



GULF-SQAS GENERAL GUIDELINES

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Acronyms

CSR = Cooperate Social Responsibility

GCC = Gulf Cooperation Council

G-SQAS = Gulf Sustainability & Quality Assessment System

LSP = Logistic Service Provider

IAP = Improvement Action Plan

Contents

Contents.....	3
A. GENERAL GUIDANCE	5
Introduction:	5
Assessment Documents	6
2.1. General	6
2.2. Overview of questionnaires	6
2.2.1. Core Questionnaire:.....	6
1. Management.....	6
2. Environment, Health, Safety, Security, BBS.....	6
3. Welfare and procurement of services.....	6
2.2.2. Questionnaires for Gulf SQAS modules:	7
2.2.2.1. Gulf SQAS Transport Services.....	7
2.2.2.2. Gulf SQAS Warehouse	7
2.2.2.3. Gulf SQAS Tank Cleaning.....	7
2.3. Modular approach: combined and multisite assessments.....	7
2.3.1. Combined assessments:	7
2.3.2. Multisite assessments.....	8
2.3.2.1. Definition of a Gulf SQAS assessable unit.....	8
2.3.2.2. Multisite companies.....	8
2.3.2.3. Assessment Process of a Multisite Company.....	9
2.4. Answering questions	9
2.5. Question Types.....	10
2.6. Pre-assessment document (PAD)	10
THE ASSESSOR	11
GUIDANCE ON THE ASSESSMENT PROCESS.....	12
4.1. Assessment process	12
Preparation for an assessment.....	14
4.3. The actual assessment	15
4.4. After the assessment	17
4.5. Follow-up assessment (surveillance).....	17
4.6. Intermediate assessments	17

4.7. Out-of-Territory Assessments.....	17
ELECTRONIC GULF-SQAS DATABASE	18
B. DETAILED GUIDANCE NOTES FOR PRE-ASSESSMENT DOCUMENT (PAD).....	18
0.1. Assessment information	19
0.1.1. Assessed Company	19
0.1.2. Assessor.....	20
0.1.3. Activities assessed	20
0.1.4. Assessment.....	20
0.2. Assessed Company Profile	20
0.2.1. Key contacts.....	20
0.2.2. Quality Assurance and Environmental Management System Certification	20
0.2.4 Infrastructure	20
0.2.5 Incident response	21
0.2.7: Operating License(s):	21
0.3 Specific information for the TS questionnaire	21
0.3.5. Type of operators/drivers.....	21
0.3.6. Percentage transported	21
0.3.7. Type of transport transported by subcontractors.....	21

A. GENERAL GUIDANCE

Introduction:

The chemical industry in the GCC uses the logistic services offered by third parties to store, handle, and transport raw materials, intermediates, and finished chemical products. Chemical companies need assurance that these operations are carried out in a safe and high-quality manner with due regard for protecting employees, the public, and the environment. In the past, this assurance has often been obtained by individual chemical companies undertaking periodic audits of their logistic service providers, leading to a fragmented approach and a multiplicity of auditing programs that could have been more efficient for both the chemical and transport industries.

Within the framework of Responsible Care, CEFIC (the European Chemical Industry Council) launched the ICE program in the early 1990s to improve safety performance during transporting, storing, and handling chemicals. A key element of the ICE program was the development of the Safety and Quality Assessment Systems (SQAS), each related to a particular transport mode, logistic operation, or route to market. Due to the success of SQAS in Europe, GPCA reached an agreement with CEFIC and implemented a similar methodology in the GCC using the name Gulf-SQAS (GULF SQAS).

GULF SQAS provides a tool to assess the quality, safety, security, and environmental management systems of logistic service providers uniformly by independent assessors using a standardized questionnaire, thereby avoiding multiple assessments by individual chemical companies. GULF SQAS helps chemical companies select logistic service providers and define improvement actions for each.

A GULF SQAS assessment by an independent assessor does not lead to a certificate. Still, it results in a detailed factual report, which each chemical company needs to evaluate according to its requirements. One single assessment replaces the myriad of inspections to which the logistics service providers (LSPs) have traditionally been subjected, without making the dialogue between the service provider and chemical company redundant.

