

## Gulf SQAS Quick User Guide



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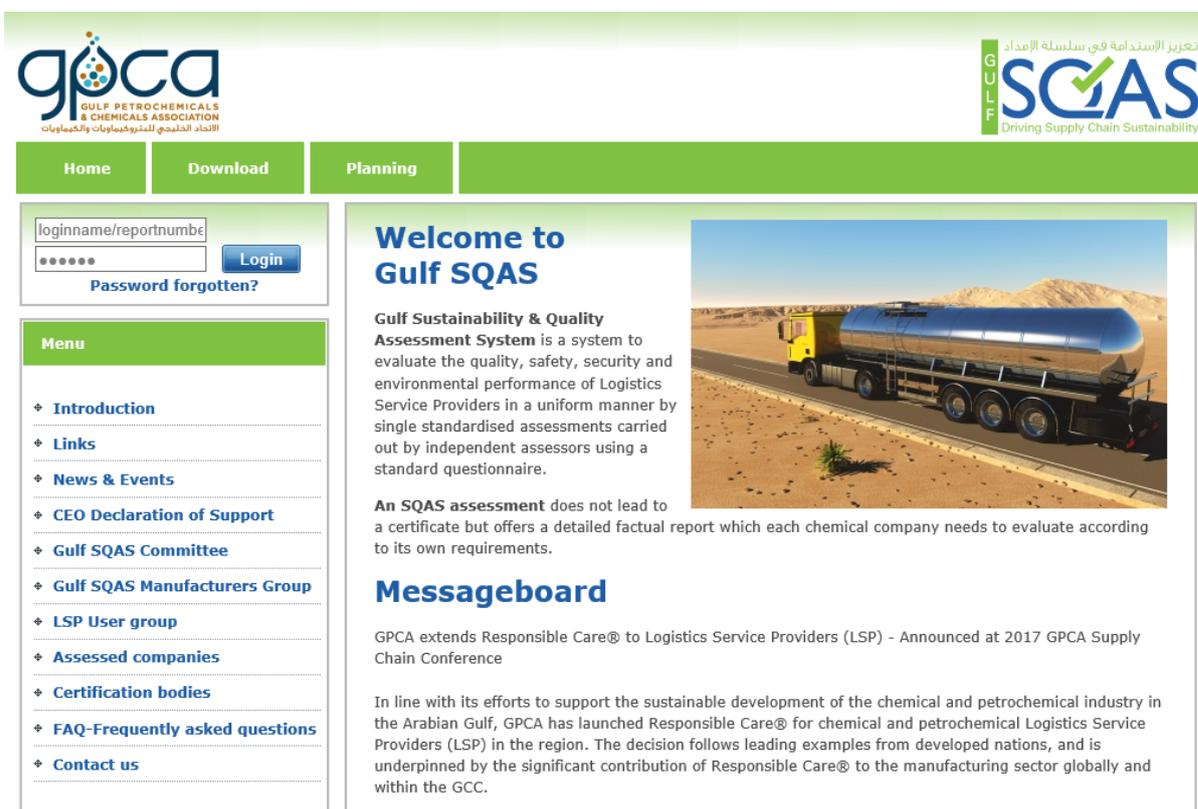
# 1 Introduction

Welcome to the Gulf SQAS System. This user guide is intended primarily for new users of the Gulf SQAS System, to introduce them to the web site (<http://www.gulfsqas.com>) and its functionality. Existing users who want to learn more about Gulf SQAS System may also find this document useful.

## Getting started

1. Start your web browser
2. In the Address field of your browser, enter the URL of the Gulf SQAS System home page, namely (<http://www.gulfsqas.com>) and press the Enter key.

