



## GULF-SQAS GENERAL GUIDELINES

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## A. GENERAL GUIDANCE

### 1. Introduction:

The chemical industry in the GCC utilizes, to a large extent, 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 the protection of 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 which was costly and inefficient for both the chemical and transport industries.

Within the framework of Responsible Care, CEFIC (The European Chemical Industry Council) launched in the early 1990's the ICE program aimed at improving safety performance during the transport, storage and handling of chemicals. A key element of the ICE program was the development of a number of 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 (G-SQAS).

G-SQAS provides a tool to assess the quality, safety, security and environmental management systems of logistic service providers in a uniform manner by independent assessors, using a standardized questionnaire thereby avoiding multiple assessments by individual chemical companies. G-SQAS helps chemical companies in the process of selecting logistic service providers and in defining improvement actions with each of them.

A G-SQAS assessment by an independent assessor does not lead to a certificate but results in a detailed factual report, which each individual chemical company needs to evaluate according to its own requirements. One single assessment replaces the myriad of inspections to which the Logistics Service Providers (LSP's), have traditionally been subjected, without however making the dialogue between service provider and chemical company redundant.

Although G-SQAS does not guarantee the safety and quality of the service provided by a supplier or partner, it does offer a mechanism to evaluate continuous improvement. The system provides useful feedback directly to the assessed company on the strengths and weaknesses observed during the assessment. The assessment is not a pass or fail process. The system relies upon third party verification of meeting specific requirements and a continuous dialogue process between the assessed company and chemical company to rectify identified weaknesses. This process of customer specific feedback creates and/or strengthens the foundations for a true partnership that are of mutual benefit.

Gulf SQAS questionnaires were first published in 2014 and currently this consists of 3 different modules: Transport Services, Warehouse and Tank Cleaning.

## 2. ASSESSMENT DOCUMENTS

### 2.1. General

For every Gulf SQAS questionnaire there is a guideline which includes detailed information for both the assessor and the assessed company on how to interpret the questions.

The English version is the master text. An authorized translation is available in Arabic and has been posted on the Gulf SQAS website for downloading. In case of any doubt, reference should always be made to the English version.

### 2.2. Overview questionnaires

The Gulf SQAS assessment questionnaires consist of a CORE questionnaire, which is relevant for all assessments, and a SPECIFIC part, which is relevant to the specific activities of the assessed company.

Questionnaires are available for Transport Services, Warehouses, and Tank Cleaning

#### 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 important areas where management should show a strong personal leadership and facilitate a supporting system to guide company activities towards 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 there is proper concern for the protection of all employees, the public and the environment. The section also covers Behavioral Based Safety elements, common to all specific modules.

##### 3. Welfare and Procurement of services

This section covers employee welfare and Corporate Social Responsibility. These obligations were added as an enhancement to the program in 2018 due to identified regional variances compared with European operations. It also covers how the assessed company controls the standards of subcontracted services and contractors.

#### 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 predominantly their own vehicles and drivers, as well as for LSPs that are direct partners of the Chemical Companies, but are subcontracting their logistics service provision to other companies, and who often have no owned vehicles or drivers. The target companies in this second category are Transport Companies who are predominantly subcontracting the traction and drivers, Freight Forwarders (land based), Intermodal Service Providers and Logistics Coordinators for fully integrated but subcontracted services (e.g. 4PL's).

The "Gulf SQAS Transport Services" module is also the basic questionnaire to be used to assess inland Intermodal Terminals, and land transport container terminals. It is obvious that only the questions applicable for such an activity should be addressed.

### **2.2.2.2. Gulf SQAS Warehouse**

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

Some sections or isolated questions in these questionnaires may only be applicable for certain types of services or companies, depending on the activity and the available equipment of the company, 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 IBC's. The questionnaire covers primarily the cleaning activities, but also some other auxiliary services such as the heating of loaded tanks and tank testing and repair.

## **2.3. Modular approach: Combined and Multisite assessments**

### **2.3.1. Combined assessments:**

More and more logistic service providers offer several logistic services such as road transport and warehousing. These companies would be subject to a duplication of assessments because the various Gulf SQAS packages contain a substantial number of common questions.

The Core questionnaire addresses the common aspects of the EHSS Q and CSR aspects of the management system of any logistic service providing company.

Questions, which relate to a specific logistic service, are handled in the specific questionnaires. This arrangement enables a modular approach with an assessment of the general management systems using the Core questionnaire, supplemented with an assessment of the specific logistic service using the Specific questionnaires.