Although GULF SQAS does not guarantee the safety and quality of a supplier or partner's service, it offers a mechanism to evaluate continuous improvement. The system provides valuable feedback directly to the assessed company on the strengths and weaknesses observed during the assessment. The assessment is a process other than a pass/fail. The system relies upon third-party verification to meet specific requirements and a continuous dialogue process between the LSP-assessed and chemical companies to rectify identified weaknesses. This process of customer-specific feedback creates and strengthens the foundations for a true partnership of mutual benefit.

Gulf SQAS questionnaires were first published in 2014. They consist of three modules: Transport Services, Warehouse, and Tank Cleaning.

Assessment Documents

2.1. General

Every Gulf SQAS questionnaire has a guideline that includes detailed information on interpreting the questions for both the assessor and the assessed company.

The English version is the master text. An authorized translation is available in Arabic and posted on the Gulf SQAS website for download. In case of any doubt, always refer to the English version.

2.2. Overview of questionnaires

The Gulf SQAS assessment questionnaires consist of a **CORE** questionnaire, relevant for all assessments, and a **SPECIFIC** part pertinent to the assessed company's specific activities. Questionnaires are available for transport services, warehouses, and tank cleaning.¹

2.2.1. Core Questionnaire:

The CORE questionnaire covers three areas:

1. Management

This section covers subjects like management responsibility, personnel, reporting and investigation of non-conformances, auditing and reviewing the management systems, etc. All are essential areas where management should show solid personal leadership and facilitate a supporting system to guide company activities toward SHE and quality excellence.

2. Environment, Health, Safety, Security, BBS

This section seeks to verify that the highest standards of safety, health, environmental care, and security are maintained and that proper concern is given to protecting all employees, the public, and the environment. It also covers behavior-based safety elements common to all specific modules.

3. Welfare and procurement of services

This section covers employee welfare and corporate social responsibility. In 2018, the program enhanced these obligations to address identified regional variances compared to European operations. It also covers how the assessed company controls the standards of subcontracted services and contractors.

¹ The rail module will be added to the program after 2025.

2.2.2. Questionnaires for Gulf SQAS modules:

The specific questionnaires cover a large variety of topics depending on the activities of the assessed company.

2.2.2.1. Gulf SQAS Transport Services

The "Gulf SQAS Transport Services" module is intended to assess asset-based transport companies operating their vehicles and drivers, as well as LSPs that are direct partners of the chemical companies but subcontract their logistics service provision to other companies and often have no owned vehicles or drivers. The target companies in this second category are transport companies that subcontract the traction and drivers, freight forwarders (land-based), intermodal service providers, and logistics coordinators for fully integrated but subcontracted services (e.g., 4PLs).

The "Gulf SQAS Transport Services" module is also the basic questionnaire to assess inland intermodal terminals and land transport container terminals. Only the questions applicable to such an activity should be addressed.

2.2.2.2. Gulf SQAS Warehouse

The Gulf SQAS Warehouse questionnaire can be used in warehouses where packaged liquids, solids, or gases are handled and packed. Specific questions apply to the various forms.

Some sections or isolated questions in these questionnaires may only apply to certain types of services or companies, depending on the company's activity and available equipment, as described in the Pre-Assessment Document (scope information).

2.2.2.3. Gulf SQAS Tank Cleaning

The Gulf SQAS Tank Cleaning questionnaire has been developed to assess tank cleaning stations for road tankers, rail tank cars, tank containers, and IBCs. The questionnaire covers cleaning activities and other auxiliary services, such as heating loaded tanks and testing and repairing them.

2.3. Modular approach: combined and multisite assessments

2.3.1. Combined assessments:

Many logistics service providers offer various services, including road transport and warehousing. These companies would be subject to duplication of assessments because the Gulf SQAS packages contain many common questions.

The core questionnaire addresses the common aspects of the EHSS Q and CSR aspects of the management system of any logistics service-providing company.

Questions that relate to a specific logistics service are handled in the particular questionnaires.

This arrangement enables a modular approach: an assessment of the general management systems using the Core questionnaire is supplemented by an assessment of the specific logistic service using the Specific questionnaires.