The Gulf SQAS System Home Page displays:



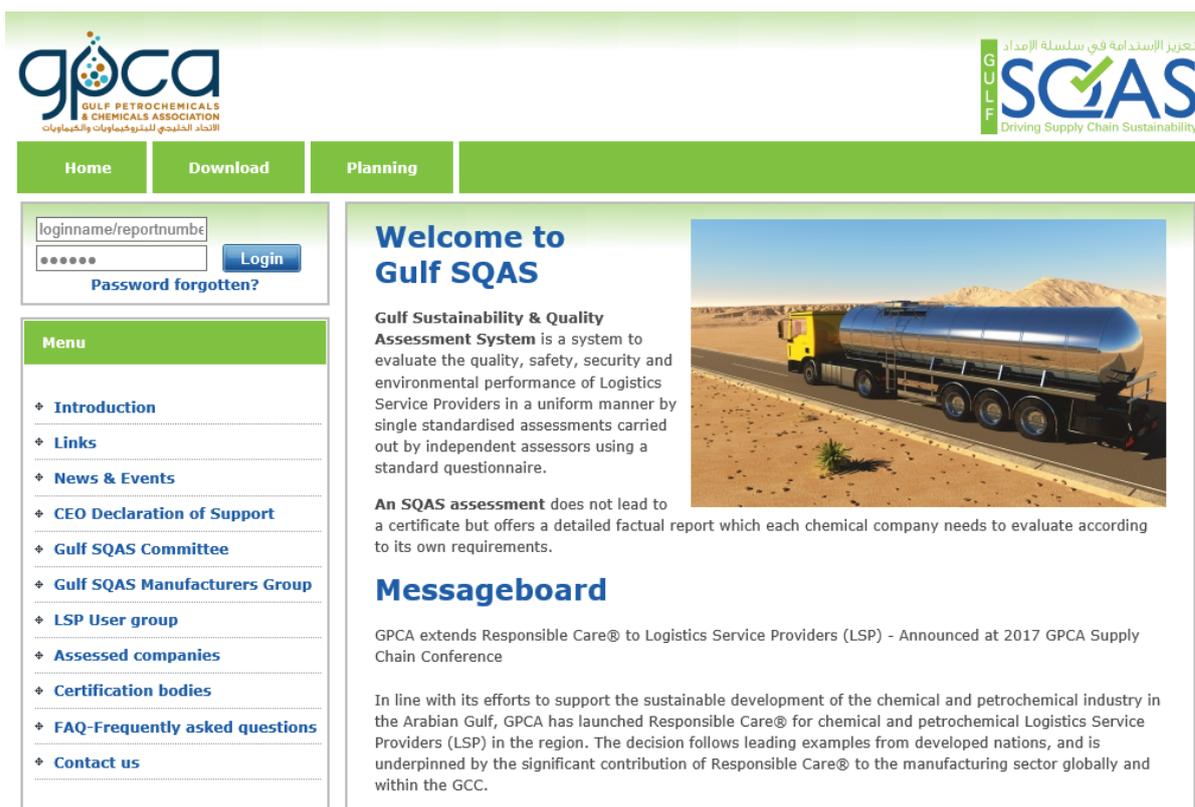
The screenshot shows the Gulf SQAS System Home Page. At the top left is the GPCA logo (Gulf Petrochemicals & Chemicals Association) with Arabic text below it. At the top right is the SQAS logo with the tagline 'Driving Supply Chain Sustainability' and Arabic text above it. Below the logos is a navigation bar with 'Home', 'Download', and 'Planning' buttons. The main content area is divided into three columns. The left column contains a login form with fields for 'loginname/reportnumber' and 'Password', a 'Login' button, and a 'Password forgotten?' link. Below the login form is a 'Menu' section with a list of links: Introduction, Links, News & Events, CEO Declaration of Support, Gulf SQAS Committee, Gulf SQAS Manufacturers Group, LSP User group, Assessed companies, Certification bodies, FAQ-Frequently asked questions, and Contact us. The middle column contains a 'Welcome to Gulf SQAS' section with a sub-heading 'Gulf Sustainability & Quality Assessment System' and a paragraph describing the system. Below this is a 'Messageboard' section with a sub-heading 'GPCA extends Responsible Care® to Logistics Service Providers (LSP) - Announced at 2017 GPCA Supply Chain Conference' and a paragraph of text. The right column contains a large image of a yellow tanker truck driving on a road in a desert landscape.

Tip: It is a good idea to bookmark this page as a favorite so that you do not have to type the URL each time you want to access it.

