Supporting document

Self-assessment Checklist for Production of Fruit, Vegetables, Potatoes

based on the Guideline Production Fruit, Vegetables, Potatoes

You can use this checklist to document your **self-assessment**. The self-assessment has to be carried out **at least once a year**.

The self-assessment checklist systematically records all QS requirements. The structure of the checklist corresponds to that of the Guideline Production Fruit, Vegetables, Potatoes, where you can obtain detailed information on the relevant requirements.

You can obtain the Guideline from your coordinator or download it free of charge from the internet:

Guideline Production Fruit, Vegetables, Potatoes..

[K.O.] Criteria are requirements which have a **particularly critical** influence on food safety or the QS scheme.

Please note that **you can lose the eligibility to deliver** into the QS scheme if you do not fulfil these criteria! In case of **nonconformities**, corrective actions with implementation periods must be **documented**.

Company data
Name of the company
Street and number Post code and town
QS-location number (OGK-no.) and production scopes
Contact person, legal representative

Date self assessment

Signature

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant

1 Fundamentals

1.1 Scope of application

• Producers are registered at QS according to the desirable certification for one or more production scopes • When cultivating the same crop in field and in greenhouse, the registration and certification for both cultivation system was implemented • All crops, which belong to a registered production scope, will be certified ***Note**: For information about the control on company, see guideline*		

1.2 Responsibilities

• The producer is responsible for ensuring – compliance with requirements – the complete and correct documentation – the self assessment – the adequate and timely implementation of corrective actions – the correct use of the QS certification mark • The producer complies with the applicable QS requirements (for example Guideline General Regulations, Guideline Certification, Guideline Residue Monitoring) • He must comply at all times with the requirements of the QS scheme and always be in a position to demonstrate compliance with said QS requirements. • He must ensure compliance, not only with the requirements of QS, but also with the applicable legal provisions – This applies to both within the country in which the products are produced, as well as the country in which they will be marketed (if known) • A food safety culture appropriate to the company is implemented. The essential principles required for that purpose are part of the QS-participation and -certification.		

1.3 Documentation

• Documents and records from the self-assessment are kept for at least three years		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• Digital data is backed up by security copies ***Note**: It is possible to use existing monitoring and documentation systems. Internal controls can be documented both in electronic as well as manual records.*		

1.4 Risk assessment, operational rules/procedures

• Risk assessments and operational rules / procedures are documented – If there are relevant changes, risk assessments and operational rules / procedures are updated – They are revised at least annually • Measures for risk minimization are taken when risks are identified		

2 General requirements

2.1.1 General company data

• Details of business (addresses, contacts, contact data and registration numbers (e.g. QS-ID, OGK no.)) are on hand • Coordinator has been informed of changes to details • Business overview with sketch, list of areas under cultivation, site plans, storage capacities and irrigation systems including water extraction points is on hand • There is an overview of the regular employees and service providers (subcontractors) • Declaration of participation and power of attorney is available		

2.1.2 Implementation and documentation of self-assessment

• The self-assessment is documented at least once a year • In the case of nonconformities corrective actions including implementation deadlines are defined		

2.1.3 [K.O.] Implementation of initiated measures based on self-assessment

• Nonconformities have been rectified as soon as possible		

2.1.4 Incident and crisis management

• Paper of incident is on hand		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• Responsible person appointed for incident and crisis management • Critical incidents (danger to humans, ecology, assets or the QS scheme) have been reported		
2.1.5 Participation "Separated marketing"		
• If you participate in the "Separated marketing" the declaration of participation signed by the coordinator is available • Both parts of the enterprise must be an organizational unit (same ownership structure, same place of business), but each part of the enterprise must have its own legal name. • No purchased products falling within the QS scope of the production stage may be sold via the Separated Marketing.		
2.2.1 Qualification		
• Participation in at least two further training sessions available • Expert information (e.g. magazines, newsletter) is received • Additional expert sources are available for the topic of plant protection • In the case of complaints in the residue monitoring the consultation obligations must be complied with.		
2.2.2 [K.O.] Subcontractors		
• Subcontractor is bound to comply with relevant QS-Gap requirements • During the self-assessment it is checked if the relevant QS requirements are fulfilled • Compliance is checked by means of a self-assessment: – the self-assessment is performed by the producer – the self-assessment is performed by the subcontractor – the self-assessment is fulfilled with a QS-GAP certification of the subcontractor – the relevant QS-GAP requirements are comparably and independently controlled. – The written confirmation of the independent control includes: 1) date of the visit, 2) name of the certification body, 3) name of the auditor, 4) information about the subcontractor and 5) list of the audited requirements		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
2.2.3 Maintenance of facilities, irrigation system and equipments		
• Machinery, facilities, equipment and irrigation systems with influence on the food safety or the environment: – Are in good conditions – receive maintenance at least once a year – The maintenance must be documented stating the date and type of maintenance • Plant protection devices have a valid sticker • Fertiliser spreaders and other application machines must be calibrated annually		
2.2.4 [K.O.] Separated storage		
• The following items must be stored separately: – fertilisers and fertilising machines – plant protection/post-harvest treatment agents and machines, packaged micronutrient- and liquid leaf fertilisers – seeds and seedlings – feed – food products – medicines – highly flammable substances • Cleaning agents, lubricants, and other similar articles must be stored in designated areas. • A direct or indirect contamination of the products must be avoided. ***Note**: packaged micronutrient fertilizer/leaf fertilizer are allowed to store with plant protection products*		