This avoids, for example, a road haulage company that operates a warehouse is subject to two complete assessments: Gulf SQAS Transport Services and Gulf SQAS Warehouse. With the modular approach, one core assessment can be combined with two specific assessments of the road transport and the cleaning station activities. However, a particular assessment can only be combined with a core assessment within one month after the last assessment date. This time can be extended up to three months if the assessor can justify the extra time to the Gulf SQAS Representative. The GPCA or Gulf SQAS Representative will either confirm the approval for the extension or provide reasons for its denial. If the assessments span a more extended period, it is necessary to repeat the core assessment.

When multiple sites are located within a distance of 5 km, or within the same Industrial City/Zone, operate under the same module, have the same management and management system, a single assessment can be carried to cover all sites. (e.g if two warehouse sites lie within 5 km distance and meet the above criteria, one Warehouse questionnaire shall cover both sites.)

2.3.2. Multisite assessments

2.3.2.1. Definition of a Gulf SQAS assessable unit

A Gulf SQAS assessable unit is defined as each unit of a logistic service provider managing the EHSS and Q, and CSR aspects of its transport, warehouse, or tank-cleaning operations. An assessable unit shall comprise only one site or location, except where sites are remarkably close. A single assessment of the core questionnaire can cover all sites if multiple sites are located within the same country, operate under a centralized system, follow the same module, and have an identical management system. The assessor still will have to ensure that both sites, for example, one in Jubail and the other in Yanbu, meet the multisite assessment criteria. (e.g., if two warehouse sites lie within the same country and meet the above criteria, one core questionnaire can cover both). All the separate modules (transportation, warehouse, and tank cleaning) must be done individually, except where two different buildings or locations are in a nearby vicinity and considered.

2.3.2.2. Multisite companies

Multisite companies consist of a headquarters and multiple subsidiaries. All the conditions indicated below must be met to allow a multi-site assessment covering more than one assessable unit:

- I. The headquarters must be assessed first.

- II. The time between the headquarters' and the last subsidiary's assessment must be less than one month (this period can be extended to three months if the assessor presents an audit plan to and gets approval from the Gulf SQAS Committee).
- III. The same management system must be used in the headquarters and the subsidiaries. The system's follow-up must be performed centrally (internal audits, management reviews, goals, improvement plans, etc.).
- IV. HR and training must be managed centrally.
- V. Selection and evaluation of subcontractors must be done centrally.
- VI. The purchase of equipment must be done centrally.
- VII. The Gulf SQAS Committee must approve any exceptions to the rule that the same assessor must assess the headquarters and subsidiaries.

The headquarters and every subsidiary must complete a PAD (planned assessment document) to calculate the assessment time.

It remains possible to combine the assessments of several questionnaires (activities) at one company site (see Section 2.3.1).

2.3.2.3. Assessment Process of a Multisite Company

- 1. The subsidiaries to be assessed must be defined.
- 2. The assessor's software should import the core part of the headquarters report during the subsidiaries' assessments. The assessor must verify the findings in the core part of the questionnaire and, if necessary, modify them accordingly based on the evidence found in the subsidiaries.
- 3. If a 1–3 month cycle cannot assess the subsidiaries, the headquarters must be assessed again in a subsequent cycle.

2.4. Answering questions

It is a requirement that all questions be answered. Sampling of questions is not permitted. Each question must be answered with either “1” (yes), “0” (no), or “not applicable” based on verbal replies from the assessed company and objective evidence seen by the assessor. There are no partial scores in GULF SQAS. The verification of the following components must inform each question's answer.

- i. Policy
- ii. Communication & Understanding
- iii. Transactional Evidence.

Assessors are trained and expected to carry out evidence-based verification of all three components for each question before awarding a score of 1 (*for example, evidence of a charitable donation will only partially satisfy the criteria for CSR requirements, thus, a “0” should be used*).

For each question, the assessor is encouraged to add a comment (for example, to explain why a positive or negative answer was given). The report's value significantly increases when descriptive comments are provided, which explains the scoring.

In cases where the answer is "not applicable," the addition of a comment is mandatory (the assessor must explain why the question is considered not-applicable for the assessed operations).