You will see that this page offers you access to general public information concerning the Gulf SQAS System. To access the Gulf SQAS reports, the users are required to login to the system.

## 2 Logging on to the Gulf SQAS System

Please enter your username and password (and click on the Login button on the top left-hand side of the home page):



**GPCA**  
GULF PETROCHEMICALS  
& CHEMICALS ASSOCIATION  
الاتحاد الخليجي للبتروكيماويات والكيماويات

**SQAS**  
Driving Supply Chain Sustainability

Home Download Planning

loginname/reportnumber  
Password forgotten? Login

**Menu**

- Introduction
- Links
- News & Events
- CEO Declaration of Support
- Gulf SQAS Committee
- Gulf SQAS Manufacturers Group
- LSP User group
- Assessed companies
- Certification bodies
- FAQ-Frequently asked questions
- Contact us

**Welcome to Gulf SQAS**

**Gulf Sustainability & Quality Assessment System** is a system to evaluate the quality, safety, security and environmental performance of Logistics Service Providers in a uniform manner by single standardised assessments carried out by independent assessors using a standard questionnaire.

**An SQAS assessment** does not lead to a certificate but offers a detailed factual report which each chemical company needs to evaluate according to its own requirements.

**Messageboard**

GPCA extends Responsible Care® to Logistics Service Providers (LSP) - Announced at 2017 GPCA Supply Chain Conference

In line with its efforts to support the sustainable development of the chemical and petrochemical industry in the Arabian Gulf, GPCA has launched Responsible Care® for chemical and petrochemical Logistics Service Providers (LSP) in the region. The decision follows leading examples from developed nations, and is underpinned by the significant contribution of Responsible Care® to the manufacturing sector globally and within the GCC.

After clicking on the Login button, your personalized user menu displays. If you receive an error message, check that you entered your login information correctly, or check with Gulf SQAS System Helpdesk.

## 3 Gulf SQAS User Options

After a successful logon the personalized user menu for the Gulf SQAS User will appear:

In addition to the general public options the following specific user options are available in the Reports section (see left menu):

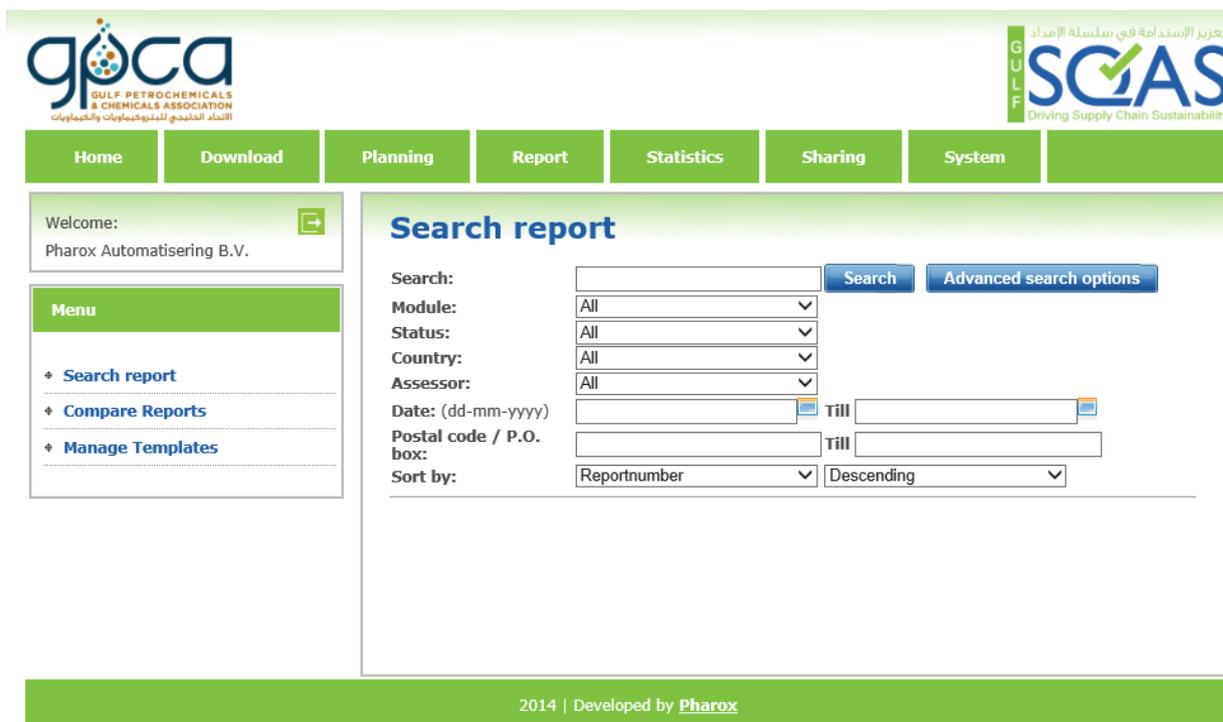
- Search report
- Compare reports
- Manage templates