3 Plant production requirements

3.1.1 Risk assessment and risk management for fields/substrata		
• a risk assessment (food safety, environment and the health of involved persons) for the fields and the used organic Substrata is available • the risk assessment must cover the following aspects: – in the case of areas newly used for agricultural production: previous use of the area during the last year – prior production of genetically modified organisms		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
– application of sewage sludge (during the last 2 years) – soil condition (soil analysis) – erosion – influence of and on surrounding areas – environmental influences from the surroundings – residues or contaminated sites – Use of plant protection products ***Note**: the risk assessment needs to be adjusted according to any changes and at least checked annually!*		
3.2.1 Erosion reduction, soil protection and minimisation of soil borne diseases		
• Measures to reduce erosion and protect the soil must be implemented and documented depending on the site conditions ***Note:** Examples are listed in the guideline* • If possible, an appropriate crop rotation is introduced for annual crops • If by-products are removed from the field, this is documented		
3.3.1 Records on sowing and planting		
• For sowing/planting at least the following information are documented: – date of sowing/planting – crop, variety – field, batch number – quantity sown/planted		
3.3.2 Plant health, suitability of propagation material and purchase of mushroom substrate		
• For purchased planting material – is the planting material suitable for the intended purpose (e.g. quality certificates) – Are the plant protection products applied to young plants (excluding permanent crops) – It does not violate any variety rights of third parties – The EC-plant passport of purchased passport-requiring plant species is available • Champignon mushrooms: Mushroom substrate with grown mushrooms or mushrooms in the stage of fruiting body formation must be obtained from QS-certified companies in order to be allowed to market the mushrooms as QS		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
goods. Substrate production and inoculation do not require participation in the QS scheme.		
3.3.3 Control system for in-house plant propagation material		
• Propagation material from in-house nursery propagation is regularly monitored for visible signs of pests and disease • In the case of vegetative reproduction, the location of the mother plant is traceable		
3.3.4 [K.O.] Potatoes: Use of certified seed		
• The use of certified seed is documented • In the case of replanted seed, the test on quarantine pests is documented • The Sample size correspond to the requirements of the guideline		
3.3.5 Sprouts and germ buds: Suitability of seeds		
• Microbiological conformity of the seeds is conducted and documented according to the Regulation (EU) No. 209/2013 • The sample size and examination parameters correspond to the requirements of the guideline • A reference sample of 200 g from each seed lot must be retained. The reference samples must be kept at least until the best before/consumption date of the sprouts and germ buds derived from this seeds has expired.		
3.4 Fertilisation		
• Outside of Germany the fertilisation requirements were fulfilled on the basis of following legal requirements: – Council Directive 91/676/EWG of 12 December 1991 concerning the protection of waters against pollution caused by nitrates from agricultural sources – Directive 2001/81/EG of the European Parliament and of the Council of 23 October 2001 on national emission ceilings for certain atmospheric pollutants ***Note:*** *exceptions on this chapter see guideline/Fertilisation Regulation*		
3.4.1 Records on fertilisation		
• the following information is documented two days after the fertilisation measure – date of application		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
– field/plot/greenhouse – trading name, type of fertiliser (e.g. NPK) – quantity of the applied product by weight or volume/ha – method of application – name of the applicant		
3.4.2 Determination of the nutrient quantities available in the soil		
• The nutrient contents are regularly checked via soil analysis		
• Nitrogen: The amounts of nutrients available in the soil at the time of fertilisation are determined before applying significant amounts of nutrients, at least annually: – analysing representative samples or – taking the results of analysis at similar sites or – using calculation and estimation methods based on specialized knowledge. • Vegetable crops, which are cultivated after a vegetable pre-culture in the same year, the amount of Nitrogen available in the soil were determined by representative samples • Phosphate: The amounts of nutrients available in the soil are determined before applying significant amounts of nutrients. – the analysis of representative soil samples – samples which are taken for every field from one hectare at least every six years		
3.4.3 Determination of fertilisation requirements		
• Before applying significant amounts of nitrogen (> 50 • kg N/ha/year) or phosphate (> 30 kg P_2O_5 /ha/year) the fertilisation requirements were determined according to the Fertilisation Regulation • For the past fertilisation year the sum of the individual crop- and field-related fertilization requirements must be calculated by 31st of March of the following year.		
3.4.4 Demand-oriented fertilisation		
• The fertilization occurs demand-oriented according to the specifications listed below and the determination of fertilisation requirements. • The determined fertilizer requirements were not exceeded within the framework of the planned fertilizer. A higher requirement because of subsequent circumstances was		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