Some questions bear the label CC, which stands for Comments Compulsory. In these cases, a comment is mandatory regardless of the answer to the question. The comments should always add value to the answer and not only repeat or enforce it (examples of poor-quality comments would be not applicable, not seen, and OK).

The assessor and the assessed company could also add general comments on the complete assessment. If comments (specific or general) are made in the local language, a translation in English should always be added.

Any scores given during assessments or comments from the assessor should be objective and not based on personal or subjective opinions of the assessor, and they should follow the guidance available in the questionnaire.

The assessed company shall update the Improvement Action Plan during the assessment 3 years cycle.

The Gulf-SQAS committee carries out random reviews of assessments and on-site verification at assessed company premises to ensure the quality and standardization of the program and facilitate its continuous improvement.

2.5. Question Types

If a question concerns relevant legislation, the guidelines will indicate such information where possible. Local regulations take precedence over anything specified in GULF SQAS; however, where regulations are of a lower standard than specified, companies are expected to meet the requirements of GULF SQAS.

2.6. Pre-assessment document (PAD)

The assessed company must complete the PAD and send it to the assessor no later than three weeks before the scheduled assessment.

The purposes of the PAD are

- The PAD defines the scope of the assessment and provides relevant information to the assessor to prepare for it. It contains basic information on the company: the activities to be assessed, the number and kind of employees, the number and type of subcontractors, etc.
- The assessor's software can import the PAD to save time during the assessment. The assessor must then check the information provided by the company.
- To calculate the assessment time, each site needs to complete a PAD.

All activities undertaken by the LSP should be included. Exclusion of portions of the assessment is not permitted. The assessor will verify the PAD submission on day 1 of the assessment and may refuse to continue if it is materially incorrect.

THE ASSESSOR

Gulf SQAS assessors are expected to exhibit the highest standards of ethical behavior. The findings presented in the assessment report are to be regarded as confidential, and the assessor shall not discuss the report's contents with any third party.

The assessor shall refrain from interfering with the normal operations of the logistics service provider.

The assessor shall not operate any equipment, offer advice on any operational matters, or give any advice on how a particular non-compliance or observation may be corrected.

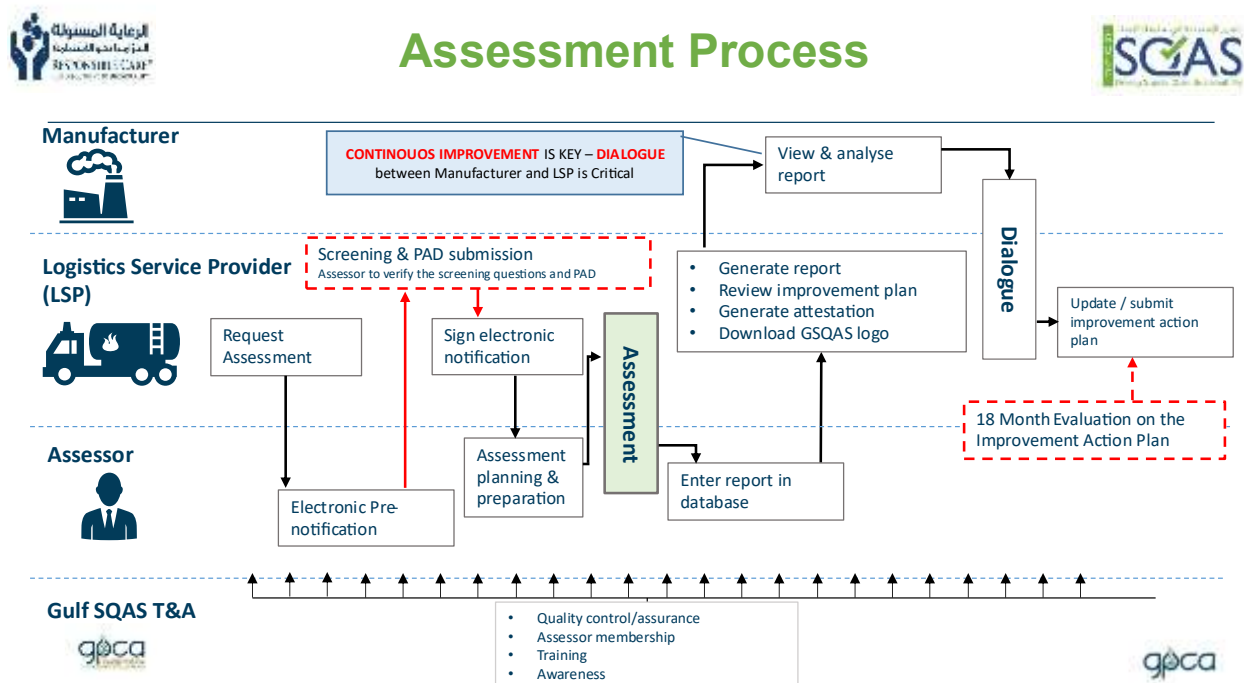
The assessor is expected to set a positive example regarding their safety procedures during the assessment. The assessor should follow the safety procedures defined for the site under assessment and wear protective personal equipment when required.