Note: If you do not have the possibility to manage templates your company has not given you access to this option.

You always have the possibility to apply the company specific templates on your queries. Please contact the Supervisor or Gulf SQAS System Helpdesk for more information.

### 3.1 Search assessment reports

After clicking on <Search reports> the following page will appear:



The screenshot displays the Gulf SQAS web application interface. At the top left is the logo for the Gulf Petrochemicals & Chemicals Association (GPCA). At the top right is the Gulf SQAS logo with the tagline 'Driving Supply Chain Sustainability'. Below the logos is a navigation menu with tabs for Home, Download, Planning, Report, Statistics, Sharing, and System. The 'Report' tab is selected. On the left side, there is a 'Menu' section with three items: 'Search report', 'Compare Reports', and 'Manage Templates'. The main content area is titled 'Search report' and contains a search form with the following fields: 'Search:' (text input), 'Module:' (dropdown menu), 'Status:' (dropdown menu), 'Country:' (dropdown menu), 'Assessor:' (dropdown menu), 'Date: (dd-mm-yyyy)' (text input), 'Till' (text input), 'Postal code / P.O. box:' (text input), 'Till' (text input), 'Sort by:' (dropdown menu), and 'Descending' (dropdown menu). There are 'Search' and 'Advanced search options' buttons. At the bottom of the page, it says '2014 | Developed by PharoX'.

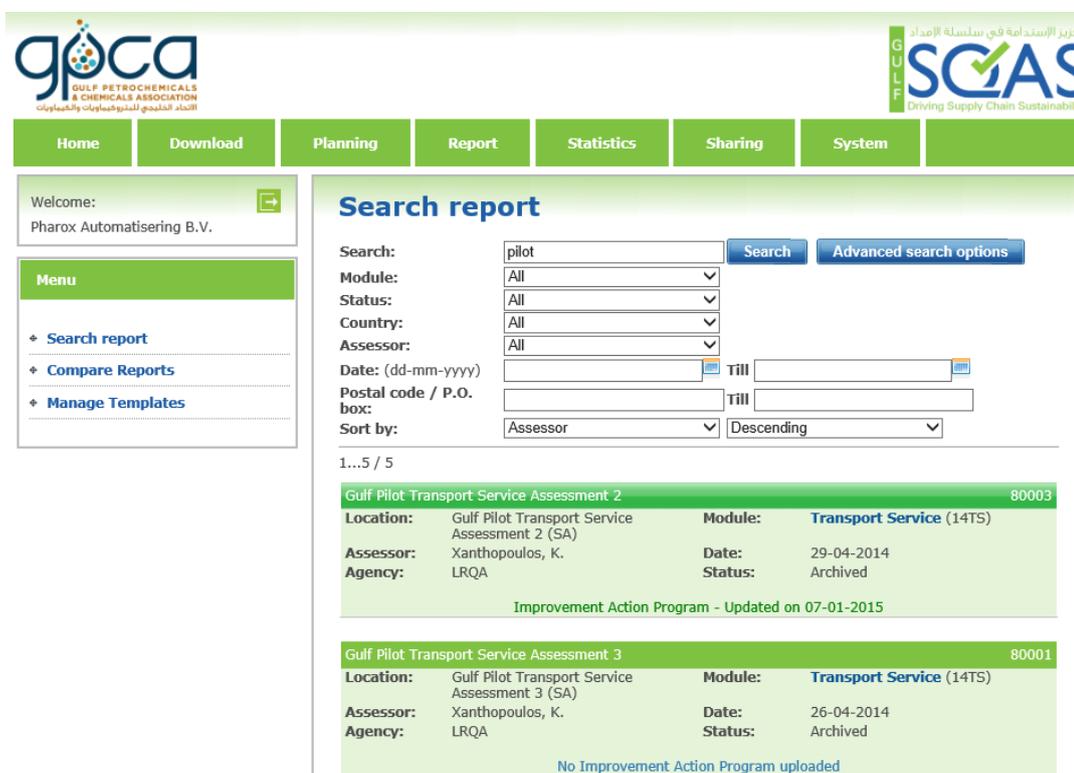
This page allows the User to enter the particular search and sort parameters. It is possible to search on active and/or archived reports using certain search parameters, such as:

- Name company
- Report number
- Country
- Location (city/town)
- Assessor
- Agency
- Date of assessment (all reports between two dates)

The reports can be sorted in a certain order (like data/sort in Excel) by for example the following sort parameters:

- Report type (Active, Archived)
- Report number
- Name of company
- Country
- Location (City/town)
- Assessor
- Date of assessment

Click on the <Search> button to execute the selected query on the Gulf SQAS Database. The following page will appear:



The screenshot shows the Gulf SQAS Search report interface. At the top, there are logos for GPCA (Gulf Petrochemicals & Chemicals Association) and SQAS (Driving Supply Chain Sustainability). Below the logos is a navigation menu with buttons for Home, Download, Planning, Report, Statistics, Sharing, and System. The main content area is titled "Search report" and contains a search form with the following fields:

- Search:** A text input field containing "pilot" and a "Search" button.
- Module:** A dropdown menu set to "All".
- Status:** A dropdown menu set to "All".
- Country:** A dropdown menu set to "All".
- Assessor:** A dropdown menu set to "All".
- Date:** Two date input fields labeled "From" and "Till" with a calendar icon.
- Postal code / P.O. box:** Two text input fields labeled "From" and "Till".
- Sort by:** A dropdown menu set to "Assessor" and a "Descending" button.

Below the search form, there is a pagination indicator "1...5 / 5". The search results are displayed in a table with two rows:

Gulf Pilot Transport Service Assessment 2		80003	
<b>Location:</b>	Gulf Pilot Transport Service Assessment 2 (SA)	<b>Module:</b>	Transport Service (14TS)
<b>Assessor:</b>	Xanthopoulos, K.	<b>Date:</b>	29-04-2014
<b>Agency:</b>	LRQA	<b>Status:</b>	Archived
Improvement Action Program - Updated on 07-01-2015			
Gulf Pilot Transport Service Assessment 3		80001	
<b>Location:</b>	Gulf Pilot Transport Service Assessment 3 (SA)	<b>Module:</b>	Transport Service (14TS)
<b>Assessor:</b>	Xanthopoulos, K.	<b>Date:</b>	26-04-2014
<b>Agency:</b>	LRQA	<b>Status:</b>	Archived
No Improvement Action Program uploaded			