proven by further fertilizer determination including soil sampling (for example quick test (Nitrogen test) with protocol). • Nitrogen – The total amount of nitrogen based organic and organic-mineral fertilizer applied on the agricultural area does not exceed an average of 170 kg total nitrogen /ha/year – The total amount of nitrogen based on compost applied on the agricultural area does not exceed 510 kg/ha/year of the last three years		
• Soft fruit production – A nitrogen analysis is available when applying more than 80 kg N/ha a year at bushberries – In these cases, the application of fertilisers is justified		
• Top fruit production – A nitrogen analysis is carried out when applying more than 60 kg N/ha a year at pomes and more than 80 kg N/ha a year at stone fruits – In these cases, the application of fertilisers is justified		
• Outdoor vegetable and strawberries production – The nitrogen requirement of fruits and vegetables according the the guideline/Fertilisation Regulation anax 4 table 4 is available – The determination of the Nmin reserves in the soil is taken in a timely manner before sowing or planting or before the application of nitrogen fertiliser		
• Fruit and vegetable production (greenhouse) – The nitrogen fertilisation strategy is presented		
3.4.5 Comparison of fertilizer requirement and nutrient input		
• The comparison of fertilizer requirement (see 3.4.3) and nutrient input for the past year is done by March 31st the latest. Anex 5 of the guideline/Fertilisation Regulation can be used as a template		
3.4.6 Application of fertilisers		
The following is considered when nitrogen or		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
phosphate containing fertilisers, soil impoves, culture messa and plaint aids are applied: – available amounts of nutrients are attainable for the plants at the proper time – No application to flooded, water-soaked, frozen snow soils – No direct input, nor rain-wash of nutrients into surface waters – Comply with retention periods for fertilisers according to Fertilisation Regulation		
3.4.7 Risk assessment for organic fertilisers		
A risk assessment were performed prior to the application of organic fertilisers. This included, for example: – Risk of transmission of plant diseases and introduction of weed seed – Type and origin of the organic fertiliser – Method of composting – Risk of input of heavy metals – Timing of the application – Risk of direct contact to edible parts of crops – Risk of an microbiological contamination The application of the organic fertilizer takes place in consideration of the risk analysis		
3.4.8 [KO] Application of farm-produced fertiliser from animal origin		
• The following was applied when applicating not treated animal farm-produced fertiliser: – Top trees, bushberries: appli-cation only after harvest and incorporation before bud burst ***Note:*** *The incorporation is not needed if in the later course of vegetation a contamination can be ruled out* – Leaf vegetables: no applica-tion after planting – All other crops: application and incorporation at least 60 days prior to the harvest ***Note:*** *The use on fields planted with products, which are always cooked before consumption is excluded of this rule* • Liquid fertilizer of animal origin was not used in vegetable cultiva-tion for top dressing. If it was used the period between applica-tion and		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
harvest of the vegeta-bles crops was at least twelve weeks.		
3.4.9 [KO] Application of sewage sludge		
• The application of sewage sludge on standing crops is forbidden • It is forbidden to grow vegetables on the fields where the sewage sludge application was applied during the year of the application and in the following year • Sewage sludge must not be ap-plied on potato production fields twelve months before planting the potatoes		
3.4.10 Use of fermentation substrates		
• The application of fermentation substrates after sowing/planting is forbidden (exception permanent crop) For field vegetables and strawberries: no cultivation in the year of application of fermentation sub-strates and in the following year. For potatoes: no fermentation substrates are applied 12 months before cultivation Exceptions possible if: – the fermentation substrates originate from installations whose input materials de-monstrably (summary annual balance sheet) consist only of manure and plant material ac-cording to **Appendix 11.1** – Vegetable and strawberry cultivation: the limit values for salmonella and heavy metals are demonstrably complied with		
• Permanent crops – the fermentation substrates originate from plants whose input materials demonstrably (summary annual balance sheet) consist only of manure and plant material in accordance with **Appendix 11.1** – Spreading takes place at least 3 months before harvesting and no edible plant parts are present – Limit values for salmonella and heavy metals are complied with		
3.4.11 Storage of inorganic fertilisers		
• the inorganic fertiliser storage guaranteed: – dry rooms		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
– impermeable floors – clean and easy to clean – well ventilated and protected from heavy condensation • The location for the storage is chosen in a way that the risk of water pollution due to fertilisers are reduced to a minimum • for the storage of liquid mineral fertiliser a retaining room without outflow or a retaining tank are available ***Note:*** *Bagged fertilisers and additionally covered on the pallet can briefly stored outside*		
• When storing ammonium nitrate and fertilisers containing ammonium nitrate at least the following requirements are met: – The Access for unauthorized is forbidden (signs), – smoking, naked flames and lights are not allowed (signs) – no heat can be transferred from equipment, installations and means of production		
3.4.12 Storage of organic fertilisers		
• The contamination of surface water is avoided • When farmyard manure and compost are stored for a long-term (over three months), the piles are covered or the leachate must be collected • The storage capacity and locations for liquid and solid manure is documented		