The assessor is expected to conduct the entire assessment physically and in person. Remote/online assessments are strictly not allowed. Assessments reported to be undertaken remotely will be discarded, and the assessor's company is responsible for repeating the assessment without any additional cost.

GUIDANCE ON THE ASSESSMENT PROCESS

4.1. Assessment process

A Gulf SQAS assessment process consists of the following steps (illustrated in the following simplified flowchart):



The Gulf SQAS assessment process shall be as described below. It is understood explicitly that GPCA shall not be responsible for the choice of any Gulf SQAS assessor or the contents of any

assessment report obtained following the Gulf SQAS procedures. GPCA is involved only in ensuring the appropriate level of training of the region's approved assessors, quality control of the program, and system administration.

GPCA does not verify assessment report outcomes and expresses no opinion concerning the assessed company performance . GPCA denies any liability for costs, claims, damages, losses, and expenses, directly or indirectly, resulting from participation in the Gulf SQAS Scheme.

Notwithstanding the above, as an essential part of quality control and process verification, the GPCA Committee will randomly select anonymized reports for evaluation and reserves the right to conduct site verification visits to assess LSPs after or during an assessment.

The assessment process flow is detailed as follows:

- Any LSP (on its initiative or at the request of a chemical company) may decide to have a Gulf-SQAS assessment performed;
- The company undergoing assessment chooses an assessor from the accredited Gulf SQAS assessors list. The assessors' territory of work is defined on the Gulf SQAS website. Assessors can work outside their territory only if they comply with the requirements set in Section 4.7 of this guideline.
- The company to be assessed downloads a blank Pre-Assessment Document (PAD) from the Gulf SQAS website ensuring that they are using the latest version;
- The company to be assessed completes the PAD with all the applicable information necessary for the assessor to identify the scope of the assessment.
- The company must send the completed PAD to the assessor for assessment.
- The assessor determines the time needed to assess based on the information provided in the PAD by the assessed company.
- The accredited assessor enters a planned assessment pre-notification in the system at least three weeks before the start of the assessment. This pre-notification contains the contact's name and email from the assessed company. GPCA may verify whether the pre-notification conforms with the Gulf SQAS process.
- The agreement is sent to the company contact for electronic approval and signature by the authorized manager from the company to be assessed (or his representative), who acknowledges and electronically signs the agreement to approve the inclusion of the assessment report in the electronic Gulf SQAS database.
- The assessor shall request from the assessed company to share previous (latest) assessment report and the improvement action plan, applicable only to re-assessments.
- The assessor carries out the assessment as per the guidelines.
- After completing the assessment, the assessor enters the report in the electronic Gulf SQAS database within one week of the assessment date.
- The assessed company receives an electronic notification that its report has been entered in the electronic Gulf SQAS database, together with a login and password to the Gulf SQAS website.
- The assessed company is the sole viewer of the report for one month (starting from the assessment date). The company reviews the assessment report, can add comments,

and corrects the company data in the general information section. The company can also manage access to the report by denying access to certain chemical companies and approving access to specific transport/logistics companies.