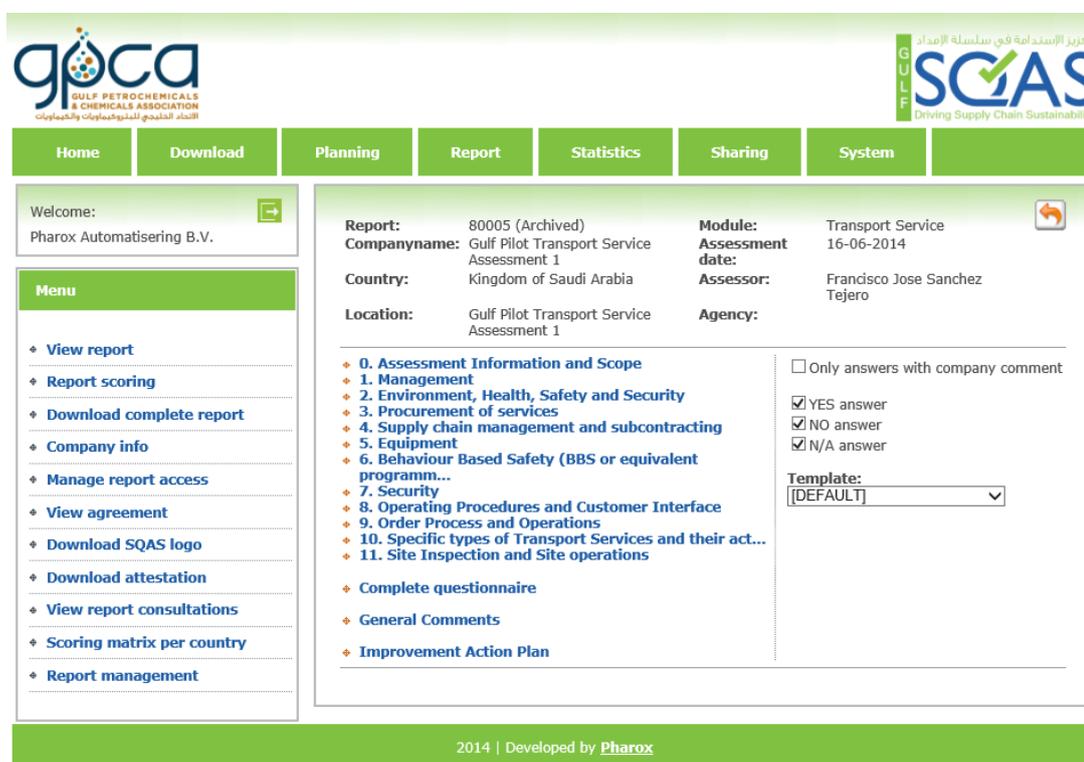
The result (output) of the submitted query consists of a list of assessed companies with the following information:

- Report number
- Report Version (Transport Service, Tank Cleaning etc.).
- Report status (Active, Archived)
- Name company
- Country
- Location
- Assessor
- Date of assessment

In addition you can see if the assessed company has submitted an Improvement Action Program.

## 3.2 View assessment reports

By clicking on the report you will be able to view and print the report. You can navigate and browse between the different sections of the Gulf SQAS Assessment report. It is also possible to print general information, questionnaire, general comments and the improvement action plan. See below an example of the layout of the questionnaire.



The screenshot shows the Gulf SQAS Assessment report interface. At the top, there is a navigation bar with tabs: Home, Download, Planning, Report, Statistics, Sharing, System. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Menu' with various options: View report, Report scoring, Download complete report, Company info, Manage report access, View agreement, Download SQAS logo, Download attestation, View report consultations, Scoring matrix per country, and Report management. The right column displays the report details for 'Pharox Automatisering B.V.'. The details include: Report: 80005 (Archived), Companyname: Gulf Pilot Transport Service Assessment 1, Country: Kingdom of Saudi Arabia, Location: Gulf Pilot Transport Service Assessment 1, Module: Transport Service, Assessment date: 16-06-2014, Assessor: Francisco Jose Sanchez Tejero, and Agency: Tejero. Below the details, there is a list of assessment modules: 0. Assessment Information and Scope, 1. Management, 2. Environment, Health, Safety and Security, 3. Procurement of services, 4. Supply chain management and subcontracting, 5. Equipment, 6. Behaviour Based Safety (BBS or equivalent program...), 7. Security, 8. Operating Procedures and Customer Interface, 9. Order Process and Operations, 10. Specific types of Transport Services and their act..., and 11. Site Inspection and Site operations. There are also options for 'Complete questionnaire', 'General Comments', and 'Improvement Action Plan'. On the right side of the modules list, there are checkboxes for 'Only answers with company comment', 'YES answer', 'NO answer', and 'N/A answer'. A 'Template' dropdown menu is set to '[DEFAULT]'. The footer of the page indicates '2014 | Developed by Pharox'.

