tab

Location tab

The master data of the location as well as additional information (registration status, etc.) are displayed here. This tab contains the master data of the location. You cannot edit this data.

Audit data/blockings tab

Audit data/Blockings tab

The audit data and current blockings are displayed here. The audit cycle, among other things, is also displayed here.

Site-specific checklist tab

Site-specific checklist tab

The site-specific checklist is displayed here.

Location blocking tab

Location blocking tab

The blockages of the location are displayed here.

Audit reports tab

Audit reports tab

The audit reports of the location are displayed here. Click to open the audit report.

Contact person tab

Contact person tab

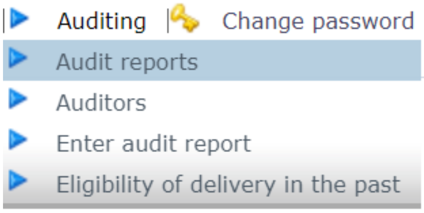
The contact persons for the location are displayed here. Click on to open the record.

3.2 Auditing menu

Auditing menu

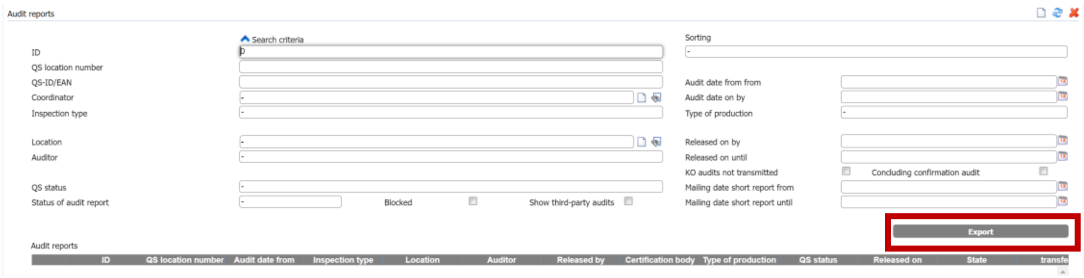
3.2.1 Menu item Audit reports

Menu item audit reports



Here you will find all audit reports that have been entered and released.

Before clicking , narrow the search if necessary with filter options, e.g. production scope(s)



Audit reports can be in different states:

- Entered
- Released
- Released but blocked (audit report must be unblocked by Animal Welfare Initiative)
- Closed ("blocked" by Animal Welfare Initiative, no access)

***Note**: Audit reports can only be edited while they are in the state "entered".*

Excel export:

Excel export

Click on 

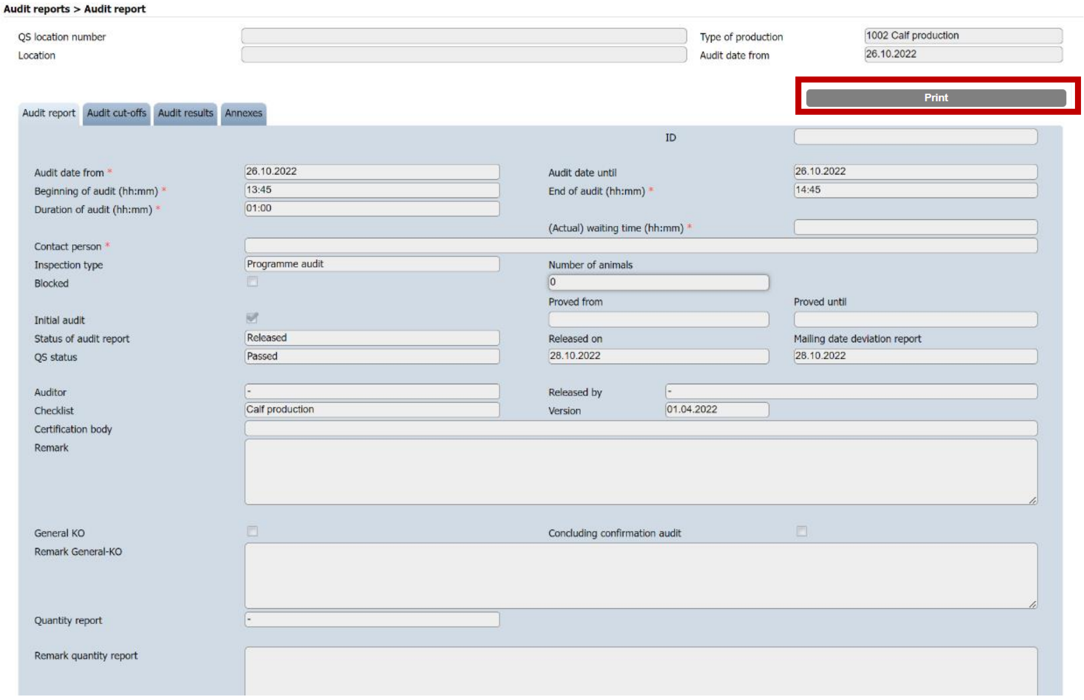
.

The Excel export provides an overview of all audit reports including additional information that is not shown in the web view, e.g. audit duration and contact person.

Detailed view of audit report

Detailed view of audit report

Click to open audit reports.



Audit report tab

Audit report tab

Here you will find a summary of the information on the audit report.

Audit cut-offs tab

Audit cut-offs tab

Here you can see the blockings and resets of the audit report.

Audit results tab

Audit results tab

Overview of audit results including comments. Open detailed view with .

Annexes tab

Annexes tab

Here are the deposited files as annexes.

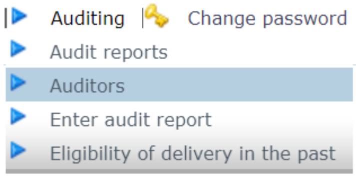
Summary of the audit report

Print summary of the audit report

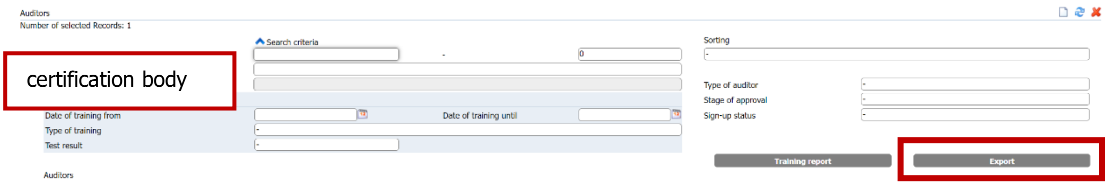
By clicking on Print you can generate a summary of the audit report as a pdf file and print it out if required.

3.2.2 Menu item Auditors

Menu item Auditors



Here you can see your master data.