- The assessed company develops an improvement action program. This program can and should be updated anytime during the report's validity period for all users.
- An intermediate assessment of the improvement action plan is planned after eighteen months from the initial assessment to assess the steps the organization has taken to provide continual improvement in the Gulf-SQAS program.
- After the action improvement plan is uploaded to the database and becomes accessible to chemical companies that are members of the GPCA, have committed to Gulf SQAS, and have not been denied access,
- The chemical companies may provide feedback to the logistics service providers based on the assessment results.
- The assessed company can print out the Gulf SQAS attestation report and use the Gulf SQAS logo as described in the "Conditions for use of the Gulf SQAS logo";
- We archive the report after three years, or when a reassessment report replaces it.
- The LSP's accreditation will be updated after the improvement action plan is completed and uploaded to the system, after the 18-month intermediate assessment.
- The reassessment takes place before the end of three years. Three months before the expiry date, the system sends a reminder message to the contacts of previously assessed companies to announce the report's expiry.
- Any intermediate assessment report replaces the initial assessment report. An intermediate assessment does not change a report's validity period.

Preparation for an assessment

As mentioned in Section 4.1, the company to be assessed should select an assessor from the current list of accredited Gulf SQAS assessors on the Gulf SQAS website and plan for the assessment directly with the selected assessor. The assessor will work closely with the company to be assessed to coordinate all necessary activities related to the Gulf SQAS assessment and to develop a detailed schedule for the assessment. Assessments should be arranged, giving as much notice as possible to the company to be assessed to ensure that the assessment does not interfere with other activities.

The pre-notified planned assessments are shown on the Gulf SQAS website, so interested observers appointed by the Gulf SQAS Committee can arrange with the assessed company to participate if desired. Assessments not pre-notified or authorized electronically will not be recognized by GPCA and will not be included in the Gulf SQAS database.

It is essential to clearly define the scope of the planned assessment for international or multi-site companies, considering the following items:

- the type of assessed activity, e.g., road transport;
- the nature of the materials handled (bulk, packed, liquids, solids, hazard classes, etc.);
- the geographical coverage of the transport operations (national or international transport);
- The sites that will be assessed.

The time required for a complete assessment will depend on the size and the activities of the assessed company. After completion, the assessment time will be automatically calculated and indicated on the Pre-Assessment Document. If the actual time spent by the assessor during the assessment is different from the time stated in the PAD, the assessor must record a comment in the assessment report justifying the difference.

Proper preparation by the assessed company and the assessor is essential for a practical Gulf SQAS assessment (regarding time, cost, and results).

- The company to be assessed should familiarize itself with the Gulf SQAS questionnaire by looking at each question in its proper context, together with the corresponding guidance notes.
- The assessor will ask the assessed company to send pre-reading materials (including the previous Gulf-SQAS report and improvement action plan if an earlier assessment was done) to familiarize himself or herself with the LSP's policies and procedures.
- A few days before the official assessment, the assessor and the LSP management team should agree on a time to review the to-be-assessed company information during an (online) kick-off meeting. The kickoff meeting will ensure that all ambiguities are cleared and that all the stakeholders know exactly what will happen on the first day of the assessment.
- The assessor should agree with the company to be assessed upon the scope of the assessment, the sequence of the areas to be assessed, and a corresponding time plan for the day(s) of the assessment;
- Documentary evidence should be at hand or readily available during the assessment.

Gulf-SQAS is not a comprehensive management system. Gulf-SQAS evaluates different management systems and processes relevant to handling environmental, health, safety, security, quality, and CSR requirements for logistics service providers (LSPs) in the petrochemical and chemical industries.

While not mandatory, GULF SQAS advises LSPs that an effective management system(s), such as ISO 9001 or equivalent, is a prerequisite for a satisfactory assessment of many aspects of the questionnaire.

4.3. The actual assessment

The assessor should hold an opening meeting with the company manager to be assessed to confirm the scope of the assessment and to explain the Gulf SQAS scoring system. The

assessor should ask for sufficient supporting evidence to check that procedures have been put into practice and do lead to the intended outcomes.

Each question must be answered by verifying the following components:

- i. Policy
- ii. Communication & Understanding
- iii. Transactional Evidence.

Assessors are trained and expected to carry out evidence-based verification of all three components for each question before awarding a score of 1 (*for example, evidence of a charitable donation will only partially satisfy the criteria for CSR requirements*).