By clicking on the 'YES', 'NO', 'N/A' and company comments check boxes you can filter the questionnaire answers

Furthermore it is possible to choose the output format. The options are HTML (Internet page), Microsoft Excel or Adobe PDF.

Select the template dropdown box in order to apply a company specific or a GPCA template to the report.

### 3.3 View improvement plans

By clicking on the 'Improvement Action Plan' link you will be able to view, print and download the submitted improvement action plan documents.

See below the 'Improvement Action Plan' page:



The screenshot displays the GPCA SQAS web interface. At the top, there are logos for GPCA (Gulf Petrochemicals & Chemicals Association) and SQAS (Driving Supply Chain Sustainability). A navigation menu includes Home, Download, Planning, Report, Statistics, Sharing, and System. The main content area shows details for a report: Report ID 80005 (Archived), Companyname Gulf Pilot Transport Service Assessment 1, Country Kingdom of Saudi Arabia, Location Gulf Pilot Transport Service Assessment 1, Module Transport Service, Assessment date 16-06-2014, Assessor Francisco Jose Sanchez Tejero, and Agency. A list of assessment categories is shown, with checkboxes for filtering by 'Only answers with company comment', 'YES answer', 'NO answer', and 'N/A answer'. A 'Template' dropdown menu is set to '[DEFAULT]'. Below the list, there are links for 'Complete questionnaire', 'General Comments', and 'Improvement Action Plan'. The 'Improvement Action Plan' section is currently empty, showing '---' for website reference, updated on, and attachment.

## 3.4 Report scoring

By clicking on the <Report scoring> option you will get a new page to query scores on individual reports. The following page is used for calculating scores on individual reports:



Report details:

- Report: 80005 (Active)
- Companyname: Gulf Pilot Transport Service Assessment 1
- Country: Kingdom of Saudi Arabia
- Location: Gulf Pilot Transport Service Assessment 1
- Module: Transport Service
- Assessment date: 16-06-2014
- Assessor: Francisco Jose Sanchez Tejero
- Agency:

Report scoring options:

- Group results by: Section
- Calculate score for: Overall - Number of Y, N and N/A
- Template: [DEFAULT]

	Y	N	N/A
1. Management	21	31	6
2. Environment, Health, Safety and Security	11	11	1
3. Procurement of services	-	3	3
4. Supply chain management and subcontracting	2	2	38
5. Equipment	12	13	17
6. Behaviour Based Safety	7	7	4
7. Security	7	3	7
8. Operating Procedures and Customer Interface	14	3	-
9. Order Process and Operations	38	39	9
10. Specific types of Transport Services and their activities	9	7	-
11. Site Inspection and Site operations	22	9	5
<b>Total</b>	<b>143</b>	<b>128</b>	<b>90</b>

The several options are available, such as:

- Number and percentage of YES answers
  - Number and percentage of NO answers
  - Number and percentage of N/A answers
- Score per: Report, Section or subsection

Note: NA answers are not taken into account for calculating percentages of Yes and No answers i.e.:

- % No = number of No/Number (Yes + No)
- % Yes = number of Yes/Number (Yes + No)

In addition to the query possibilities as mentioned above the opportunity is included to generate overview reports with all relevant information in one summary table. These summary tables are available in numbers and percentages.

Click on the <Continue> button to execute the selected query on the Gulf SQAS Database.

## 3.5 Compare assessment reports

The user has the possibility to compare up to 10 reports of the same type. The results are presented in Excel format and allow the user to check answers for each question in all reports.

