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Self-assessment checklist for cattle farming

supplementing Guideline Agriculture Cattle Farming

You can use this checklist to document your **self-assessment**. Self-assessment is 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 Agriculture Cattle Farming, 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 Cattle Farming

Business data
Name of the business
Street and house number Postcode and town
QS location number (VVVO No.) and production scope
Contact, legal representative



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

Please note that **you can
lose eligibility to deliver**
into the QS scheme if you
do not satisfy the criteria!

Date of self-assessment

Signature

Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
[K.O.] 2.1.1 General Business data		
<ul style="list-style-type: none">Business details are on hand, incl. capacities/business units for livestock production (e.g. also relevant for antibiotics monitoring).For on-farm mixers: number of livestock spaces or feed quantity is documented.Sketch/layout plan of premises and harvest storage capacities is on hand.		



Quality Assurance. **From farm to shop.**



Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
<ul style="list-style-type: none"> Possibly changes were given to coordinator. Up-to date declaration of participation is on hand. Up-to-date list of personnel (caring for the animals) on hand 		
[K.O.] 2.1.2 Implementation and Documentation of Self-assessment		
All checklists and other self-assessment records where applicable (e.g. Cow Planner) are on hand. Self-Assessment at least once a year.		
2.1.3 Fulfillment of Initiated Measures of the Self-assessment		
Nonconformities from the last self-assessment have been rectified.		
[K.O.] 2.1.4 Implementation of Corrective Actions		
Agreed corrective actions from the last QS audit were implemented on time.		
2.1.5 Incident and Crisis Management		
<ul style="list-style-type: none"> Paper of incident is on hand (recommendation: QS Paper of Incident). If staff employed: responsible person internally has been appointed who can be reached if an incident occurs. Emergency plan should be at a central place at every location 		
3.1.1 Additional Operational Purchase and Incoming Goods		
<p>All goods received and all livestock farming services are documented, e.g. bills of delivery or invoices for:</p> <ul style="list-style-type: none"> Purchased livestock Feed and feed additives (recommended: proof of the charging number) Veterinary medicines Cleaning agents and disinfectants Services (e.g. livestock transport, use of mobile feed milling and mixing plants). 		
3.1.2 Classification of compound feed deliveries (bulk material) to the VVVO numbers		
<ul style="list-style-type: none"> With compound feed orders (bulk goods), the VVVO number is passed on to the dealer or manufacturer. VVVO number is verified on bills of delivery notes/invoices on delivery. If necessary, the supplier must be informed of any corrections. 		



Quality Assurance. From farm to shop.



Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
<ul style="list-style-type: none"> All bills of delivery/invoices are kept on file. 		
[K.O.] 3.1.3 Marking and Identification of Livestock		
<ul style="list-style-type: none"> All animals are marked with two ear tags. If ear tags are lost, replacement tags have been applied for and/or animals have already been retagged. 		
[K.O.] 3.1.4 Origin and Marketing		
<ul style="list-style-type: none"> QS cattle are kept on QS farms (own farm or supplier's farm) for at least 6 months prior to slaughtering (veal calves for the entire duration of the fattening process of up to 8 months). Suppliers' eligibility to deliver is checked regularly via the QS database (scheme participant search: www.qs-plattform.de). Delivery Papers of every sale of animals available (e.g. copy of delivery papers, documentation of seller and buyer); also electronically verifiable via HIT database or HIT evidence 		
[K.O.] 3.1.5 Stock records		
<ul style="list-style-type: none"> Stock book is kept and changes entered without delay (see sample forms). <p>Note: Every change to cattle numbers must be reported to the authorities within 7 days (Hi-Tier database).</p> <ul style="list-style-type: none"> All animal movements have to be documented through delivery notes of livestock transactions, extracts from QS/HI- database, Stock Register, etc. 		
3.1.6 Use of the QS Certification Mark		
<ul style="list-style-type: none"> A written utilisation agreement with the coordinator is on hand for use of the QS certification mark. Use of the QS certification mark is only permitted in accordance with the requirements given in the Style Guide. 		
[K.O.] 3.2.1 Feed Procurement		
<p>Note: Business is registered as a feed manufacturer if primary products are produced.</p> <p>Note: Feeds may only be procured from registered feed companies.</p> <ul style="list-style-type: none"> Feeds (exception: agricultural primary products) are procured exclusively from manufacturers eligible to deliver into the QS scheme. 		