This avoids, for example, that a road haulage company which also operates a warehouse, would be subject to two full assessments: Gulf SQAS Transport Services and Gulf SQAS Warehouse. With the modular approach, one single Core assessment can be used in combination with two separate specific assessments of the road transport and the cleaning station activities. However a Specific assessment can only be combined with a Core assessment if it is carried out within one month after the last assessment date. This period of time can be extended up to three months if this can be justified by the assessor to the Gulf SQAS Representative. The Gulf SQAS Representative will confirm the grant of approval for such an extension or give reasons why it will not be granted. If the assessments are separated by a longer period of time, the Core assessment should be carried out again.

## 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 that is 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 very close. 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 can cover both).

### 2.3.2.2. Multisite companies

For multi-site companies consist of a Headquarters and multiple subsidiaries. All of the conditions indicated below have to be fulfilled by the company, in order to allow a multi-site assessment covering more than one assessable unit:

- I. The Headquarters have to be assessed first.
- II. The time between the assessment of the Headquarters and the last subsidiary 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 of this from the Gulf SQAS Committee);
- III. Must have the same management system in the Headquarters and the subsidiaries. The follow-up of the management system must be performed centrally (internal audits, management review, goals, improvement plan, ... );
- IV. HR and training must be managed centrally;
- V. Selection and evaluation of subcontractors must be done centrally;
- VI. Purchase of equipment must be done centrally;
- VII. The same assessor must carry out the assessments of the Headquarters and the subsidiaries (Exceptions are possible but have to be sought from and approved by the Gulf SQAS Committee).

To calculate the assessment time, a PAD must be filled in for the Headquarters and every subsidiary.

A combined assessment of several questionnaires (activities) in one site of a company remains possible (see section 2.3.1).

### 2.3.2.3. Assessment Process of a Multisite company

1. The subsidiaries to be assessed have to be defined.
2. During the assessments to the subsidiaries, the core part of the report of the Headquarters should be imported by the assessor's software. The findings in the core part of the questionnaire must be verified by the assessor and if necessary modified accordingly, based on the evidence found in the subsidiaries
3. The subsidiaries that cannot be assessed in a cycle of 1-3 month period of time can be assessed in another cycle, but then the Headquarters will have to be assessed again.

### 2.4. Answering questions

It is a requirement that all questions are answered. Sampling of questions is not permitted. Each question must be answered with either "1" (Yes) or "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 G-SQAS. Each question must be answered from the verification of 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 1 (*for example, evidence of a charitable donation will not alone satisfy the criteria CSR requirements*).

For each question the assessor has also the possibility and is encouraged to add a comment (for example to explain why a positive or negative answer was given). The value of the report significantly increases when descriptive comments are provided which explain 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 as not-applicable for the assessed operations).

Some questions are marked with CC or Comments Compulsory. In these cases a comment is mandatory regardless of the answer on 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, OK)

The assessor and the assessed company also have the opportunity to 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 should follow the guidance where available in the questionnaire.

The assessed company can add comments to specific questions after the report has been published on the Gulf SQAS website.



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 to facilitate continuous improvement of the program.

## 2.5. Question Types

If a question is related to relevant legislation this will, where possible, be indicated in the guidelines of the question. Local regulations take precedence to anything specified in G-SQAS, however where regulations are of a lower standard than specified, companies are expected to meet the requirements of G-SQAS.

## 2.6. Pre-assessment document (PAD)

The company that is going to be assessed has to complete the PAD no later than three weeks before the scheduled assessment and send it to the assessor.

The purposes of the PAD are:

- To define the scope of the assessment and to provide relevant information to the assessor to prepare the assessment. The PAD contains basic information on the company: activities to be assessed, number and kind of employees, number and kind of subcontractors, etc.
- To save time during the assessment: the PAD can be imported by the assessor' software. The assessor has to check the information provided by the company
- To calculate the assessment time it is necessary to fill in a PAD for every site that is going to be assessed.

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

## 3. THE ASSESSOR

The highest standards of ethical behavior are expected from Gulf SQAS assessors. The findings presented in the assessment report are to be regarded as confidential and on no account shall the assessor discuss the contents of the report with any third party.

The assessor shall not interfere with the normal operations of the logistic service provider.