The assessor should only accept assurances of the company being assessed as compliant with a particular question if objective evidence supports them. If a procedure is in place without evidence that the method has been implemented, the assessor should record a "no" and add a comment.

Tough but fair scoring should be applied. All Gulf SQAS assessments must be performed strictly according to the guidelines and instructions provided to the assessor during the training course and by the guidance in the periodical newsletters and other instructions. In case of doubt or only partial compliance, a "no" should be recorded, and the assessor should add a comment to explain the actual situation.

Care should be taken when accepting "not applicable" answers. If "no" is the correct answer, such responses must not be used. It's unacceptable to convince the assessor that the company doesn't do something it could or should.

On completion of the assessment, the assessor will hold a closing meeting with the company undertaking it. The assessor shall discuss with the manager the answers given in the questionnaire and, if requested, explain how the answers have been determined. Should a "no" answer or comment be contested by the manager, the assessor shall allow the manager to produce objective evidence to satisfy the question requirement. If compliance satisfaction is created, the answer to the question should be amended. Answers to questions should not be amended after the assessor leaves the assessed company site. The manager must be allowed to comment in writing on the assessment report's contents. The assessor or the manager will enter the comments into the database.

Observers appointed by the Gulf SQAS Committee, in agreement with or invited by the company to be assessed, may attend an assessment. They should not interfere with the assessment process.

The Gulf SQAS representative will announce the observers and secure their agreement with the company before the assessment. The company to be assessed may decline to accept a specific

observer. Still, it cannot decline an observation by a member of the Gulf SQAS Committee that is taking place.

4.4. After the assessment

The chemical company should evaluate the assessment results against its requirements and dialogue with the assessed company to verify several critical items and discuss eventual improvement needs.

Chemical companies may introduce a differentiated scoring of questions relative to their attached importance by using company-specific weighting factors to analyze the assessment reports (company templates).

4.5. Follow-up assessment (surveillance)

All Gulf SQAS-assessed sites must undergo a follow-up on the improvement action plan after 18 months of the initial assessment. A complete Gulf SQAS reassessment should be every three years.

4.6. Intermediate assessments

Assessed companies can ask for an intermediate assessment for one or more chapters of the questionnaires (a chapter is a part of a questionnaire with two digits, e.g., 1.2).

The time spent on such an intermediate assessment depends on the topics to be reassessed and shall be proportional to the original assessment time undertaken.

The same assessor must do the intermediate assessment, which can be done anytime during the assessment's validity period, but it will not extend the validity period. The intermediate assessment must be carried out on-site.

Only the chapters chosen by the assessed company will be reassessed.

The assessor must record the sections reassessed and the time spent in the "assessor comments" section of the report.

4.7. Out-of-Territory Assessments

These assessments occur in nations not listed in the "territory" field for each accredited assessor on the Gulf SQAS website.

An assessor can carry out “out-of-territory” assessments if the following conditions are all satisfied:

- The assessors must be fluent in English and proficient in the local language. That means they must be able to communicate orally with local people, including drivers and operators. The assessors must also be able to read documents written in the local language, such as inspection certificates, training records, company reports, etc.
- The assessors must be knowledgeable about local legislation. This means they are aware of any additional local legal requirements that may exist in addition to GCC directives or UN transport regulations.

If any previous conditions are not satisfied, the assessors must be accompanied by a local specialist who covers the gap. The specialist should be selected by the assessor, not by the company, to be assessed. The specialist must be independent of the company to be assessed. The assessment report must record his/her name under question 0.1.2, "Other assessors."

Before entering the pre-notification into the Gulf SQAS system, the assessor must secure the written approval of the Gulf SQAS representative to carry out any out-of-territory assessment.

ELECTRONIC GULF-SQAS DATABASE

To improve the accessibility of the assessment results, an electronic Gulf SQAS database containing all the assessment reports has been created. The database is located at the following web address: www.gulfsqas.com.

The database www.gulfsqas.com provides assessors with software that allows them to enter and upload the data of completed assessment reports. During or after the assessment, the assessor shall enter all the assessment data, together with any comments, into the Gulf SQAS database following the procedure governing the control of the Gulf SQAS database system.

