

Gulf SQAS Assessor Application Installation and User Guide



Author:
Date:
Name:

Gulf SQAS helpdesk
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1 Introduction

The Gulf SQAS Assessor Application is a Windows program which can be run on almost all laptops/computers.

The Gulf SQAS Assessor Application is developed to work on computer hardware with low system requirements. The software will even operate with significant speed on a relatively old pc/laptop.

The minimal set of hardware components are:

- Processor: Pentium 3 or higher;
- RAM: 256 MB or higher;
- Hard drive space: approximately 10 MB (does not include space required for OS);
- Internet connection (dialup 33600 or better).

The Gulf SQAS Assessor Application can be used on almost all Microsoft Windows Operating Systems, it also includes old operating systems like Windows XP and Windows Vista, but also the operating systems Windows 7 and Windows 8 will work together with the Gulf SQAS Assessor Application.

The Gulf SQAS Assessor Application is designed as a very small package of approximately maximum 3 Mb, ensuring swift download times for the slowest internet connections.

The Gulf SQAS assessor application is distributed on the Gulf SQAS internet site (<http://www.gulfsqas.com>) via the menu option 'Download' from the top menu bar on the 'Download Assessor Application' web page (only available for accredited Gulf SQAS assessors).

2 Installing the Assessor Application

The Gulf SQAS assessor application is implemented with a user friendly installation (setup) procedure. The installer will unpack the program components, create a start menu link and a desktop shortcut. The program can be un-installed / removed at any time with full system clearance including a registry cleanup.

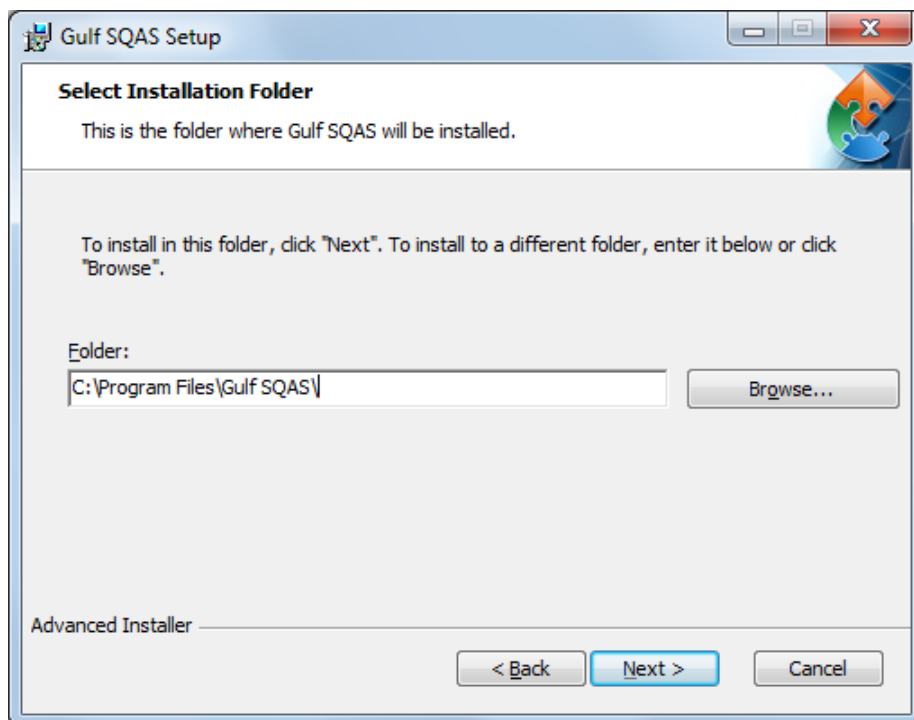
The following installation steps will guide you through the installation procedure. The setup process will not be able to update files that are currently used by other programs. Therefore, it's highly recommended that you close all the applications before proceeding:

- Download the Gulf SQAS Assessor Application package (from the Gulf SQAS web site (<http://www.gulfsqas.com>) via the menu option 'Download' from the top menu bar on the 'Download Assessor Application' web page (only available for accredited Gulf SQAS assessors).
- Double click the downloaded file (assessor_setup.msi) and the following information window will appear on your screen, press <Next> to continue.