3.5.1 [K.O.] Records on plant protection and post-harvest measures		
• Prompt documentation: – Date of application – Field/Batch/Greenhouse – Treated crop or in the case of post-harvest treatment batch or lot number – Trading name of the product or beneficial organism applied – Active substance of the product or scientific name of the beneficial organism applied (, for example, identifiable by means of a list of products) – Amount of product applied by weight or volume per hectare – Justification – Name of the applicant – Pre-harvest interval in accordance with the manufacturers' specifications		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
– In the case of post-harvest treatment: type of treatment		
3.5.2 [K.O.] Compliance with the Pre-harvest interval		
• The predetermined pre-harvest interval is observed • the fields with pre-harvest inter-vals to be respected are clearly identified for the employees		
3.5.3 [K.O.] Use of plant protection, post-harvest treatment and dressing substances		
• legally authorized or permitted plant protection substances are used • The official maximum residue levels are complied • The maximum residue levels for the plant protection active substances used in the countries where the products are expected to be marketed (if known), are available (list, internet) • the contamination with plant protection active substances which are not approved for the crop are avoided • The specifications given by the manufacturer and the regulatory authorities are complied with – Such as maximum application rates per application or per year ***Note:*** *It is possible to make use of the splitting procedure, as long as it adheres to the good agricultural practices and the maximum application rate per year is not exceeded*		
3.5.4 [K.O.] Proof of competence		
• Plant protection: proof of competence is available for the user and the responsible person and meets the requirements of the German Regulation for Plant Protection Competence • For post-harvest treatments, the persons technically responsible for the application must be competent according to the application specifications		
3.5.5 [K.O.] Integrated pest management measures		
• The principles of good agricultural practices and of integrated pest management are adhered to • plant protection measures are carried out for every location, crop and conditions		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• The application of plant protection products must be limited to what is absolutely necessary (threshold of damage principle has to be considered) • The application of beneficial organisms and selective substances is preferred • at least five integrated pest management measures are implemented ***Note:*** *Examples for integrated pest management measures you can find in the guideline*		
3.5.6 Prevention of spray drift		
• The required distances to adjacent crops are observed • optimized plant protection technologies are used • weather conditions are taken into consideration		
3.5.7 Disposal of surplus application mix		
• Surplus mix are disposed lawful • Residues are diluted tenfold and applied to the last area treated with increased speed and reduced pressure • The waste water from tank washing is applied to the treated area and under no circumstances could reach the sewers		
3.5.8 List of plant protection/post-harvest treatment substances		
• An updated list comprising all plant protection and post-harvest treatment substances applied in certified crops is available		
3.5.9 [K.O.] Storage of plant protection products		
• The entry of chemical plant protection products in the ground water is avoided • The laws and regulations in force (e.g. requirements in protected areas) as well as the storage indications in the package are obeyed • All plant protection products are stored in the original packaging • In the case of packaging damage, all details from the original packaging must be transferred to the new packaging		
3.5.10 Inventory/list of hazardous substances		
• A list of hazardous substances is kept • inventory of the plant protection products is documented		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
– inventory of the plant protection products is available (in the case of changes, this list must be updated within one month), or – documentation about received products and the used amounts		
3.5.11 Plant protection products storage		
• The plant protection products storage or the pesticide cabinet – is labelled – sufficiently illuminated – robust, stable and made of flameproof material – dry, cool and be kept free from frost – protected from extreme temperature fluctuations – Walk-in storages have a sufficient ventilation		
3.5.12 [K.O.] Access to the plant protection products storage		
• Access only for authorised persons (signs) • unauthorised access from outside is prevented (locked) • the storage have a solid door and windows		
3.5.13 Precautions for spillage/leakage		
• Containers with absorbent mate-rial (sand, chemical binding agents, etc.), floor brush, dustpan and plastic bags are available in a fixed location • the storage facilities is equipped with shelving made of non-absorbent material or with shelving cover with impermeable liner • The shelves are stable and made of hardly flammable material with a built-in retaining tank • The cabinet is equipped with a built-in or slide-in retaining tank • Size of the retaining tank: at least 10 % of the entire amount of the stored substance, but at least 110 % of the largest single container • In water protection areas it is possible to collect the entire storage capacity • If the shelve or cabinet have no retaining tank, then the floor of the storage is covered with a proper paint and the storage is provided with a door sill • Liquid plant protection products stored on shelving are not be stored above those in granular or powder formulations		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• During transporting damages to the containers and cross-contamination are excluded • The containers must are kept locked during transport		