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

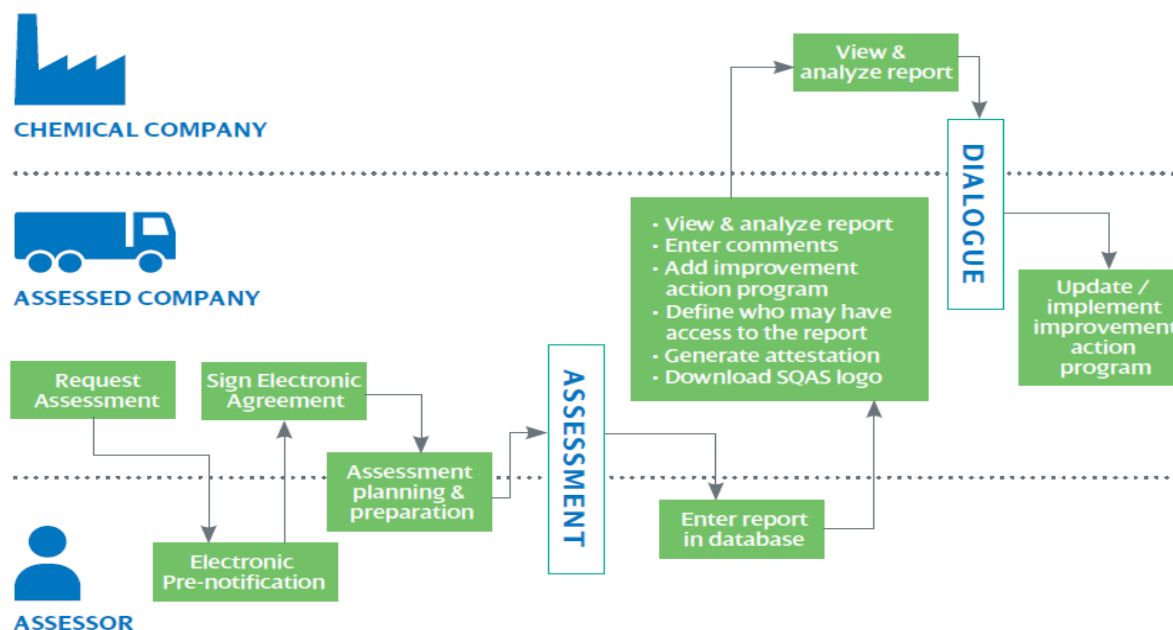
The assessor is expected to set a good example with respect to his own safety procedures during the assessment. The assessor should follow the safety procedures defined for the site under assessment and should wear protective personal equipment when required.

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

## 4. GUIDANCE ON THE ASSESSMENT PROCESS

### 4.1. Assessment process

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



The Gulf SQAS assessment process shall be as described below. It is specifically understood that GPCA shall not be responsible for the choice of any Gulf SQAS assessor or the contents of any assessment report obtained in accordance with the Gulf SQAS procedures. GPCA is involved only in ensuring the appropriate level of training of the regions approved assessors, quality control of the program and system administration.

GPCA does not review or evaluate the assessment reports and expresses no opinion concerning their Accuracy. GPCA accordingly disclaims 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, the GPCA Committee will, at random select anonymized reports for evaluation and reserves the right to conduct site verification visits to assessed LSP's after an assessment has been carried out

The assessment process flow is detailed as follows:

- Any LSP (on its own initiative or on the request of a chemical company) may decide to have a Gulf-SQAS assessment performed;
- The company to be assessed selects an assessor from the list of Accredited Gulf SQAS Assessors. 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;
- 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 completed PAD has to be sent to the assessor by the company to be assessed;
- The assessor determines the time needed to carry out the assessment on the basis of the information provided in the PAD by the assessed company;
- The accredited assessor enters a planned assessment pre-notification in the system at latest three weeks before the start of the assessment. This pre-notification contains the contact name and e-mail of the assessed company. GPCA may verify whether the pre-notification is in conformity 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 authorize the inclusion of the assessment report in the electronic Gulf SQAS database;
- The assessor carries out the assessment;
- After completion of the assessment, the assessor enters the assessment report in the electronic Gulf SQAS database, within 1 week of the assessment date;
- The assessed company receives an electronic notification that his 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 during one month (starting from the assessment date). The company reviews the assessment report and has the possibility to add comments to the report, and correct the company data in the general information section. The company can also manage the access to the report by denying access to certain chemical companies and by approving access to specific transport/logistics companies;
- The assessed company develops an Improvement Action Programme. This programme can be, and should be updated at any time during the validity period of the report, such that it can be viewed by all users;
- After the action improvement plan is uploaded on the database and becomes accessible to chemical companies who are members of the GPCA, have committed to Gulf SQAS, and who have not been denied access;
- The chemical companies may provide feedback to the logistic service provider on the results of the assessment;
- The assessed company can print out the Gulf SQAS attestation and use the Gulf SQAS Logo as described in the “Conditions for use of the Gulf SQAS logo”;
- The report is archived after 3 years, or when it is replaced with a re-assessment report;
- The re-assessment takes place, normally before the end of 3 years. A reminder message is sent by the system to the contacts of previously assessed companies, to announce the expiry of the report 3 months before the expiry date;
- The report of any intermediate assessment replaces the report of the initial assessment. An intermediate assessment will not change the validity period of a report.