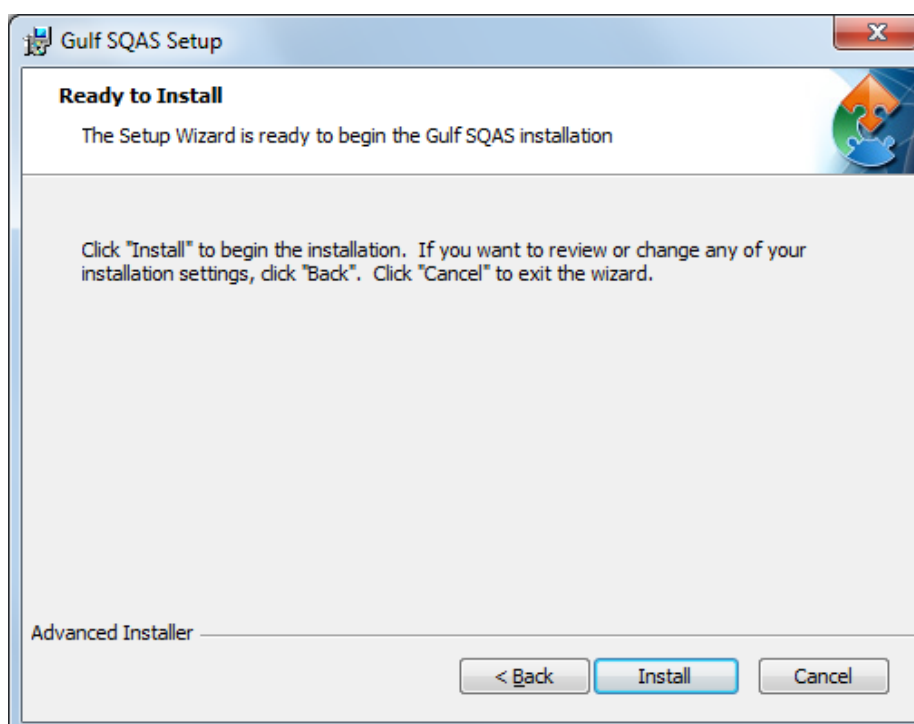
Please note that you must have administrative privileges ('administrator' rights) to install the software on your system. In case of problems, please right mouse click on the downloaded file and select 'Run as Administrator' or contact your IT department for further assistance.



- The installation procedure continues with the selection of the program directory location. We recommend to use the suggested (default) program location. You can continue the installation by clicking the 'Next' button in the image below:



- Please click the 'Install' button if you want to install the assessor application:



- The installation procedure is completed when the following message appears:



- Please press 'Finish' to close the setup program. You can immediately launch the application or you can start the application later by double clicking the Gulf SQAS Assessor Application icon shown on the desktop or in the program menu:



3 Using the Assessor Application

You can start the application by double clicking the Gulf SQAS Assessor Application shortcut on the desktop and located in the program menu:



3.1 Application startup window

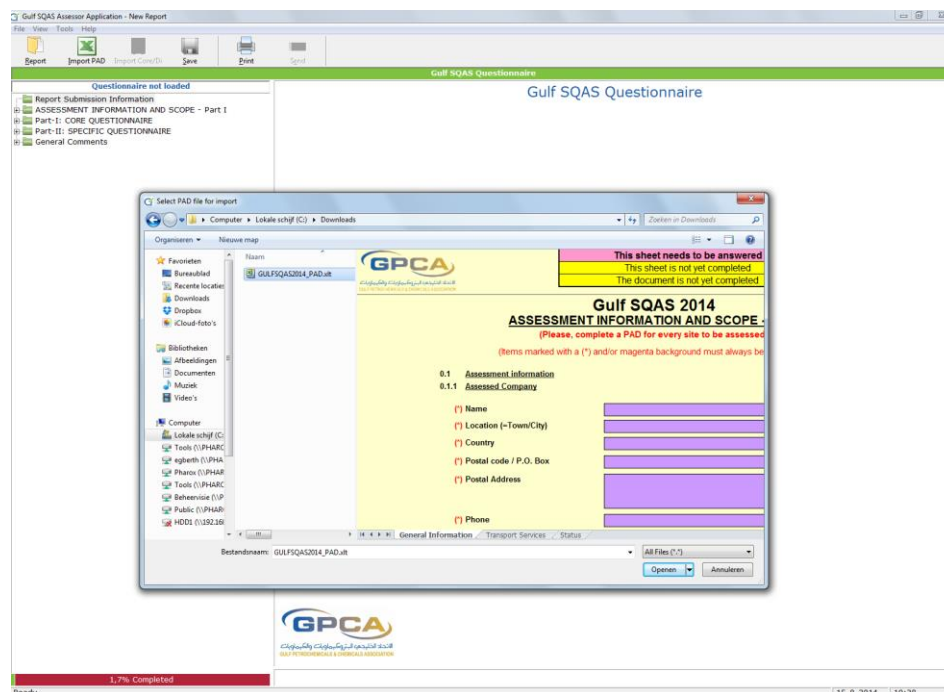
At startup the application gives the following possibilities:

- Create a new assessment report
- Open an existing assessment report

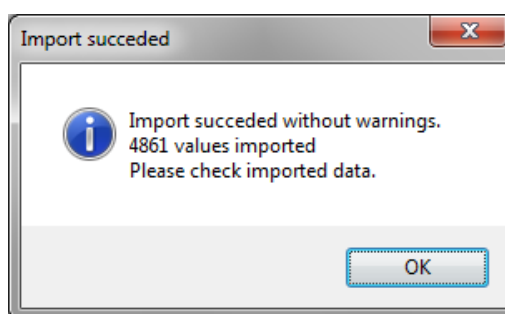


3.2 Importing Pre-Assessment Document (PAD)

To create a new assessment report, you need to select to the Pre-Assessment Document ('PAD'):



Please press “Open” to start the import procedure of the pre-assessment data to the assessment report. The import procedure is completed when the following message appears:

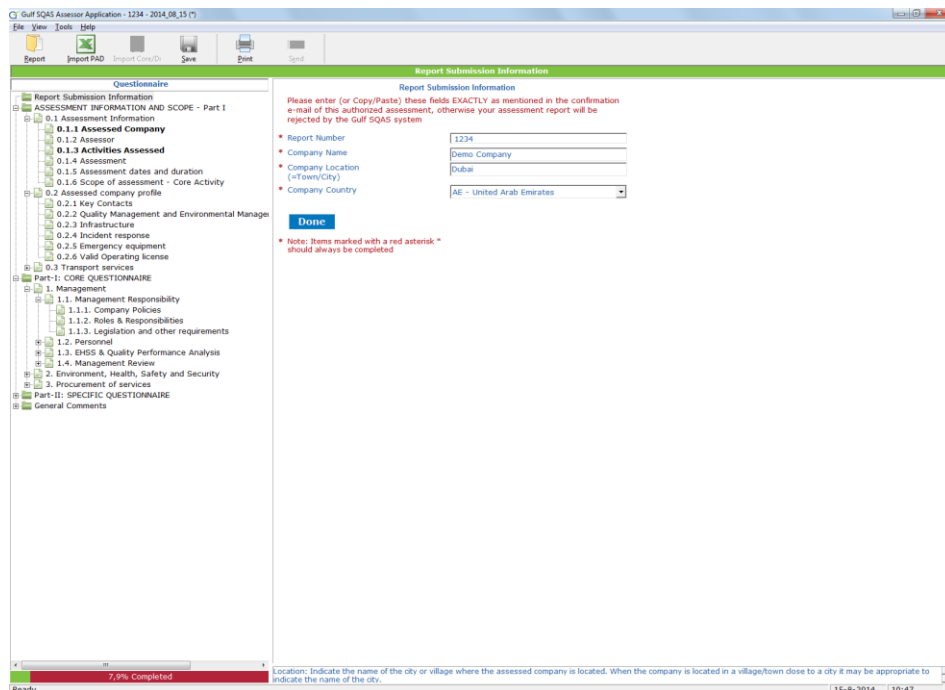


In the menu bar of the Assessor Application you can also press the 'XLS Import' button in order to select and import the PAD document.

For more information about the Pre-Assessment Document, please see section 4 of this document.

3.3 Editing assessment reports

The following screen appears when you have imported the PAD or opened an existing assessment report:



3.4 Saving assessment reports



In the menu bar you can open an existing report or save the current report. Please note that you always have to save your report before you can send a report to the Gulf SQAS internet database.

Please note that you can change the default Reports folder location, please go to the menu bar and select Tools, Options.:



3.5 Entering report submission information

Please be aware that the report submission cannot take place before the assessment has been authorized by the assessed company. The assessor will get a confirmation e-mail of the authorization. Please enter (or Copy/Paste) the report number EXACTLY as mentioned in the confirmation e-mail, otherwise the assessment report will be rejected by the system.

3.6 Questionnaire

The table of contents of the questionnaire is visualised with a tree structure. You can select the general information, sections, subsections or general comments by clicking the appropriate tree node.

The questionnaire looks similar to the hardcopy questionnaire. The questions are split up into Core and Specific questions.

For more information about the different question categories please refer to the general guidelines of the questionnaire.

3.7 Answering

For answering the questions a language independent solution is used. The following symbols are used:

- 1 : Yes answer;
- o : No answer;
- : N/A answer.

The answering of the questions is done by means of an answer toolbar with 1 (Y), o (N), - (N/A) and comments buttons. Only the available answer areas are enterable. This answer toolbar can be used for the navigation between the different questions and the answering of the questions. In addition you also can answer the questions with the keyboard. For more information please click on the 'Help' button.

Below you will find an example of the answer and navigation toolbar:



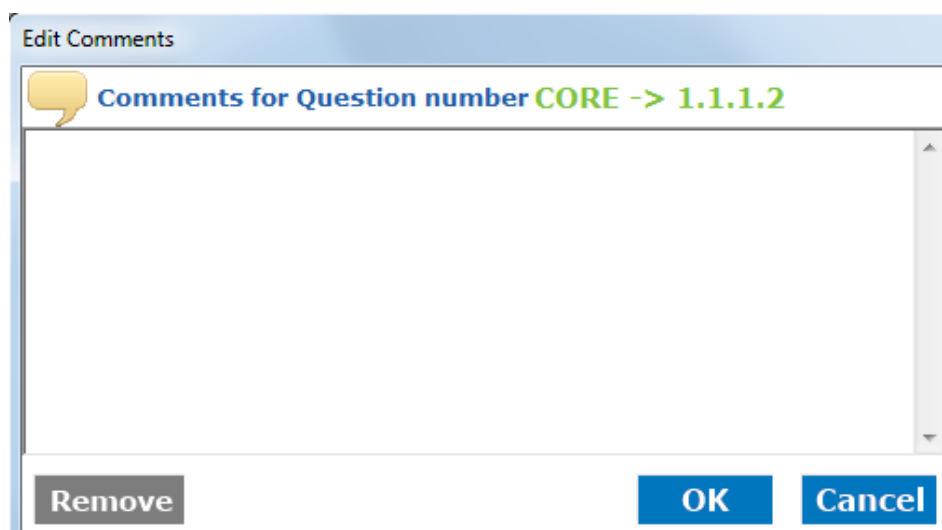
If a certain section is completed (all questions are answered) then this is made visible in the tree structure by means of a bold font or optional a green color. You can change the section completeness indication in the Tools, Options menu.