3.5.14 [K.O.] Mixing plant protection products		
• The manufacturers' specifications for the mixing of plant protection products are observed • measuring equipment and aids are suitable for mixing plant • protection products • The measuring equipment and devices are checked and balances are calibrated at least annually		
3.5.15 [K.O.] Disposal of empty containers		
• The handling adheres to the laws and regulations in force • The return of plant protection products containers including the lid take place through a qualified waste disposal system • A proof of disposal is available • The danger for the humans and the environment is minimised by the selected disposal system • Empty containers are not re-used • They are stored in a safe, lockable place (is labelled), separated from products and packaging materials		
3.5.16 [K.O.] Rinsing of empty containers		
• the containers of plant protection products are thoroughly rinsed either via the use of a integrated pressure rinsing device or manually • When rinsing the containers manually, written instructions exist: – containers are rinsed three times with hand – rinsing water must be added to the application mix – containers must be kept open and dry		
3.5.17 Disposal of plant protection products		
• Plant protection products which are subject to the obligation to dispose of in accordance with the **Plant Protection Act** (§ 15) or other national laws must be dis-posed of immediately and professionally via officially authorised disposal systems		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• Until disposal, the plant protection products are safely stored (plant protection products storage) and labelled		
3.6.1 [K.O.] Risk assessment on microbiologic quality of the water		
• A risk assessment must be carried out with regard to microbiological hazards, in which the following points are considered: – application method – crop – water source – application timing – causes and susceptibility to contamination of water sources – points of extraction, which could affected		
• The sampling frequency, sampling time and sampling location is determined on the basis of the risk assessment – The sampling should take place at a representative exit point of the irrigation system – water analyses are carried out by ISO 17025 accredited laboratories – At least one water analysis a year is picked ***Note:*** *Crops, which are not suitable for raw consumption, as well as crops whose harvested parts do not come into contact with the water, are excluded from the obligation to carry out the water analyzes* • Available analyses concerning drinking, bathing or surface water monitoring can be used – The limit is fulfilled: Escherichia coli < 1000 CFU/100 ml – If the results of the water analysis identify a risk for the food safety, plant parts suitable to be eaten raw – should not come into contact with the water. In that case, corrective actions with dead-lines must be set and documented		
3.6.2 Risk assessment chemical and physical water quality		
• A risk assessment is carried out with regard to chemical and physical hazards, in which the following points are considered: – application method – crop – water sources		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
– timing of irrigation – causes and susceptibility to contamination of water sources – points of extraction, which could be affected • on the basis of the risk assessment – the sampling frequency – the sampling time and – sampling location is determined • Water analysis are carried out by ISO17025 accredited laboratories • If the results of the water analysis identify a risk for the food safety, – the water is not used – corrective actions with dead-lines are set ***Note:*** *Available analyses concerning drinking, bathing or surface water monitoring can be used.*		
3.6.3 [K.O.] Sewage		
• Untreated sewage (unclear) sewage is not used		
3.7.1 [K.O.] Water extraction and discharge		
• If required by law, a permit issued by the competent authority for the water extraction and dis-charge is submitted • Further regulatory requirements (e.g. extraction volume or usage rates) are documented		
3.8.1 Preparation of the harvest		
• The harvesting conditions (maturity, soil and weather) are assessed before starting the harvest, • A visual inspection of the field with regard to contamination risks like weeds or a high concentration of animals in or near the field (wild, rodents, dog walkers) are performed • If required, measures for the risks minimisation are taken		
3.8.2 Records on harvest		
• For each of the fields – the date or period of the harvest – as well as the harvested quantities, are documented		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• Records on harvest quantity		
3.9.1 Product identification in the storage		
• The origin of every batch of products is documented and traceable, also for purchased products • The identity of the products (batch number, if applicable) is noted on the written documents which accompany the batch from the reception until the removal/departure of the storage		
3.9.2 Quality preservation measures		
• It is ensured that no mixture or contamination of the products occurs when these are put in the storage • The stored products are regularly checked on their quality specific indicators • The storage conditions must be optimised, so that no damage occurs to the product • The following information must be documented during the storage checks – air humidity (if applicable) – temperature control (if necessary) – pest infestation – contamination of the harvested crops • If irregularities with regard to the given normative values appear, appropriate counter measures are taken and documented		
3.9.3 Control of measuring devices		
In the control and revision of the devices and facilities used as measuring equipment (eg. scales, thermometers) the intervals specified by the manufacturer are fulfilled		
3.9.4 [K.O.] Pest monitoring and pest control		