All data on the electronic Gulf SQAS database is securely protected. Using unique passwords, only authorized individuals from chemical companies participating in the GPCA Gulf SQAS program can access the reports.

B. DETAILED GUIDANCE NOTES FOR PRE-ASSESSMENT DOCUMENT (PAD)

This chapter intends to guide the assessed company and the assessor in interpreting the individual questions in the pre-assessment document.

0.1. Assessment information

0.1.1. Assessed Company

The contact details of the site to be assessed should be given. When the assessment covers several sites, the contact details of the leading site should be given.

Name: Indicate the name under which the company is usually known.

Location: Indicate the name of the city or village where the assessed company is located. If the company is located in a village or town close to a city, it may also be appropriate to indicate the city.

Country: Select one of the countries listed in the drop-down menu.

Postal code: The postal code is essential for users who want to search on regions.

Postal address: The complete mailing address must be given, including the city/village and country.

Phone: Provide the general company numbers or the primary contact person's numbers.

Website: If available, the website of the assessed company or the mother company should be provided.

Contact person(s): Indicate the name of the person(s) responsible for Gulf SQAS in the assessed company. A maximum of 3 people can be recorded. Both the person's name and his/her e-mail address should be recorded. Only these people will have access to the Gulf SQAS database to view the company's assessment report and to input any comments on the assessment report into the database.

Headquarters' name: In the case of stand-alone companies (see below for a definition), repeat the name given in Name. When the company is a subsidiary of a larger organization, record the headquarters' name in this field.

Type of company: Select from the options below:

Stand-alone: A company with one assessable unit (see definition of assessable unit in 2.3.2.1). This option should also be selected if a combined assessment is going to be carried out (see 2.3.1).

Headquarters: If you are conducting a multisite assessment and plan to assess the head office, select this option.

Subsidiary: If a subsidiary site is to be assessed when performing a multisite assessment, select this option.

Company membership: memberships of all relevant associations or organizations should be recorded.

Total number of employees for all assessed activities: total number of employees involved in the assessed activities (operators, drivers, dispatchers, management, etc.)

0.1.2. Assessor

Give the contact details of the lead assessor. The names of other assessors, independent specialists, and/or any appointed observers who attended the assessment should be recorded.

0.1.3. Activities assessed

Click all activities that will be assessed during the assessment.

0.1.4. Assessment

First assessment or reassessment: Tick, which applies. If it is a reassessment, the previous report number must be recorded. Up to 3 previous assessments can be uploaded; the first report is mandatory. Note that all the selected reports will be archived.

0.2. Assessed Company Profile

0.2.1. Key contacts

Provide the names and locations of the individuals in charge of the site(s) under assessment.

0.2.2. Quality Assurance and Environmental Management System Certification

Indicate the different certificates obtained by the assessed site(s).

0.2.4 Infrastructure

Indicate which infrastructure and activities are present at the site and within the assessment's scope.

0.2.5 Incident response

Give a brief description of the onsite incident response team and equipment, such as the number of trained employees, types of equipment present, and quantity of water available. Also give a brief description of the local fire brigade.

0.2.7: Operating License(s):

Record the number and scope of the operating license(s). If the operating license(s) do not cover all activities, identify those that are not. The fields must be filled out as follows if the operating permit is not applicable:

- "Number," "scope," and "Are all activities within the scope of the assessment mentioned in the operating license?" Not Applicable
- "If not, please specify." Record an explanation why it is not applicable.

0.3 Specific information for the TS questionnaire

0.3.1: Select "yes" if sections 11.1 and 11.2 are applicable.

0.3.2. Main activities

Mark all relevant activities at the company's assessment site.

0.3.3. Subactivities

Mark all relevant activities at the company's assessment site.

0.3.5. Type of operators/drivers

Indicate what types of subcontracting arrangements are made for drivers. The numbers asked are the number of individual drivers.

0.3.6. Percentage transported

Indicate the share of road haulage (in percentage of total tonnage) between own drivers and various subcontractors.

0.3.7. Type of transport transported by subcontractors

For both bulk and packed transport, indicate the percentage (of the total tonnage) that subcontractors transport, split across liquid, solid, and gaseous products.