3.8 Question comments

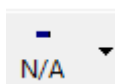


The comments can be inserted for each question. The insertion of comments for questions with N/A answers and questions with a '*' indication is mandatory.

The following image represents a popup window in the Gulf SQAS assessor application for inserting comments:



The questions for which comments are entered are marked by means of a note symbol next to the answering boxes.

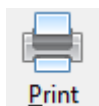


In case a whole sub-section is 'N/A', the possibility exists in the drop down menu of the N/A button to put the whole sub-section on N/A in one operation. In this case the assessor only has to make one comment for the whole sub-section.

3.9 Guidelines

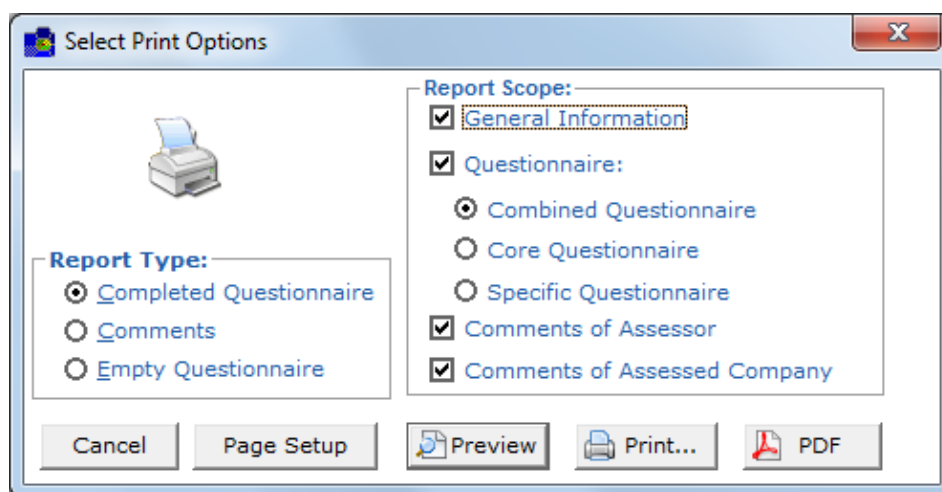
The guidelines are integrated in the Gulf SQAS Assessor application. When selecting a section, sub-section or question the appropriate guidelines will show up in the bottom-right panel of the application window.

3.10 Printing



The assessor application has several print options: the printing possibilities are available for the complete questionnaire.

Below you will find the different print possibilities:

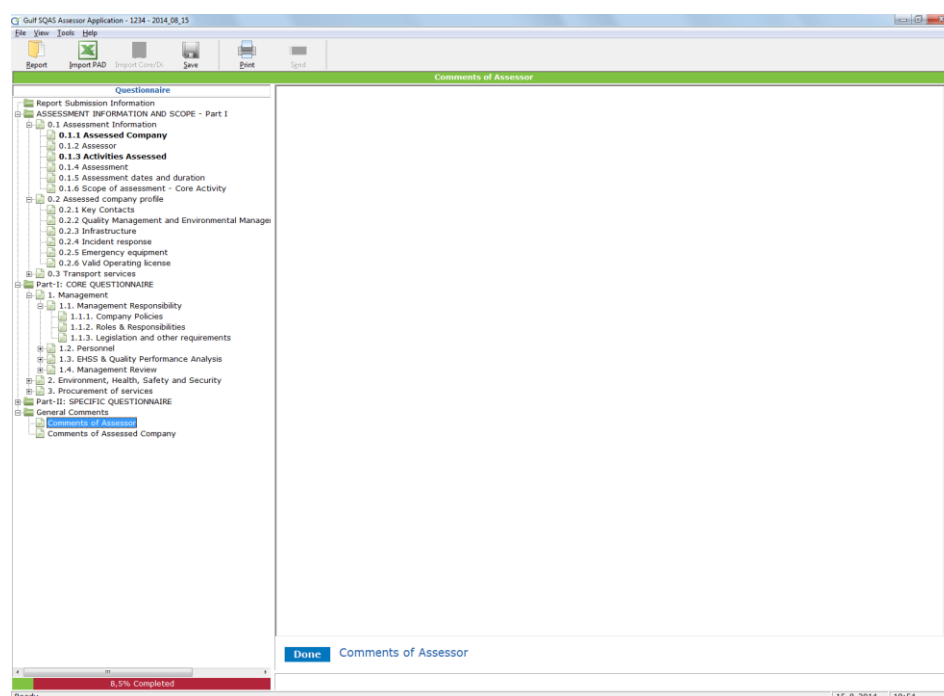


The assessor application uses the standard print capabilities, which are installed on the operating system. Before printing you can select a print preview.

3.11 General comments of assessor

The assessor has the opportunity to add a general comment on the completed assessment. The assessor can insert his general comments in the Gulf SQAS assessor application.

The following image represents a screen in the Gulf SQAS assessor application for inserting general comments:



3.12 General comments of assessed company

The assessed company has the opportunity to add general comments on internet. Once the assessment report is uploaded and accepted, the assessed company (if E-mail address is available) will be notified by an automated e-mail message and invited to insert general comments.

The assessed company can then consult the Gulf SQAS internet database with its login information (report number and security code) which will be enclosed in the automated e-mail message and insert (or update) his general comments concerning the report.

The procedure to insert general comments on internet, report number and security code are enclosed in the automated e-mail message.

Note: optionally the assessor can also enter the general comments of the assessed company in the Gulf SQAS assessor application.

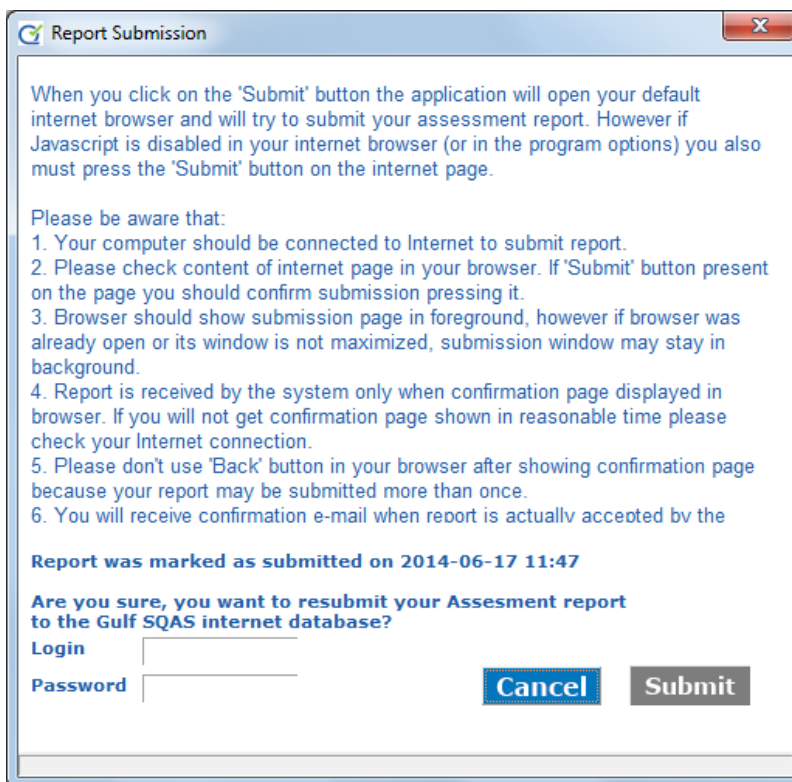
3.13 Sending reports

If you click on the Send button by default the application will use the current internet connection to send reports. When sending reports please make sure your internet connection has been established. Please note that no settings have to be changed to send assessment reports by internet.