• At critical sites, pest infestation is checked regularly and systematically and it is documented if pest infestation exists, in addition to the visual inspection, additional measures such as the setting up of monitoring, bait points or traps must be carried out. • In case of pest infestation, a systematic, documented control takes place • The application regulations and restrictions of the used agents must be complied with • This as well as the qualifications of the person in charge meets the legal requirements • bait plan is elaborated		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• The traps and baits are displayed in such way that other animals do not have access to it • The regular inspection of traps and initiated measures are documented • Garbage dumps or domestic waste situated in the proximity of the operation are taken into account for the pest control • There is no epidemic-independent permanent baiting of rodents (strategic, non-epidemic permanent regulation possible in exceptional cases) ***Note:*** *see sample form/ supporting documents pest monitoring/ control at* ***www.q-s.de***		
3.9.5 Handling non-compliant products		
• A regulation for handling non-conform/defective products must be in place and implemented. It must be possible to clearly identify and isolate the affected products (e.g. separate storage location, label) and they must be handled or disposed of accordingly. ***Note:*** *A non-compliant product is a product that does not meet food safe-ty, regulatory requirements, certain quality or customer requirements.* *See template for "Handling Non-Compliant Products" on* ***www.q-s.de***		
3.10.1 Purchase of means of production and services		
• Each purchase of means of pro-duction and services is documented (delivery note, bills, quality mark, certificates, declaration of clearance) ***Note:*** *The documentation obligation applies a.o. to the product and means of production that come in contact with the product*		
3.10.2 [K.O.] Traceability		
• An identification and registration system comprehensible for third parties is implemented and ensures – The identification and the traceability of the produced goods, if possible, until the cultivation management unit and the purchased goods (if applicable)		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
– the plausibility of the flow of goods and the packaging materials – information on the traceability is provided to QS within 24 hours after establishing con-tact with the scheme participant – the relevant information can be compiled within four hours • The following information about customers, suppliers and deliveries is relevant – name, address and telephone number – QS ID or location number, – type and quantity of supplied products – delivery date – batch or lot number (if generated during the production process) – For bulk products the batch/lot number on the packaging • there is a list of all suppliers (products, packaging materials) • There is a list of all customers (for example on delivery note) – in it QS-products are labelled – delivered customers could be identified		
3.10.3 [K.O.] Labelling of QS produce		
• QS products are clearly labelled as such on the accompanying documents, even if the goods are not to be marked with the QS certification mark • a clear relation between the QS produce and the corresponding delivery notes or other accompanying documents is established ***Note:*** *Labelling is the identification of the QS produce on the accompanying documents, for example delivery notes, see supporting document labelling fruit, vegetables and potatoes (**www.q-s.de**)*		
3.10.4 Labelling of QS produce with an identification number		
• QS goods must be labelled with the OGK-number or another in the QS-database deposited identification number of the producer (e.g. GLOBALG.A.P.-Number (GGN) or Global Location Number (GLN)) in the delivery notes / accompanying documents or on the label of the goods (or box label). • In the case of batches which may contain goods from several producers due to mixing as a result of bulk goods storage or technical packaging or treatment process-es (e.g. sorting		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
system) and in the case of packed goods which contain goods from several producers, the QS-ID, the GH-number or another in the QS-database deposited identification number (e.g. the GLN, GGN) of the packing location can be used alternatively.		
3.10.5 Use of the QS certification mark		
• The use the QS certification mark has been permitted by an explicit agreement with the coordinator • Products are only labelled with the QS certification mark if – the QS labelling is given in the accompanying papers – the reseller is also a QS scheme participant – The use of the QS certification mark is only allowed in accordance with the Style guide • Its use is also possible on marketing materials, letter paper and similar commercial documentation without direct reference to a product, if it the scheme participant can be recognised as user of the QS certification mark		
3.10.6 Product labelling		
• The European and national laws and regulations for the labelling of fresh and processed fruit and vegetables (General Marketing Standard, special marketing standards and UNECE standards, if applicable) is complied with. – packages – sales packaging – shipping documents/notes of delivery/label • All information on the labels are correct.		
3.11.1 [K.O.] Packing material		
• The storage of packaging material is appropriate, dry and hygienically flawless • If the products are packed directly in the field, the packaging material is removed from the field or put into safe interim storage • When reusable packaging is used, it is clean and undergo rinsing, if required		
3.11.2 Declaration of conformity/ clearance certificate		
• Material, which has direct contact with food, is harmless to health and hygienically flawless • There is a current declaration of conformity		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• If a declaration of conformity is not required, a clearance certificate is on hand		