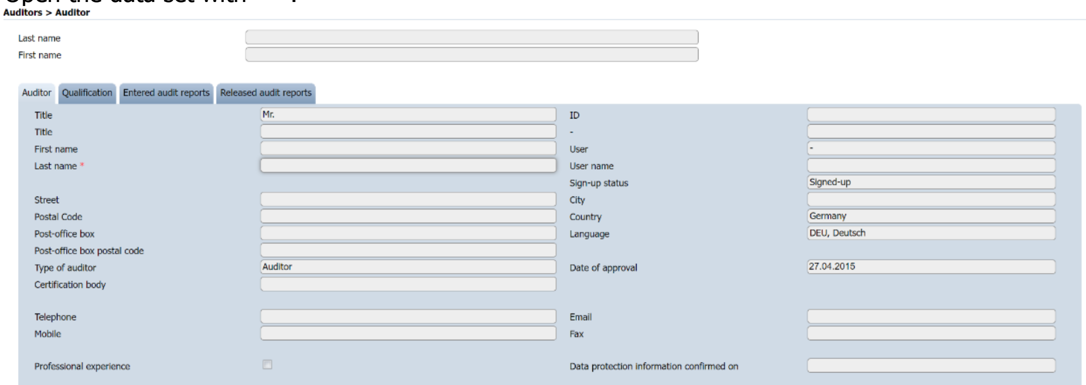


By clicking on **Export you** can export the data set as an Excel file.

Button Export

Open the data set with ⓘ .

Open record



Auditor tab

Auditor tab

Here you can see your master data.

Qualification tab

Qualification tab

Here you can see your stored qualifications (degree, work experience, etc.).

Entered audit reports tab

Entered audit reports tab

Here you can see the audit reports you have entered and export them as an Excel file by clicking on Export.

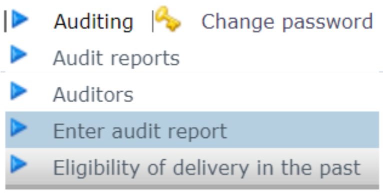
Released audit reports tab

Released audit reports tab

Here you can view your released audit reports and export them as an Excel file by clicking on Export.

3.2.3 Enter audit report menu item

Menu item audit report enter



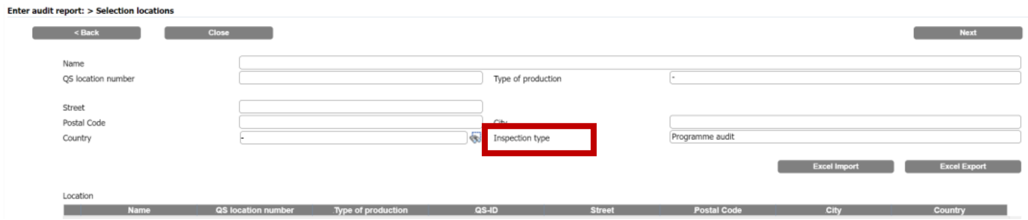
You can enter audit reports directly into the database in **4 steps.**

Step 1: Selecting the location

Step 1: Selection of audit type and audited location

Important: First select the **audit type**!

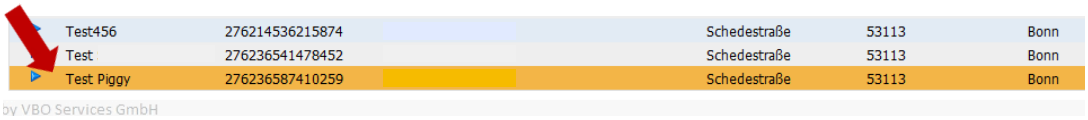
By clicking on , the locations that can be audited appear.



Select the **location** for auditing from the list and then click on Next .

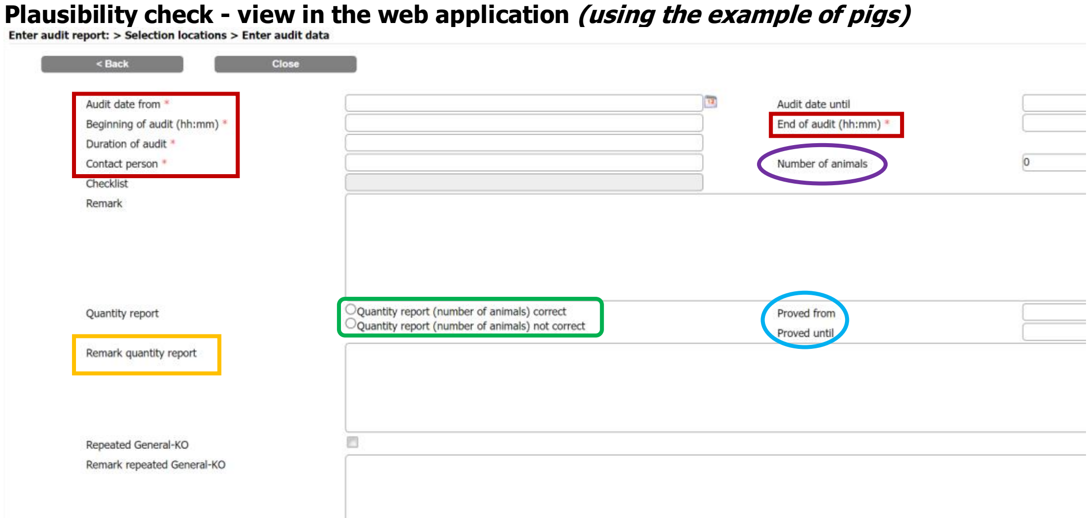
Step 2: Entering the audit data

Step 2: Enter audit data



Enter the master data of the audit and then click on continue.

Plausibility check - view in the web application *(using the example of pigs)*



Fields marked with * must be filled in.

Plausibility check - view in the offline checklist

Example pig production (2001): Enter plausibility check in the offline checklist

Scope - Pig production					
Production scope		Number of animals			
2001	Pig production				
Period audited		from	DD.MM.YYYY	until	DD.MM.YYYY
Quantity report: Random check of the report correct?		Yes		Remark quantity report:	
		No			

Description of the fields for the plausibility check when entering the audit data

Number of animals: The number of animals that were correctly reported in the period can be entered here (not mandatory).