## 4.2. 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 make arrangements 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 displayed on the Gulf SQAS website, such that interested observers appointed by the Gulf SQAS Committee can make arrangements with the assessed company to participate, if so desired. Assessments that have not been pre-notified and have not been authorized electronically will not be recognized by GPCA and will not subsequently be included in the Gulf SQAS database.

It is important to clearly define the scope of the planned assessment, in particular for international or multi-site companies, taking into account the following items: -

the type of assessed activity, e.g. road transport;

- the nature of the materials handled (bulk, packed, liquids, solids, hazard classes, ...);
- the geographical coverage of the transport operations (national or international transport);
- the sites that are going to be assessed.

The time required for a complete assessment will be dependent on the size and the activities of the assessed company. The assessment time will be automatically calculated and indicated on the Pre-Assessment Document after completing it. If the actual time spent by the assessor during the assessment is different from the time indicated in the PAD, the assessor has to record a comment in the assessment report justifying the difference.

In order to have an effective Gulf SQAS assessment (both in terms of time, cost and results) a proper preparation, by both the assessed company and the assessor, is essential:

- the company to be assessed should familiarise themselves with the Gulf SQAS questionnaire by looking at each question in its proper context together with the corresponding guidance notes;
- 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 planning 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. It is an assessment of various Management systems and processes applicable to the management of Environment, Health, Safety, Security, Quality and CSR requirements for LSPs in the Petrochemical and Chemicals sector.

Whilst not mandatory, G-SQAS advises LSP's that an effective Management System(s), such as but not limited to ISO9001:2015 or equivalents are prerequisites for satisfactory assessment of many aspects of the questionnaire.

### 4.3. The actual assessment

The assessor should hold an opening meeting with the Manager of the company to be assessed to confirm the scope of the assessment and to explain the Gulf SQAS scoring system. The assessor should ask to see sufficient supporting evidence, checking that procedures have actually been put into practice and do lead to the intended outcomes.

Each question must be answered from the verification of 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 1 (*for example, evidence of a charitable donation will not alone satisfy the criteria CSR requirements*).

Any assurances of the company being assessed should not be accepted by the assessor as compliance with a particular question if there is no objective evidence to support it. If there is a procedure in place but no evidence that the procedure is actually 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 with strict adherence to the guidelines and instructions provided to the assessor during the training course, and by the guidance given in the periodical newsletters and other instructions. In case of doubt or only partial compliance a "No" should be recorded and a comment should be added by the assessor to explain the actual situation.

Care should be taken in the acceptance of "Not Applicable" answers. This must not be used if "No" is really the right answer. The assessor should not be persuaded that the company does not carry out such an activity when in fact it could or should do so.

On completion of the assessment, the assessor will hold a closing meeting with the Manager of the company undertaking the assessment. The assessor shall discuss with the Manager the answers given in the questionnaire and if requested to do so, explain how the answers have been determined. Should a "No" answer or comment be contested by the Manager, then the assessor shall give the Manager the opportunity to produce objective evidence to satisfy the question requirement. If satisfactory evidence of compliance is produced, then 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 given the opportunity to comment in writing on the contents of the assessment report. The comments from the Manager will be entered into the database, either by the assessor or directly by the Manager.

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.

Observers will be announced to and agreed with the company to be assessed by the Gulf SQAS Representative prior to the assessment. The company to be assessed may decline to accept a specific observer but cannot decline an observation by a member of the Gulf SQAS Committee taking place, unless the observer is a direct competitor of the company to be assessed.

#### 4.4. After the assessment

The chemical company should evaluate the assessment results against its own requirements and should enter into a dialogue with the assessed company to verify a number of critical items and discuss eventual improvement needs.