4 Hygiene requirements

4.1.1 Risk assessment on hygiene

• The risk assessment covers the entire production environment, including handling of products after harvest and transport. The critical points for the food security are also included in the risk assessment. ***Note:*** *Possible sources of contamination are listed in the guideline*		

4.1.2 [K.O.] Hygiene checklist/procedure

• Based on the risk assessment, a hygiene checklist for the self-assessment is on hand – in which all relevant measures to maintain the hygiene in operation are covered – responsibilities for the implementation of the hygiene measures and measures in the case of irregularities are established ***Note:*** *the minimum hygiene requirements for the company are mentioned in the guideline*		

4.1.3 [K.O.] Hygiene requirements for the company's premises and facilities

• Based on the risk assessment, hygiene requirements are elaborated • Hygiene requirements are fulfilled ***Note:*** *the minimum hygiene requirements for the company are mentioned in the guideline*		

4.1.4 [K.O.] Hygiene instructions

• Based on the risk assessment, there are hygiene instructions in the work areas • the hygiene instructions are for workers and visits, in the form of signs and/or in the prevailing language(s) of the workers, and they are located on visible places • The employees understand and apply the requirements ***Note:*** *the minimum points of instruction can be obtained from the guideline*		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
4.1.5 [K.O.] Hygiene training		
• All persons who have contact with products are trained at least once a year • new employees are trained before the start of the work • The trainings is proven by means of the signature of the trained employees • Training plan is on hand – training content, - intervals – participants – speaker, language – **Note:** s. Sample forms proof of traning (German, Bulgarian, Polish, Romanian)		
4.1.6 [K.O.] Requirements for water and ice		
• The final post-harvest washing of the fresh produce is done with water which satisfies the quality of potable water • the water used for post-harvest treatments is done with water which satisfies the quality of potable water • the used ice is done with ice which satisfies the quality of potable water, hygiene requirements are fulfilled • the proof of potable water quality is demonstrated – via official analyses carried out as part of the potable water monitoring – Alternatively, a sample of post-harvest washing water must be taken at the point of extraction and analysed at least every 12 months by laboratories which are accredited to ISO 17025		
4.1.7 [K.O.] Toilets for harvesters		
• Harvesters have access to clean permanent or mobile toilets • The toilets can be reached within a reasonable time (approx. 7 minutes) • The number of toilets is based on the specifications defined in the guideline • These toilets are in a hygienic good condition • Hand washing facilities are provided within or near the toilet, they have water in potable quality for washing hands. They are equipped with appropriate resources for cleaning and with cleaned means for drying hands (excluding reusable towels). If necessary, disinfectant dispensers are also provided. • The toilets are equipped with toilet paper		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
4.1.8 Suitability of means of production		
• All means of production which come into contact with the product are suitable for the use in the food sector • Documentation (e.g. label, manufacturers' specifications on properties) is available		
4.1.9 [K.O.] Breakages of lamps		
• Shatter-proof lamps featuring a protective screen are installed above all areas where produce and packing material are handled or stored		
4.1.10 Handling of glass and hard plastic		
• There must exist written instructions for handling glass or clear hard plastic fractions		
4.1.11 Access of domestic animals		
• In areas where products are handled or stored, the access of domestic animals are regulated		

5 Producers handling not self-produced goods (through purchasing or the provision of services)

5.1 Producers handling not self-produced goods

This chapter is only obligatory for those producers who, along with the self-produced goods, also handle goods in their own establishment that they did not produce by themselves (e.g. through purchasing or the provision of services such as sorting or packaging).

- The requirements of this chapter need to be applied and checked if the not self-produced goods:
  - is QS products, or
  - belong to the same production scope for which the producer is registered by QS. Concerning the production scope, the cultivation of fruit and vegetables "outdoor" and "protected cultivation" are composed.