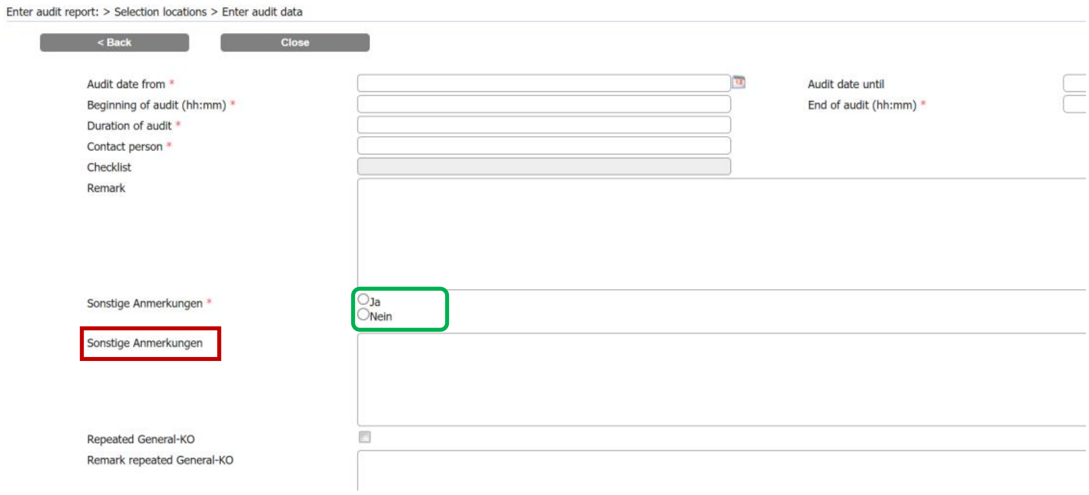
Period audited (Proved from/until): Period for which the information on the number of animals was checked (not mandatory).

Quantity report: Random check of the report correct: This indicates whether the livestock owner has correctly made the livestock number declaration to the coordinator for reporting to the clearing house = plausibility check (mandatory for confirmation audits). The following can be selected:

- Quantity report correct (YES)
- Quantity report not correct (NO)

Remark quantity report: This field is mandatory if the animal count declaration is not correct. This field should describe in detail which nonconformities were found (if the quantity declaration is correct, please do not enter any remarks here).
Not to be confused with the field ***Remark*** (above the quantity report in the web application and on the first page in the offline checklist as field "Comments"): In this field you can enter general remarks; if the quantity report is correct you can store additional information here.

View in the web application (using the example meat industry)



Information on the field "Other comments" ("Sonstige Anmerkungen"): This field is mandatory and must be answered with "Yes" or "No". If the answer is "Yes", the corresponding text field must be filled in.

Step 3: Input results

Step 3: Entering the results

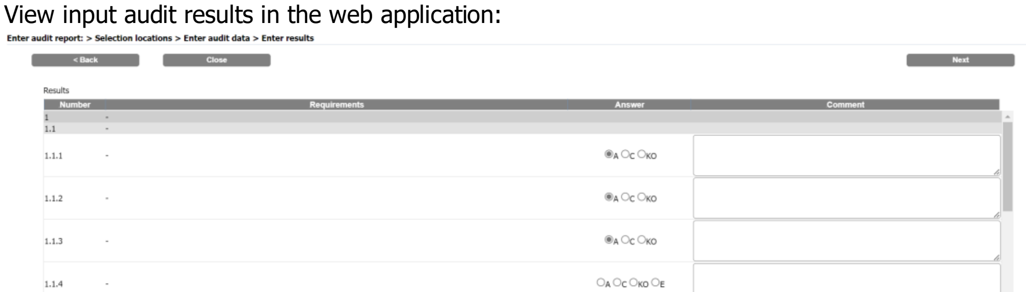
The auditor can enter the audit results directly into the online mask or fill in a previously exported offline checklist and upload it afterwards.

For KO evaluations and fields marked with *, comments are mandatory.

For criteria labelled with corrective action (CA), corrective actions can be agreed upon. The evaluation for corrective actions is **"C"**. If criteria are evaluated with "C", actions must be initiated. These must be entered in the corrective actions report (nonconformity, corrective action and deadline (DD/MM/YYYY)).

View input audit results in the web application:

Audit results in the web application



View input audit results in the offline checklist:

Audit results in the offline checklist

1.1.1	-						
1.1.2	-						
1.1.3	-						
1.1.4	-						

Step 4: Enter corrective actions:

Step 4: Enter corrective actions

Enter the corrective action in the web application:

Corrective actions in the web application

Enter the corrective action (offline checklist):

Corrective actions in the offline checklist

Nr.	Evaluation	Nonconformity	Corrective actions	Deadline
1.1.1	C	Test	Carry out test	01.02.2023

Export offline checklists

Offline checklists download

- Blank offline checklist
- Site-specific offline checklist

Site-specific offline checklist: If you want to export a site-specific checklist, select **the audit type** and the **desired location**.

Site-specific checklist

Blank checklist: If you want a non-site-specific checklist (with all check points), do **not select a location** and enter the **required production scope**.

Blank checklist

Note: *To work correctly with the tool, you need at least Office 2007/Windows XP or a higher version.*

Export checklist as Excel file

Click on the location for which you want to enter the audit report. Then click on Excel Export .

Enter audit results

Enter audit results

As an auditor, fill in the Excel spreadsheet with the answers.

Import checklist Excel Import

The completed Excel checklist is imported and checked for errors. Any errors that occur are displayed online.

Import Checklist

Check the **entry of the audit data** and then click on Next.

Check audit data

Check the **entry of the results** and then click on Next.

Check audit results

The audit report is now saved!

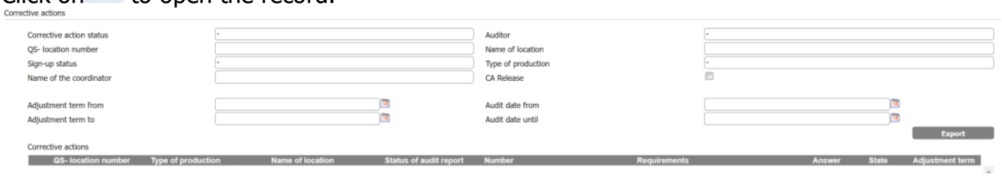
***Note: Audit reports** can only be deleted and edited while they are in the state "entered". Once the audit report has been released, it can no longer be deleted.*

3.3 Menu: Corrective actions

Corrective actions menu

All corrective actions are displayed here and can be edited.
Update with . If necessary, limit the search beforehand with the filter function (e.g. by location number, adjustment term, etc.).

Click on to open the record.