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

#### 4.5. Re-assessments

All Gulf SQAS assessed sites must undergo a full Gulf SQAS re-assessment within three years.

#### 4.6. Intermediate assessments

Assessed companies can decide to 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 for such an intermediate assessment depends on the topics to be re-assessed and shall be proportional to the original assessment time undertaken.

An intermediate assessment must be done by the same assessor as the initial assessment and may be undertaken during the whole validity period of the assessment but will not extend this validity period. The intermediate assessment must be carried out on site.

Only the chapters chosen by the Assessed Company will be re-assessed.

The assessor has to record the sections re-assessed and the time spent in the “assessor comments” part of the report.

#### 4.7. Out of territory Assessments

These are assessments carried out in countries not specified in the field “territory” that is indicated for every 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 have to be fluent in English and sufficiently proficient in the local language. That means they will have to be able to communicate orally with local people, including drivers and/or operators. The assessors will also have to be able to read documents like inspection certificates, training records, company reports, etc., written in the local language
- The assessors have to know local legislation. That means they know the additional local legal requirements that may exist on top of GCC Directives or UN transport regulations.

If any of the previous conditions are not satisfied, the assessors will have to 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 has to be independent from the company to be assessed. His/her name must be recorded in the assessment report in question 0.1.2 “Other assessors”.

The assessor will have to secure the written approval of the Gulf SQAS Representative to carry out any out of territory assessment before entering the pre-notification into the Gulf SQAS system.

## 5. ELECTRONIC SQAS DATABASE

In order to improve the accessibility of the assessment results an electronic Gulf SQAS database has been created containing all the assessment reports. The Gulf SQAS Database is established at the following web address: [www.gulfsqas.com](http://www.gulfsqas.com).

Assessors are provided with software to enable them to enter and upload the data of completed assessment reports on to the database. During or on completion of the assessment, the assessor shall enter all the assessment data together with any comments into the Gulf SQAS database in accordance with the procedure governing control of the Gulf SQAS database system.

All data on the electronic Gulf SQAS database are security protected. Only authorised persons from chemical companies that are participants in the GPCA Gulf SQAS programme can access the reports using unique passwords.

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

The intent of this chapter is to provide guidance to the assessed company and the assessor on the interpretation of 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 main site should be given.

**Name:** Indicate the name under which the company is normally known.

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

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

**Postal code:** The postal code is important for users who want to search on regions

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

**Phone:** Either the general company numbers or the numbers of the main contact person should be given.

**Web site:** The web site of the assessed company or of the mother company should be given, if available.

**Contact person(s):** Indicate the name of the person(s) responsible for Gulf SQAS in the assessed company. Maximum 3 persons can be recorded. Both the name of the person and his/her e-mail address should be recorded. Only these persons 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 name of the Headquarters in this field.

**Type of company:** Select from the options below:

**Stand Alone:** It is 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:** When performing a multisite assessment, select this option if the main office is going to be assessed.

**Subsidiary:** When performing a multisite assessment, select this option if a subsidiary site is going to be assessed.

**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 ...)

### 0.1.2. Assessor

Give the contact details of the main assessor. The name 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 re-assessment: Tick which applies. If it is a re-assessment, the number of the previous report has to be recorded. Up to 3 previous assessments can be uploaded, the first report is mandatory. Note that all the reports that are selected will be archived.



## **0.2. Assessed Company Profile**

### **0.2.1. Key contacts**

Give the names and the location of the people who are responsible for the site(s) that has/have been assessed.

### **0.2.2. Quality Assurance and Environmental Management System Certification**

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

### **0.2.4 Infrastructure**

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

### **0.2.5 Incident response**

Give a brief description of the onsite incident response team and equipment such as number of trained employees, types of equipment present, quantity of water available. Give also 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 not all the activities are included in the operating license(s), name any that are not included. If the operating license is not applicable the fields need to be completed in the following way:

- “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**

Tick all applicable activities at the site to be assessed (company)

### **0.3.3. Sub activities**

Tick all applicable activities at the site to be assessed (company)

### **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 split (in percentage of total tonnage) of the road haulage that is done by own drivers and the various types of subcontractors.

### **0.3.7. Type of transport transported by subcontractors**

Indicate the percentage (of the total tonnage) that is transported by subcontractors for both bulk and packed transport, divided over liquid, solid and gaseous products.