5.1.1 Incoming goods inspection		
• Follow a regulated process • Inspections of incoming goods are carried out according to a regulated process on the basis of internal guidelines • These incoming goods inspections are recorded and comprise all relevant products		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• Delivered goods are also checked for pest infestation and if necessary, appropriate measures are introduced • All suppliers of QS produce are easily identifiable as eligible to deliver scheme participants in the QS software platform via the public scheme participant search		
5.1.2 Returns management		
• A rule for the processing of returns is established • All deliveries of returned goods are recorded and evaluated • Appropriate measures to prevent the recurrence of irregularities are introduced • The separation of QS produce and non-QS produce is taken into consideration • A rule for the processing of returns is annually checked		
5.1.3 Traceability check		
• The traceability of all goods is checked using an example from the production or shipment • This also applies to packaging materials • The system is checked at least annually and this is documented		
5.1.4 [K.O.] Produce separation		
• A comprehensible system for the separation of QS and non-QS produce is in place • A clear labelling and batch separation of QS and non-QS produce is guaranteed • The procedure for separating the produce is outlined in a suitable manner • QS produce is clearly identified within the company • It is ensured that mixtures of products do not occur • The separation and identification of other specific product categories (e.g. regional or organic labelling) is also observed		
5.1.5 [K.O.] Reconciliation of incoming and outgoing goods		
• A plausible relationship between the volumes of produced an purchased, as well as the sold goods is available		
5.1.6 Use of certification mark on purchased products		
If purchased goods from producers with a GLOBALG.A.P. option 2 certificate or a		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
GLOBALG.A.P. option 1 mulitsite with QMS certificate are labeled with the QS certification mark, the public search of the QS database has been checked in advance if the producer is entitled to do so.		

6 Waste and environmental management, recycling and reuse

6.1.1 Waste products and sources of pollution

• Generated waste (e.g. paper, cardboard, plastic, oil) and potential sources of pollution (e.g. exhaust gas for heating units, tank rinsing, etc.) is listed		

6.1.2 [K.O.] Storage of waste

• Waste is stored in designated areas and is regularly disposed • These areas are routinely cleaned and disinfected if necessary • Waste may not cause a risk of contamination for products		

6.1.3 Waste management

• a waste management- and recycling system is implemented • the waste management ensures that the operating waste is reduced to a necessary minimum		

7 Working conditions

7.1.1 Worker's instruction and qualification

• Workers who operate dangerous machines and devices are instructed in their use, these instructions are documented • Workers, who handle chemicals, disinfectants, plant protection products and/or other hazardous substances and/or operate dangerous or complex equipment or devices are qualified accordingly		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
7.1.2 [K.O.] Protective clothing and equipment, user protection		
• Faultless protective clothing and equipment are provided to workers, service providers and visitors • The use is in accordance with legal requirements, recommendations of professional associations, operational rules and the manufacturer's specifications • the protection of the user and third parties is observed during the handling and storage of plant protection products • The protective equipment is always be in good state of repair and stored separately from plant protection products, in a well-ventilated place • Protective clothing is cleaned after use in accordance with an operational cleaning plan. The cleaning plan is adapted to the type of use and the degree of dirt • recommendations for the use of protective clothing and equipment is available • filter masks are renewed at least annually, the service life of filters and filter masks depends on the external conditions of use		
7.1.3 First aid facilities		
• First aid kits with valid shelf life are available in the vicinity of the workplace and in self-propelled work equipment (tractors, harvesters, etc.) • The furnishing depends on the type and size of the operation • an eyewash facility or running clean water is available on the plant protection products storage and mixing areas (within 10 m)		
7.1.4 Accident and emergency plan		
• A written emergency plan exists containing the following information: – rules of conduct in the case of accidents and emergencies – safety precautions (e.g. location of fire extinguishers, emergency exits, emergency stop switch for electricity, gas and water connections) – nearest telephone – address of the company – most important telephone numbers in the event of accidents and emergencies (police, fire brigade, ambulance)		

Criterion/Requirements	Fulfilled	Comments e.g. if not fulfilled/not relevant
• The emergency plan is freely accessible, and is available in the predominant language(s) of the workforce in the form of pictographs • The emergency plan is located within 10 m of plant protection products' storages and mixing areas • If required, safety precautions for hazardous materials exist (e.g. websites, telephone numbers, information sheets)		
7.1.5 Workers trained on first aid		
• In the presence of several workers, at least one person with a first aid training (within the last five years) is present • the amount of first aid trained workers conform with the recommendations of the trade associations ***Note:*** *Please contact the Employer's Liability Insurance Association regarding the possible assumption of costs.*		

Space for further remarks

Nonconformity	Corrective actions with implementation period	Date of correction