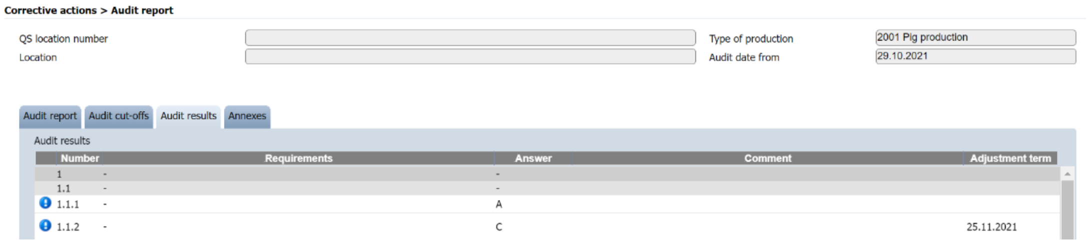


Edit corrective actions

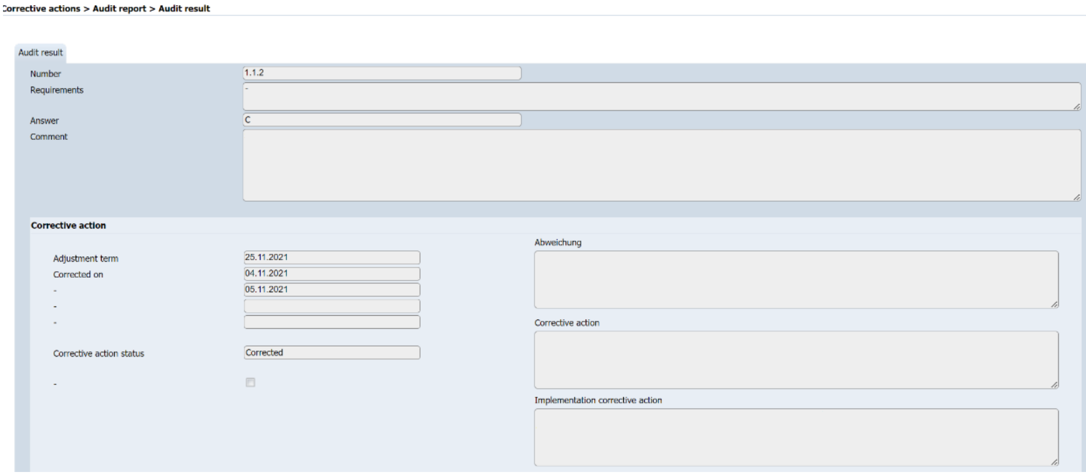
Corrective actions can be in 3 different states (statuses):

- Open: Implementation of the corrective action has not yet started.
- Corrected: The implementation of the corrective action has been proven.
- Not corrected: The corrective action has verifiable not been implemented.

In the Audit results tab, select the corrective actions via the button .



A new view opens where you can edit the status of the corrective action.



In the case of "open" corrective actions, a temporary blockage is set in the location with the blockage reason "open corrective action". The location is blocked until the corrective actions are implemented. When the state of the corrective action is set to "corrected", the temporary blockage is automatically removed.

The status "not corrected" means that a corrective action has not been carried out (in due time) and is equivalent to a KO evaluation.

Corrective actions "for release" (see also point 4.4.5)

The authorizing auditor must check and release the status change of the corrective action to "corrected" or "not corrected" in a four-eye-principle. If the authorizing auditor carries out the status change himself/herself, no release is required.

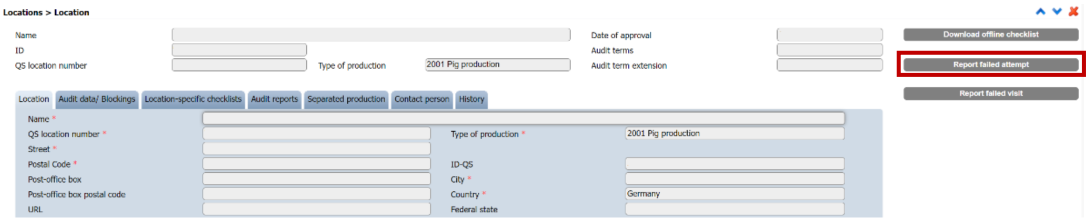
Note: *Open corrective actions can be processed both in the state "entered" an "released" of the audit report.*
After the change of certification body, the new certification body is responsible for processing the open corrective actions.

3.4 Entering failed attempts (stock checks)

Enter failed attempts

Report failed attempt

In the location record, click the button Report failed attempt .



Enter date and remark for the failed attempt

Enter the date of the failed attempt and a comment (reason why the audit could not be carried out) and confirm the entry. The number of the failed attempt is filled in automatically. The view when entering further failed attempts is identical.

3.5 Entering failed visits (stock checks)

Enter failed visit

Click the button Report failed visit in the location data record. An input window opens in which the date of the failed visit and a comment must be entered. Click "OK" to save the entry.

In contrast to the failed attempts, no release is required after entering failed visits.

4 Authorizing auditor

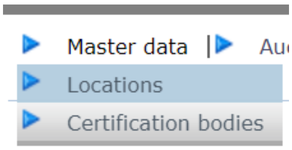
Authorizing auditor

In addition to what an auditor can see and edit, an authorizing auditor can also:

- Accept or reject certificates when changing certification bodies (4.1.2)
- See master data of the certification body (4.2)
- View master data and stages of approval of your certification body's auditors (4.3)
- Release entered audit reports (4.4.1)
- Submit reset requests (4.4.2)
- Submit a request for a term extension (4.4.3)
- Have audit reports unblocked (send unblocking requests) (4.4.4)
- Administer and release corrective actions (4.4.5)
- Release failed attempts (stock checks) (4.4.6)

4.1 Menu item locations

Menu item locations



Here you will find all the locations of your certification body (see 3.1.1).

4.1.1 Download offline checklist in the location

Download offline checklist

When you open the location, you have the option to download the offline checklist with the button Download offline checklist .

4.1.2 Change of certification body

Change of certification body

Accept certificate Accept certificate

Accept certificate

The button is visible within the period of the certification body change (14 days). By clicking on "Accept certificate", the certification body confirms the transfer of the certificate from the old certification body.

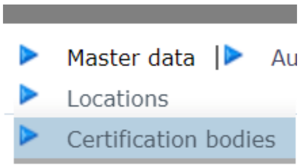
Reject certificate Reject certificate

Reject certificate

The button is visible within the period of the certification body change (14 days). By clicking on "Reject certificate", the certification body refuses to accept the certificate of the old certification body. If the certificate was not accepted or was rejected, a confirmation audit must be entered and released by the new certification body within 14 days. The field "Date audit release" is then filled in the location.

4.2 Menu item Certification body

Menu item Certification body

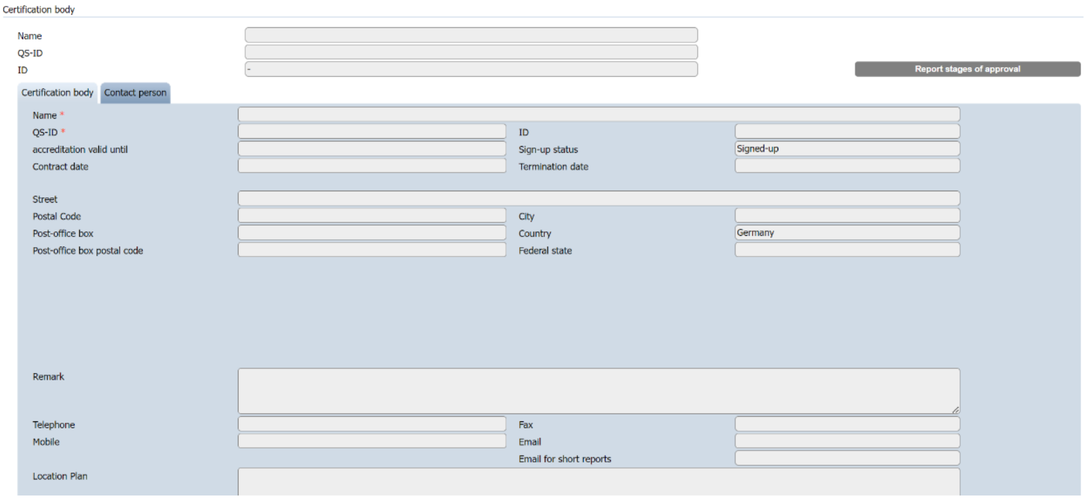


Here you will find the master data and contact persons of your certification body.