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Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
<ul style="list-style-type: none"> ■ If bulk feeds are purchased via a dealer, the dealer must be eligible to deliver into the QS scheme. ■ If unpacked feed (bulk goods) are procured from a dealer, the dealer must be eligible to deliver into the QS scheme. ■ If a livestock farmer commissions a transport company to transport unpacked feed, the livestock farmer must ensure that the transport company is listed in the QS database as eligible to deliver. ■ Suppliers' eligibility to deliver is checked regularly via the QS database (scheme participant search: www.qs-plattform.de). ■ Feeds are marked as QS produce or in line with a recognized standard (sack tag, article-specific on the bill of delivery etc.). ■ Contractual agreement on feed production if multiple livestock owner cooperate <p>Note: QS marking/labelling can be recognisable by explanations or the QS certification mark.</p> <ul style="list-style-type: none"> ■ Each business must notify its coordinator about the use of agricultural primary products (participation in the feed monitoring programm). 		
[K.O.] 3.2.2 Feed Material in line with Positive List		
<ul style="list-style-type: none"> ■ Only feed materials that comply with the "Positive List for Feed Material" are used (see https://www.qs.de/documentcenter/dc-feed-monitoring-lab.html) ■ Legal feeding ban and/or QS exclusion list for certain products are observed. 		
3.2.3 Documentation of Ration Calculations, Mixing Protocols		
<ul style="list-style-type: none"> ■ If you produce your own feed, ration calculations or mixing records showing the ratio of ingredients must be on hand. ■ Feed additives are used in accordance with HACCP principles and documented accordingly. <p><i>(Note: Info sheets "Acids as Preservatives", "Urea" and "Amino Acids" from the Central Committee of German Agriculture)</i></p> <ul style="list-style-type: none"> ■ Where necessary, the results of feed samples are available. 		
[K.O.] 3.2.4 Use of Mobile Feed Milling and Mixing Plants		
<ul style="list-style-type: none"> ■ Eligibility to deliver into the QS scheme must be on hand when mobile feed milling and mixing plants are 		



Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
<p>used (exception: „only milling“ or feed mixing equipment (e.g. for distributing raw feed)).</p> <ul style="list-style-type: none"> ■ Eligibility to deliver is checked regularly via the QS database (scheme participant search: www.qs-plattform.de). ■ Recommendation: retain samples of every mixture. ■ Written agreement is required, if several livestock farmers commonly use their own mobile feed milling and mixing plants. It must be guaranteed that no feed is produced for third parties. 		
3.2.5 Safety of Feeds and Cleanliness of Water		
<ul style="list-style-type: none"> ■ All feeds are protected against contamination and impurities. ■ Livestock drinking water is clean, unclouded and without any foreign odours. ■ Recommendation: regular checks of drinking water. 		
3.2.6 Hygiene of Drinking and Feeding Troughs and Technical Equipment for Feed		
<ul style="list-style-type: none"> ■ The cleanliness of all technical plant and equipment is checked regularly and disinfection carried out as necessary (watering equipment, troughs, feed mixing trolleys etc.). ■ Watering and feeding systems are cleaned separately after they have been used to administer drugs or vaccines. 		
3.2.7 Feed Storage		
<ul style="list-style-type: none"> ■ Feeds are stored in a clean, dry place protected from the weather and separated from possible contaminants (e.g. fertilisers, waste, dung, liquid manure, seeds, drugs, chemicals). ■ Measures have been taken to protect against pests, rodents, birds and pets. ■ All storage areas were cleaned/disinfected prior to storing feeds. ■ All feed storage areas are checked regularly. ■ Feeds for different animal species are stored separately. 		
[K.O.] 3.3.1 Care Contract with Farm Veterinarian		
<ul style="list-style-type: none"> ■ Written care contract with veterinarian is on hand (<i>recommended sample contract of 01.01.2015</i>). ■ If farm consists of several locations: Assignment to respective location is mentioned in the contract. ■ Contract is renewed with every new veterinarian. 		
[K.O.] 3.3.2 Implementation of Stock Husbandry		



Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
<ul style="list-style-type: none"> ■ Herd visits at least once per year. ■ Records of veterinarian's visit and examination findings are on hand. ■ Plan for animal health and hygiene management has been prepared and will be implemented if necessary. 		
[K.O.] 3.3.3 Medicines and Vaccines		
Procurement of drugs is documented (veterinary drug purchase slips or pharmacy invoices are on hand along with a vaccination control book where necessary).		
Every use of drugs or vaccines is documented – combined documents, stock book, and vaccination plan.		
<ul style="list-style-type: none"> ■ All drugs and vaccines are kept in the proper manner in compliance with the printed instructions. ■ Storage in a lockable room or (refrigerated) cabinet that cannot be accessed by unauthorised persons. ■ Proper disposal of expired preparations. ■ Immediate disposal of empty packaging. ■ All medical instruments are clean. ■ Only perfect injection needles are used; blunt or bent needles are replaced immediately. ■ The use of antibiotic-performance enhancers and the prophylactic use of antibiotic active ingredients are banned. <p>Note: If a broken needle remains in an animal, the animal must be permanently marked and the abattoir notified accordingly.</p> <p>Note: When drugs are administered orally via feed and water, see Guideline of the BMEL "Oral application of veterinary medicinal products in the livestock sector via feed or water".</p>		
[K.O.] 3.3.4 Identification of Treated Livestock		
Animals treated with drugs must be identifiable for the duration of the waiting period at least (individual animal tagging or group, bay, pen marking).		
3.4.1 Storage Liquid Manure, Silo Seepage and Fermentation Liquids and Solid Manure		
<ul style="list-style-type: none"> ■ All storage areas for liquid manure, slurry and silage effluents are stable and tight. ■ No contamination of ground or surface water. ■ Stall dung is stored properly. 		



Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
<ul style="list-style-type: none"> Storage area is sufficiently large for compliance with the suspension periods for the spreading of dung (six months or country-specific stipulations). 		
When spreading dung, waste water and sewage sludge are not spread in areas which can be accessed by livestock.		

3.4.2 Nutrients Comparison		
<ul style="list-style-type: none"> Nutrients comparisons are on hand (up to 31 March each year at the latest, compulsory every year). With higher level processing, evidence of takeover/re-lease must be on hand. 		
3.5.1 Buildings and Equipment		
All buildings, plant and equipment permit cleaning and pest control. They are clean and in an orderly condition.		
<ul style="list-style-type: none"> Sheds are marked with signs stating "Livestock – No entry" or similar. All doors and gates are secured to prevent access by unauthorised persons. Shed entrances and exits are lockable. 		
3.5.2 Hygiene on the Farm		
<ul style="list-style-type: none"> Visitors only admitted in coordination with the livestock farmer. Recommendation: visitors' book 		
<ul style="list-style-type: none"> For effective operational hygiene: <ul style="list-style-type: none"> Protective clothing for visitors Clean working clothing Wash hand basins, soap, disposable towels or hand towels Clean hygiene sluices where necessary Waste is disposed of properly. 		
<u>For specialised calf production businesses:</u> <ul style="list-style-type: none"> No direct contact between humans and animals in business with tourist or camping facilities. Admission to sheds is only permitted with protective clothing and under supervision. Animals have no access to domestic waste or refuse tips. When transporting livestock, contact with external drivers and vehicles is kept to a minimum. 		



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Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
3.5.3 On-farm Biosecurity Measures		
<ul style="list-style-type: none"> The litter used in sheds and stalls is suitable for use with animals, hygienic, clean, and dry and does not appear to be infested with fungus. Litter is stored carefully and is protected from pests. 		
Dung, litter material and feed residues are rendered harmless prior to disposal or treatment.		
<u>For specialised calf production businesses:</u> <ul style="list-style-type: none"> Litter regulations also apply to the use of bark mulch, compost, and peat. Wood chips and shavings are made from heartwood and are low-dust and chemically untreated. 		
<ul style="list-style-type: none"> Carcasses are stored outside the stalls. Dead cattle are rendered. Carcass disposal companies do not have to enter the immediate vicinity of the sheds to pick up carcasses. 		
<ul style="list-style-type: none"> Pest monitoring and control are carried out by properly trained personnel. Checks for pests are conducted regularly. Bait map and records of bait checks are on hand. If infested, evidence of pest control measures can be produced. Permanent infestation-independent baiting using 2nd generation rodenticides only under the supervision of trained pest control specialists. When controlling rats and mice, personnel must be able to produce evidence of qualification to use products containing second generation anticoagulant rodenticides or comparable proof as an active ingredient; professional pest control companies must be used if necessary. 		
3.5.4 Cleaning and Disinfection Measures		
Cleaning agents and disinfectants are used and stored in the proper manner.		
<ul style="list-style-type: none"> Waiting pens, loading ramps and livestock transport equipment are cleaned and disinfected every time after use. If vehicles and equipment are used at more than one farming business, the business that provides them is responsible for cleaning and disinfection. 		
[K.O.] 3.6.1 Monitoring and Care of Livestock		