When pressing the Send button the application will try to send the assessment report to the Gulf SQAS database

The questionnaire must always be fully completed to send a report to the Gulf SQAS internet database. If all questions are answered the following pop up window will appear:



You must first enter your login information. After pressing the Submit button the application will try to connect to the Gulf SQAS server. When the sending of the assessment report fails because of network or internet settings you will get an error message in your web browser.

An information window will appear when the data of the report is successfully transferred to the Gulf SQAS system. The assessor will be notified by an automated e-mail message. There is also an alternative way to check if the report has been included in the Gulf SQAS internet database (<http://www.gulfsqas.com>) by looking at the list of assessed companies in the general public section of the database.

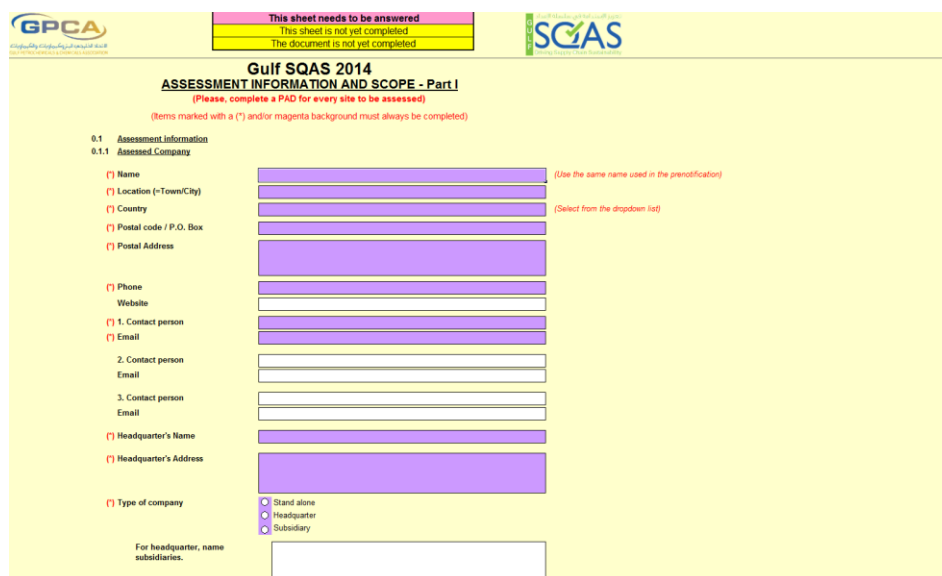
4 Pre-Assessment Document ('PAD')

Next to the Gulf SQAS Assessor Application the Pre-Assessment Document ('PAD') is used.

The assessment reports will be based on the Pre-Assessment Document. This Microsoft Excel form will be distributed to the assessed companies via a downloadable file posted on the Gulf SQAS website via de 'Download PAD' page

The assessor will have more detail of the company before the actual assessment. The pre-assessment results will advise the scope an assessment (depending on complexity of the company, the number of employees, the number of activities, % of subcontracting etc.) and will trigger to set some sections and/or questions to 'N/A'.

The Pre-Assessment Document ('PAD') has a lay-out as displayed in the next figure:



This sheet needs to be answered
This sheet is not yet completed
The document is not yet completed

Gulf SQAS 2014
ASSESSMENT INFORMATION AND SCOPE - Part I
(Please, complete a PAD for every site to be assessed)
(Items marked with a (*) and/or magenta background must always be completed)

0.1 Assessment Information
0.1.1 Assessed Company

(*) Name (Use the same name used in the prenotification)

(*) Location (=Town/City)

(*) Country (Select from the dropdown list)