Certification body tab

Certification body tab

Overview of the master data of your certification body.



Contact person tab

Overview of the users of your certification body.

Contact person tab

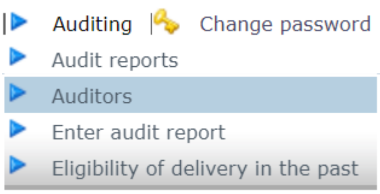
There are the following types of users:

- Certification Body Manager
- Contact person certification body
- Deputy of contact person certification body

Note: *The master data cannot be edited.*

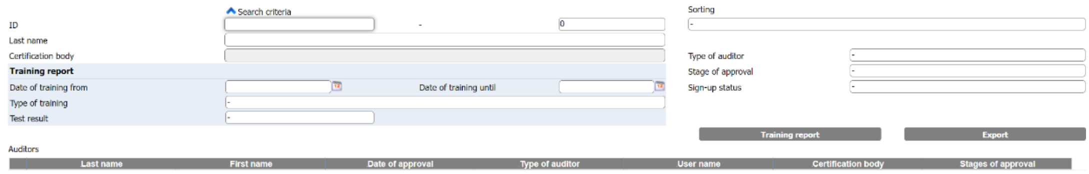
4.3 Menu item Auditors

Menu item Auditors



Here you will find all approved auditors of your certification body, including stages of approval.

Before clicking , narrow the search, if necessary, with filter options, e.g. name.



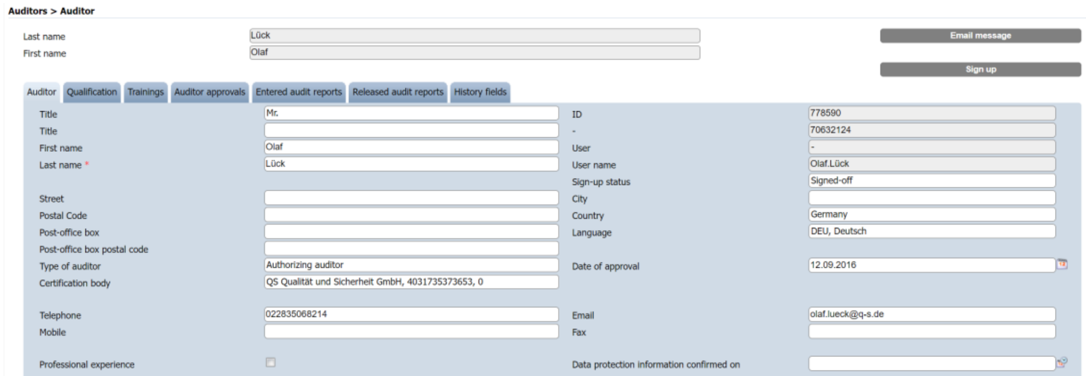
Here you can see the auditors of your certification body. You cannot edit these yourself.

Button Export

By clicking on **Export** you can export the data set as an Excel file.

Open the auditor record with .

Detail view auditor



Auditor tab

Auditor tab
Here you can see the master data of the auditors of your certification body.

Qualification tab

Qualification tab
Here you can see the qualification for the auditors of your certification body (degree, professional experience, etc.).

Auditor approvals tab

Auditor approvals tab
The auditor's approvals are stored here.

Reports entered tab

Reports entered tab
Here you can see the audit reports you have entered and export them as an Excel file by clicking on Export.

Released reports tab

Released reports tab
Here you can view your released audit reports and export them as an Excel file by clicking on Export.

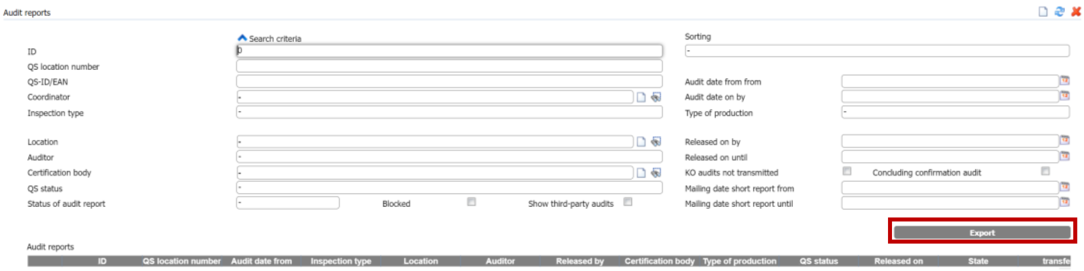
***Note**: The auditor data record is not editable.*

Menu item Audit reports

4.4 Menu item Audit reports

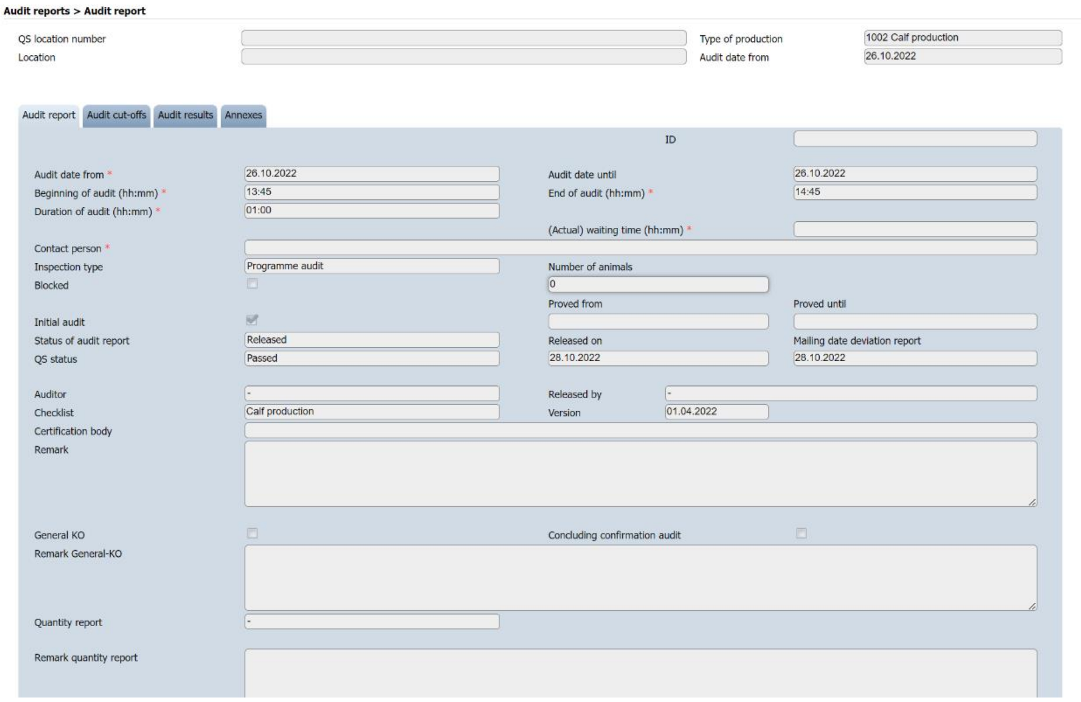
Here you will find the submitted and released reports of your certification body and, if applicable, anonymised reports of third-party certification bodies after a change of certification body.