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<ul style="list-style-type: none"> Animals' wellbeing is checked at least once a day. Dead animals are removed from the stall area without delay. Rejected, aggressive, weak, sick or injured animals are separated (e.g. removed to the sick bay). A sick bay has been set up. The crates for sick and injured animals are furnished with dry and soft litter or pad A veterinarian is consulted if there is a suspicion of disease or epidemic within the herd. All animals have feed in sufficient quantities and quality. From the age of two weeks all cattle must have access to a sufficient amount of water (ad libitum) of sufficient quality at all times. Watering and feeding equipment is not contaminated. Trough throughflow rate permits animals to drink sufficient quantities of water (Recommendation for full-grown animals for single animal cup drinkers or nipple drinkers: 20l/min.)Conflicts between animals are kept to a minimum. The health, feed and water supply of animals kept on pastures are checked regularly. 		
[K.O.] 3.6.2 Handling Livestock		
<ul style="list-style-type: none"> Personnel are trained and qualified. 		
<ul style="list-style-type: none"> Animals are transported separately if necessary. Droving aids (guide boards/paddles) are only used in a manner which does not harm the animals. Electric prods are not used. 		
3.6.3 Transportability		
<ul style="list-style-type: none"> Animals' fitness for transport is checked prior to every loading process. Animals not fit for transport are not loaded. Veterinarian is consulted if necessary. 		
3.6.4 Livestock transport		
<ul style="list-style-type: none"> QS Animals are delivered by QS-authorized livestock transport companies. If a livestock farmer himself orders a livestock transport, only a transporter who is eligible to deliver for QS, may be used. All livestock transport companies with eligibility to deliver can be looked up in the database at www.qs-plattform.de (scheme participant search). QS Animals are transported to other agricultural businesses/abattoirs by QS-approved livestock transport companies. See Chapter 3.8 if own transport is used. 		



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Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
[K.O.] 3.6.5 General Farming Requirements		
<ul style="list-style-type: none"> Husbandry form does not lead to avoidable health impairment or behavioural disorders. Animals are sufficiently protected from weather influences. Calves are not kept tied up. 		
<p><u>For specialised calf production businesses:</u></p> <ul style="list-style-type: none"> Penned together into one fattening group for a maximum period of three weeks. Animals are not moved to another farm three months prior to the scheduled date of slaughter. 		
3.6.6 Shed floor		
<ul style="list-style-type: none"> Floors in cowsheds and aisles are non-slip and secure. Lying surfaces in stalls are clean and dry. Lying surfaces with litter are available for calves aged up to two weeks. Slatted floors for calves aged up to six months: space between the slats is max. 2.5 cm, (3 cm with elastically wrapped slats), slat width min. 8 cm. Recommendation for older cattle: slit width max. 3.6 cm, tread width approx. 10 cm. 		
3.6.7 Shed climate, temperature, noise pollution, ventilation		
<ul style="list-style-type: none"> Air circulation, dust levels, temperature, relative humidity, gas concentration in the air and noise pollution are kept at a level which does not harm the animals. Shed temperature in the area where the cattle lie down below 25 °C if possible. Following gas concentrations are not exceeded: <ul style="list-style-type: none"> NH₃ max. 20 cm³/m³ air CO₂ max. 3,000 cm³/m³ air H₂S max. 5 cm³/m³ air 		
3.6.8 Lighting		
<ul style="list-style-type: none"> Sufficient lighting is available. Light intensity for calves min. 80 lux. 		
3.6.9 Space allowance		



Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
<ul style="list-style-type: none"> ■ Cattle: sufficient space to lie down is available. ■ Calves: aged between 2 and 8 weeks are kept individually in pens of a certain size (160 or 180 cm long, depending on the trough; 90 or 100 cm long depending on the construction) ■ minimum area per animal in line with average weight is complied with. 		
[K.O.] 3.6.10 Alarm System		
<ul style="list-style-type: none"> ■ With electrical ventilation, alarm system is on hand which activates in the event of a power cut. ■ Functionality of the alarm system is checked at the technically required intervals, documentation on hand. 		
3.6.11 Emergency Power Generator		
<ul style="list-style-type: none"> ■ An emergency power generator is on hand if feeding and watering of livestock is not possible in the event of a power cut. ■ A substitute system (e.g. emergency power generator) is on hand if it is not possible to supply livestock with air in the event of a power cut. ■ Functionality of the emergency power generator is checked at the technically required intervals. ■ Protocol functional test is on hand. 		
3.6.12 Requirements on Loading and Unloading Equipment		
<ul style="list-style-type: none"> ■ Injuries to animals are avoided. ■ The safety of the animals is guaranteed. 		
3.7 Monitoring Programm and Examination Data		
On-farm mixers: information on feed quantity (or number of animal spaces) and feed type was given to coordinator (incl. the use of foodstuffs as feed, as well as stale bread and bakery produce without a specified purpose).		
3.7.1 Fattening calves: Residue Control Programm		
<u>For specialised calf production businesses:</u> <ul style="list-style-type: none"> ■ Housing of the calves is reported to coordinator within 60 days. ■ Results of residue controls are documented. 		
3.7.2 Calves fattening: Antibiotics Monitoring: Documentation of therapy index		
<u>For calves fattening:</u>		



Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
<ul style="list-style-type: none"> ■ Participation in the antibiotics monitoring programm: The animal owner must inform his coordinator about the annual average number of occupied animal places and about the veterinarian in charge. ■ The therapy index must be documented for at least the last four quarters or electrocically proof. 		
3.8.1 Conditions for Transport Livestock		
<p>Note: The following requirements apply if farmers transport their own animals, irrespective of whether they are transported within one farming business, to other farms or to the abattoir.</p> <ul style="list-style-type: none"> ■ Personnel are trained and qualified in the handling of livestock. ■ The wellbeing of the animals is checked regularly during transport. ■ Animals which take ill or sustain injuries during transport are separated and examined and treated by a veterinarian as quickly as possible if necessary. 		
3.8.2 Equipment Requirements		
<ul style="list-style-type: none"> ■ Vehicles are in perfect technical and hygienic condition. ■ Injuries to livestock are avoided. ■ Cleaning and disinfection are easily possible. ■ Partition walls are sufficiently stable. ■ Animals on the lower level are not unnecessarily contaminated with excrement. ■ Restraining equipment is sufficiently sturdy. ■ Animals cannot escape or fall out. ■ Protection against weather influences is provided. ■ An adequate supply of fresh air and air circulation are possible. ■ Floor is non-slip. ■ Leakage of excrement and urine is kept to a minimum. ■ Floors are spread with litter. ■ Control of animals is possible; light source on hand. 		
Transport over 50 km: "Livestock" sign displayed on vehicle.		
[K.O.] 3.8.3 Available Space		
<ul style="list-style-type: none"> ■ Animals have sufficient floor space and room to stand up. ■ All animals can lie down or stand upright at the same time. ■ Requirements regarding group size and loading density are complied with (see guideline for details). ■ Delivery documents, documentation of loading density on hand 		



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Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
3.8.4 Cleaning and Disinfection of Transport Equipment		
<ul style="list-style-type: none"> Transport equipment is cleaned and disinfected after every transport (at the latest after 29 hrs.). Vehicle is checked for proper cleaning and disinfection before trip begins. <p>Disinfection Control Book contains the following information:</p> <ul style="list-style-type: none"> Date of transport Species of animal transported Place and date for the cleaning and disinfection of the vehicle Trade name of the disinfectant used 		
3.8.5 Delivery Documents		
<ul style="list-style-type: none"> All bills of delivery are on hand. Bills of delivery list the species, quantity, animal markings (ear tags), VVVO number. 		
[K.O.] 3.8.6 Time Periods for Feeding and Watering, as well as Transporting Times and Resting Times (for Livestock Transport further than 50 km)		
<ul style="list-style-type: none"> Cattle are fed at least once every 24 hours and watered at least once every 12 hours. Transport duration does not exceed a maximum of 8 hours. With transport > 8 hrs, requirements regarding feeding, watering and age of calves are complied with. Records on transport duration and resting times, driver's log, documentation on livestock care on hand. 		
3.8.7 Transport Papers (for Livestock Transport further than 50 km)		
<p>Transport papers are on hand with details of:</p> <ul style="list-style-type: none"> Origin and owner of livestock Point of departure Date and time at which transport commenced Intended destination Likely duration of scheduled transport Description of animals (e.g. species, type) 		
[K.O.] 3.8.8 Proof of Qualification for Drivers/Attendants (for Livestock Transport further than 65 km)		
Certificate of competence is on hand.		
[K.O.] 3.8.9 Licensing of Transport Companies and transport planning (for Livestock Transport further than 65 km)		
Authorisation and documentation of transport planning on hand.		



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Criterion/Requirement	Fulfilled	Comments e.g. if not fulfilled/relevant
[K.O.] 3.8.10 Licensing of Road Transport Equipment(for longTransportations)		
Vehicles are licensed for long-distance transport.		
[K.O.] 3.8.11 Driver's Logbook (for Long-Transportations)		
Driver's log is kept.		
3.8.12 Use of Marks for Livestock Transport		
A written utilisation agreement with the coordinator is on hand for use of the QS certification markMark is used in compliance with the style guide. QS certification mark is only used with the reference "Authorised livestock transport company" and not on vehicles.		



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Space for additional remarks

Nonconformity	Correction	Date of correction