(*) Postal code / P.O. Box

(*) Postal Address

(*) Phone

Website

(*) 1. Contact person

(*) Email

2. Contact person

Email

3. Contact person

Email

(*) Headquarter's Name

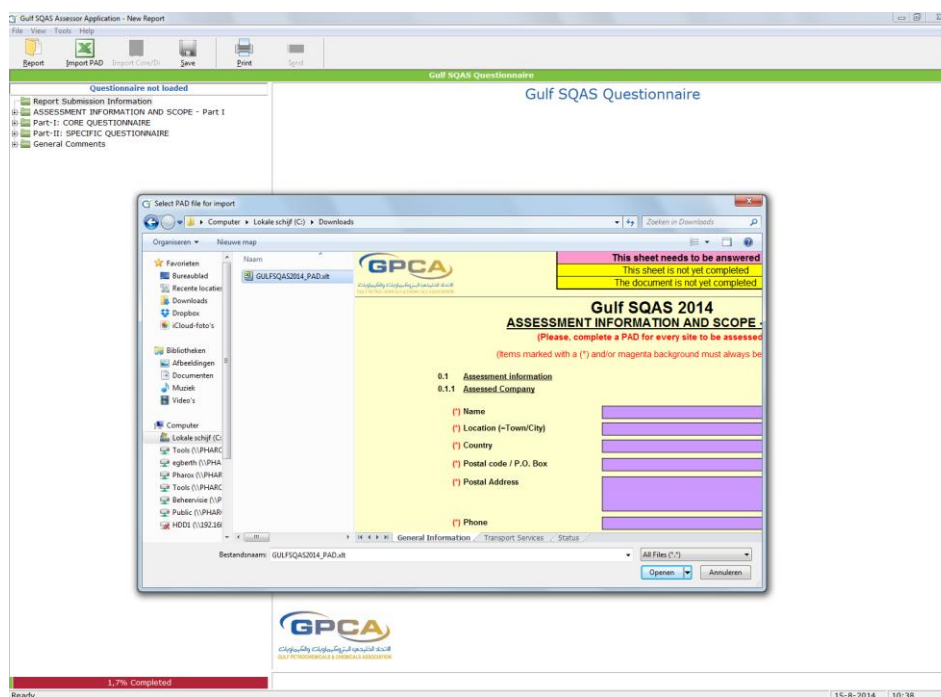
(*) Headquarter's Address

(*) Type of company

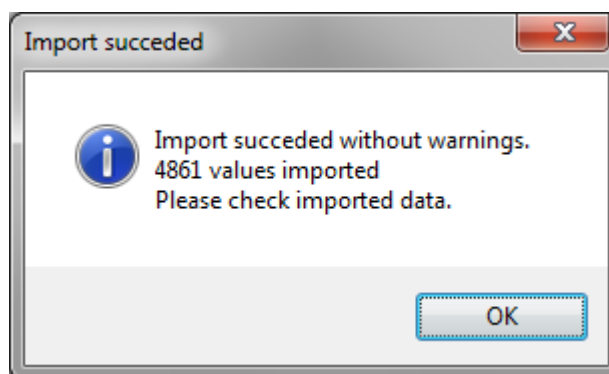
Stand alone
 Headquarter
 Subsidiary

For headquarter, name subsidiaries.

The Pre-Assessment Document can be imported in the Gulf SQAS Assessor software. When creating a new assessment report, you can select to the Pre-Assessment Document ('PAD'):



Please press “Open” to start the import procedure of the pre-assessment data to the assessment report. The import procedure is completed when the following message appears:



In the menu bar of the Assessor Application you can also press the 'XLS Import' button in order to select and import the PAD document.

5 Further information

If you need any other information don't hesitate to contact us.

5.1 For general questions:

- ✦ Gulf Petrochemicals and Chemicals Association (GPCA)
P.O. Box 123055
Business Bay, Executive Towers
Dubai, United Arab Emirates
- ✦ Tel: +971 4 4510666
Fax: +971 4 4510777
Web: <http://www.gpca.org.ae>
- ✦ Mr. Alan Izzard
E-mail: alan@gpca.org.ae

5.2 For technical questions:

- ✦ Pharox Automatisering B.V.
Haringvliet 76
3011 TG Rotterdam
The Netherlands
- ✦ Tel: +31 (0)10 - 742 18 70
Web: <http://www.pharox.nl>
E-mail: info@pharox.nl