Click to display all audit reports. If necessary, limit the search beforehand with filter functions, e.g. production scopes.



Detailed view of audit report

Open detailed view of audit report with and delete with .



Audit report tab

Audit report tab: Here you will find a summary of the information on the audit report.

Audit Blocks/Resets tab

Audit cut-offs tab: Overview of reasons for blocking the audit report. Open detailed view with . Here, a request for unblocking can be viewed again.

Audit results tab

Audit results tab: Overview of audit results including comments. Open detailed view with .

Annexes tab

Annexes tab: Here you can see the attached annexes.

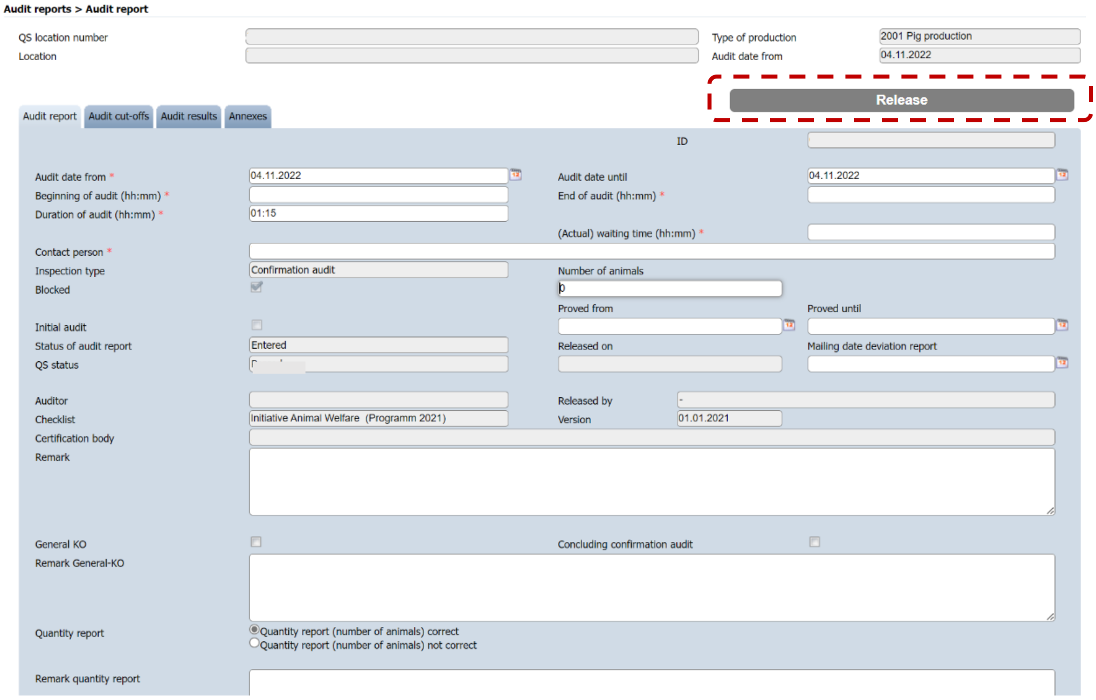
By clicking on Export you can export the data records as an Excel file.

Release of audit report

4.4.1 Release of audit report Release

"Four-eye-principle": The audit is checked for technical errors by a authorizing auditor and then released. The authorizing auditor must not have entered the audit report himself/herself.

Open the audit report with .



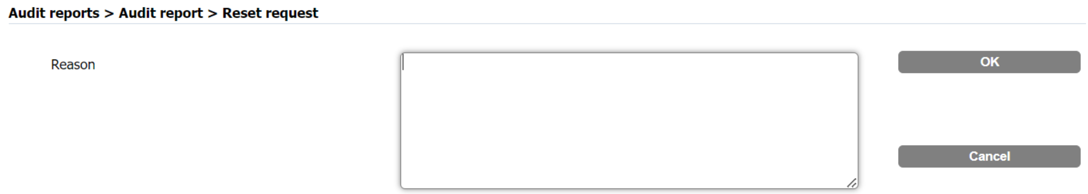
The responsible auditor clicks on the button Release in the detailed view of the audit.

Note: *The audit report can now no longer be edited.*

Send reset request

4.4.2 Send reset request

If the audit report is released and not blocked, you can reset the audit report in the detailed view of the audit by clicking the button Reset request.



To do this, enter the reason for the reset request as free text and then click OK.

As soon as the reset request has been accepted, you will be informed by e-mail. The audit report can then be reprocessed.

Request audit term extension

4.4.3 Request audit term extension

The button "Request audit time extension" appears in the site record two weeks before the deadline for audit approval and is no longer visible when the deadline expires.

Enter a reason for this and confirm with OK.

The Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH decides whether to extend the deadline and, if the application is accepted, enters a new audit time.

4.4.4 Unblocking the audit report

Unblock audit report

If the audit is blocked, you can unblock the audit by clicking on the button

in the detailed view of the audit. Here you can request the unblocking of an audit report. Audit reports run into a blockage if the 4-week period for the entry and release of audit report has been exceeded.

To do this, enter the reason for unblocking as free text and then click OK.

The Gesellschaft zur Förderung des Tierwohls in der Nutztierhaltung mbH decides whether the audit report is released. After release, the audit report receives the status "released".

4.4.5 Administer and release corrective actions

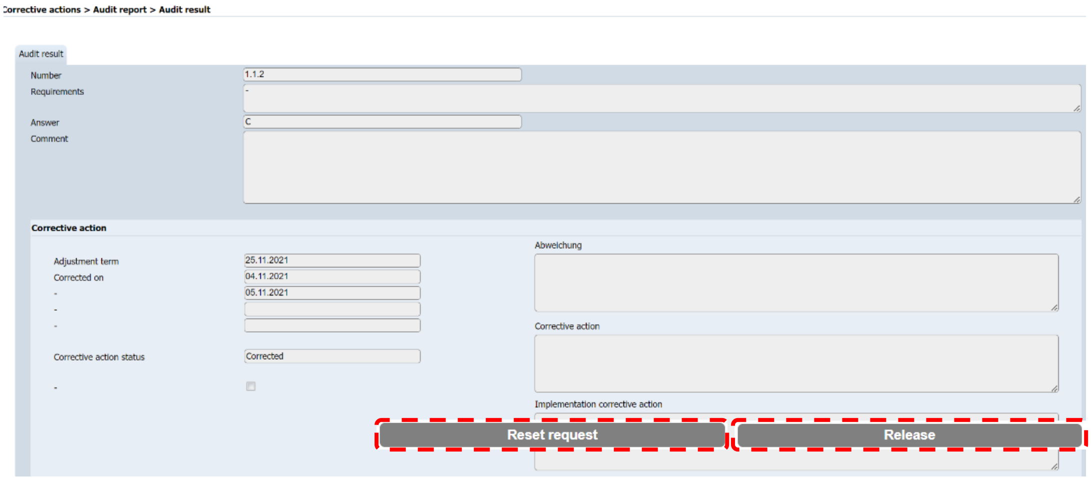
Administer/release corrective actions

The authorizing auditor must check and release the status change of the corrective action to "corrected" or "not corrected" in a four-eye-principle.
If the authorizing auditor performs the status change themselves, no release is required.

Open corrective actions

You can open and edit the corrective action via menu "Corrective actions" or alternatively via menu "Auditing".

- Menu Corrective Actions > Open Corrective Action > Audit Results tab (in the audit report view) > open the requirement, with the corrective action to be processed:
- Auditing menu> Audit reports menu item > Open audit report > Audit results tab > open the requirement, with the corrective action to be processed:



Submit CA reset request

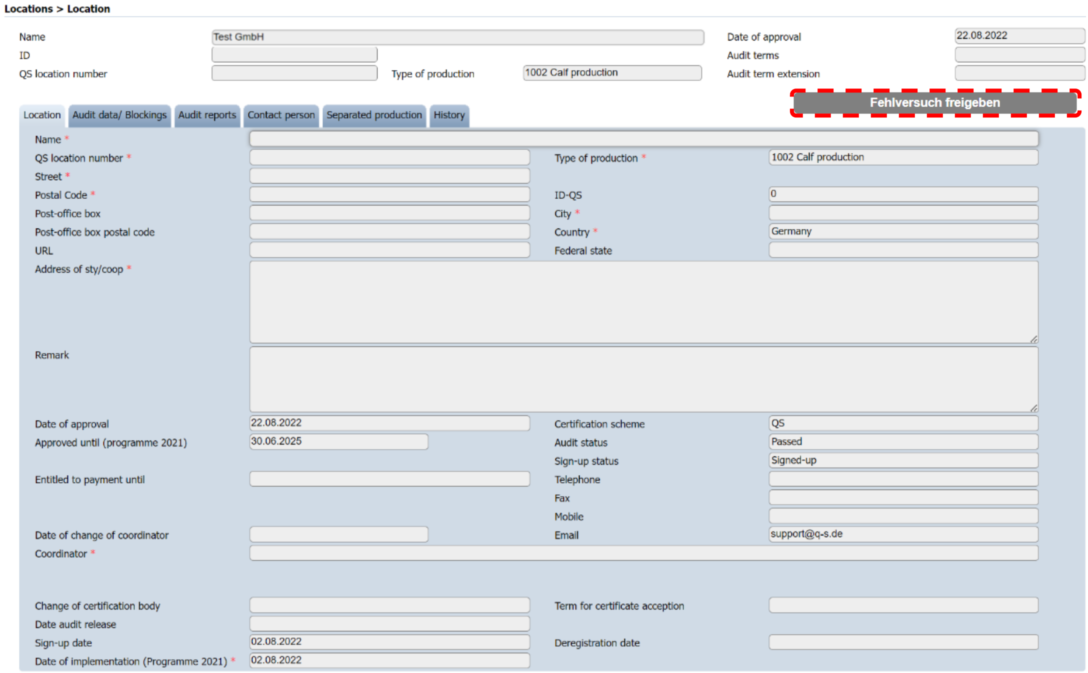
Submit a reset request:

To process a corrective action that has already been "released", a reset request can be made. To do this, open the corrective action and click on the button "Reset request". Approval by the Animal Welfare initiative is required for the change.

Release failed attempts

4.4.6 Release failed attempts (stock checks)

From the 2nd failed attempt, the button "Release failed attempt" appears on the right in the location record.

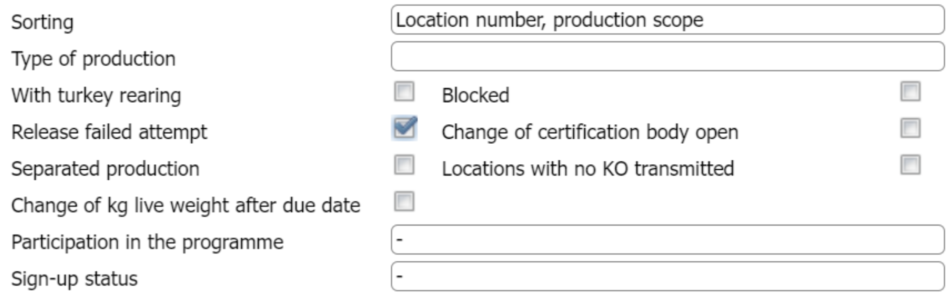


***Note:** After the release of the 2nd failed attempt, the location is automatically blocked. In the tab Location blockage, "failed attempt stock check" appears in the column blockage reason. After a successfully performed stock check has been entered and released, the blockage is automatically removed again.*

Filter by failed attempts to be released

To be released Filter failed attempts

To make it easier to identify failed attempts to be released, it is possible to filter for failed attempts to be released in the *Locations* menu.


Sorting	Location number, production scope		
Type of production			
With turkey rearing	☐	Blocked	☐
Release failed attempt	☑	Change of certification body open	☐
Separated production	☐	Locations with no KO transmitted	☐
Change of kg live weight after due date	☐		
Participation in the programme	-		
Sign-up status	-		

Release failed attempt with OK

Confirm the information given by the auditor with OK and release the failed attempt. The authorizing auditor cannot make any changes to the information given by the auditor.


Locations > Location > Report failed attempt

- 1 OK

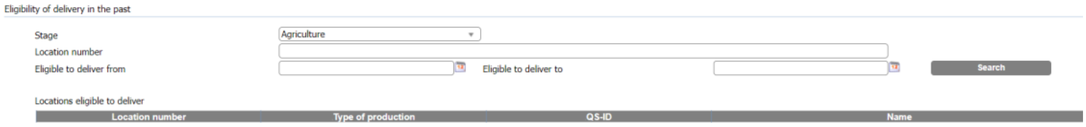
Date failed attempt *

Marketer *

Cancel

5 Eligibility of delivery in the past

With the menu item "Eligibility of delivery in the past" in the menu "Auditing" you can check the status of the eligibility of delivery of companies in the Animal Welfare Initiative for dates in the past, i.e. for the specific day of delivery.



Select the stage

Select the **stage**.

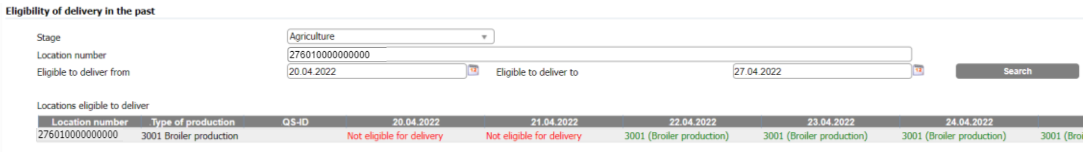
- **Stage Agriculture**: Search only possible with complete location number. A maximum of five can be entered at the same time (separated by comma or semicolon).
- **Other stages** (slaughtering/deboning, intermediaries or processing): Search by complete QS-ID or location number (max. 5 at the same time) possible. Other filter options are name, postal code, city and country.

Enter the time period

Enter the **period to be checked** in the fields **"authorised to deliver from"** and **"authorised to deliver to".**

***Note**: The check of the eligibility of delivery in the past is only possible until 15.09.2020 and for a period of **max. 14 days**.*

Click on the **"Search"** button to display the dates and if the location was eligible for delivery or not for the period entered.



***Note:** Everything that leads to a loss of eligibility of delivery during the day (e.g. manual blockage, release of KO audit) is output as not eligible for delivery as of the following day. Everything that leads to an eligibility of delivery during the day (e.g. release of audit report, lifting of blockage) is output as eligible for delivery for the day.*

6 Administrative person of the certification body

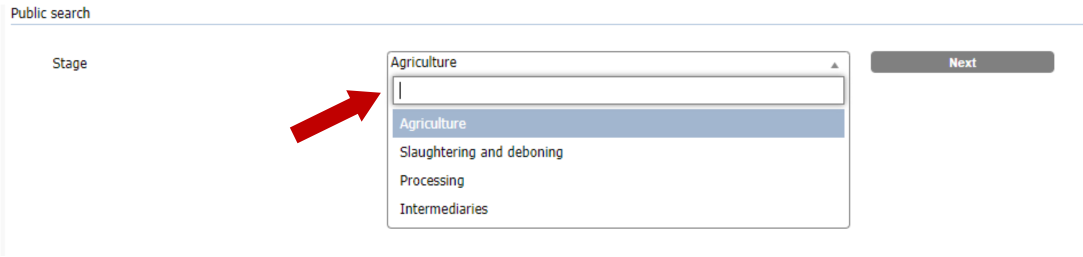
An *administrative person* of a certification body can only see the following:

- Master data of the assigned locations (3.1)
- Audit reports and blocking information (3.2.1)
- Master data of the certification body (4.2)
- Master data and stages of approval of the auditors of your certification body (4.3)
- Corrective actions entered (3.3)
- Use export functions (e.g. report audit planning)

7 Public search function

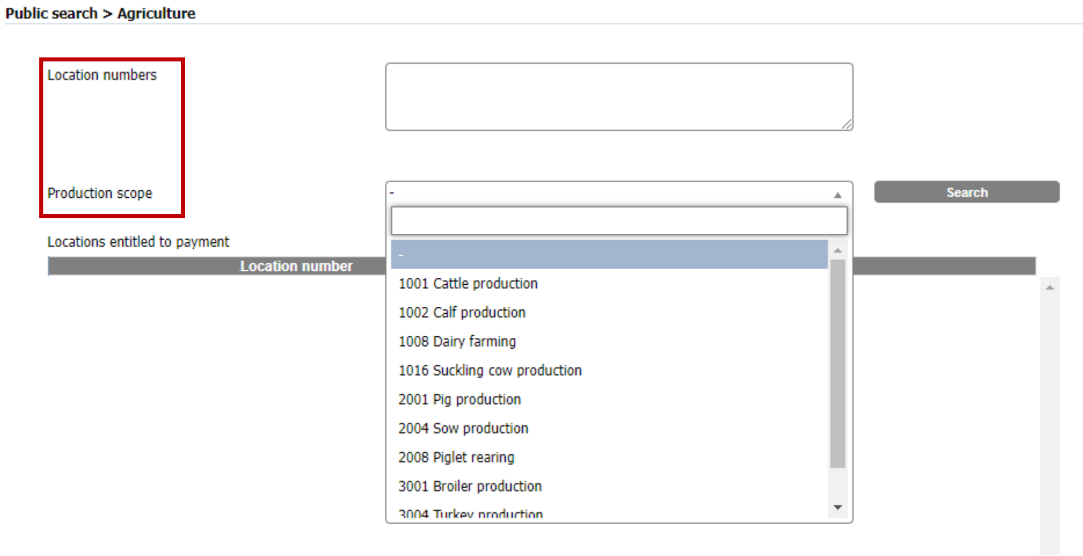
The public search function can be called up without logging in. This function can be used to search for and display locations authorised for delivery.

Step 1: In the first step you can select the **stage** (agriculture, slaughtering and deboning, intermediaries or processing).



Step 2:

If you have selected the stage "agriculture", you can filter by production scope:



If you have selected the stage "slaughtering and deboning", "intermediaries" or "processing", you can filter by name, QS ID, postal code, city or country.

8 Glossary

Date of implementation: Date from which a livestock owner will comply with the specified animal welfare criteria.

Audit cycle: The field provides information on which stage of the audit cycle the location is in.

- Not audited
- Programme audit carried out
- Confirmation audit 1 possible
- Confirmation audit 1 carried out
- Confirmation audit 2 possible
- Confirmation audit 2 carried out
- Programme completed

Next audit possible: Earliest date from which an audit can be carried out/entered.

Audit terms: Latest date for the release of an audit report.

Sign-up status:

- Registered
- Registered/master data complete
- Registration possible
- Signed-up
- Preliminary signed-off
- Signed-off
- Finally blocked

Request cycle:

- Request to Vetproof
- Vetproof answer positive
- Vetproof answer negative
- Enquiry clearing house
- Enquiry clearing house negative
- Programme audit possible/audit permission
- Preliminary enquiry clearing House
- Preliminary enquiry clearing house (audit permission)
- Preliminary enquiry clearing house (no audit permission)

Audit status:

- Not audited
- Passed with reservation
- Passed
- Failed

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