The following page is used for comparing assessment reports:



**Compare Reports**

Module: Transport Service  
 Report type: Transport Service (2014)  
 Template: [DEFAULT]  
 Search: pilot

★ Selected reports

Companyname	Reportnumber	
Gulf Pilot Transport Service Assessment 4	80004	<input type="button" value="Remove from list"/>
Gulf Pilot Transport Service Assessment 1	80005	<input type="button" value="Remove from list"/>

★ Please select 2 or more reports to compare

1...5 / 5

<input type="checkbox"/>	Gulf Pilot Transport Service Assessment 1	80005
<b>Location:</b>	Gulf Pilot Transport Service Assessment 1 (SA)	<b>Module:</b> Transport Service (14TS)
<b>Assessor:</b>	Sánchez Tejero, Francisco José	<b>Date:</b> 16-06-2014
<b>Agency:</b>		<b>Status:</b> Active
<input type="checkbox"/>	Gulf Pilot Transport Service Assessment 4	80004
<b>Location:</b>	Gulf Pilot Transport Service Assessment 4 (KW)	<b>Module:</b> Transport Service (14TS)
<b>Assessor:</b>	De Heer, A.J.	<b>Date:</b> 01-05-2014
<b>Agency:</b>	MaSyCo B.V.	<b>Status:</b> Archived
<input type="checkbox"/>	Gulf Pilot Transport Service Assessment 2	80003
<b>Location:</b>	Gulf Pilot Transport Service Assessment 2 (SA)	<b>Module:</b> Transport Service (14TS)
<b>Assessor:</b>	Xanthopoulos, K.	<b>Date:</b> 29-04-2014
<b>Agency:</b>	LRQA	<b>Status:</b> Archived

## 3.6 Manage templates

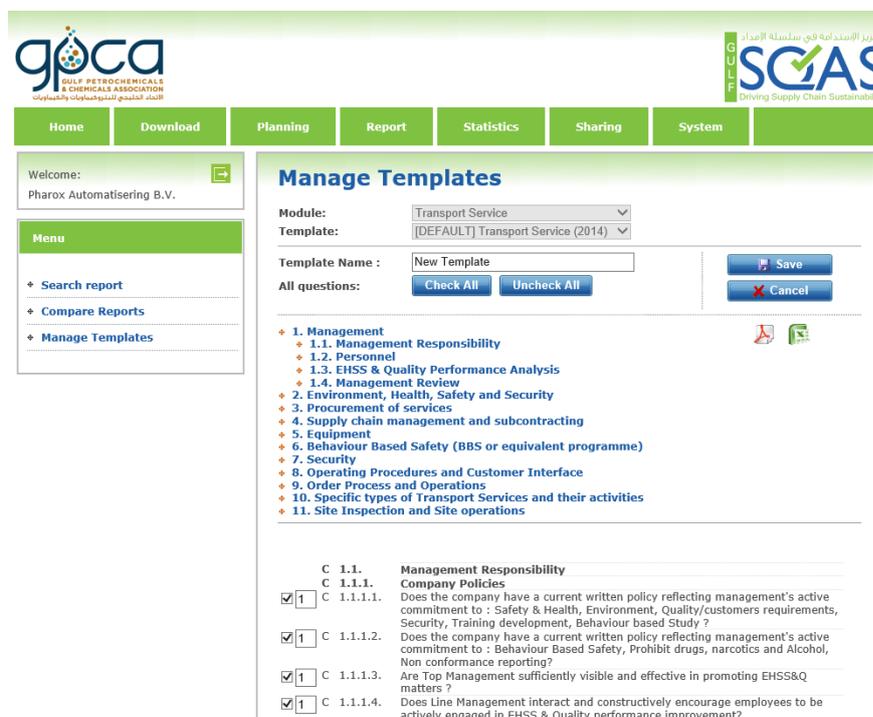
The Gulf SQAS users can create and save their own company specific templates and apply them to the assessment reports that they want to select. They can use these templates for instance to get a report score based on certain questions of the questionnaire which are important to the users.

The company specific templates are available to all users within the company. The templates are shared between all users of the company. Under the authority of the chemical company the Supervisor or Gulf SQAS helpdesk has the possibility to allow or disallow certain users to create and/or update templates.

If you do not have the possibility to create/update company specific templates your company has not given you access to this option and then you only have the possibility to apply the company specific templates on your queries. Please contact the Supervisor or the Gulf SQAS helpdesk for more information.

When creating a new template the user can select those questions which they want to be included by doing the following. In the Manage templates section choose the questionnaire type and click on the button <Create New> in order to create a new template.

It is also possible to update an existing template. This is done by selecting appropriate template in the drop-down box. The following screen appears:

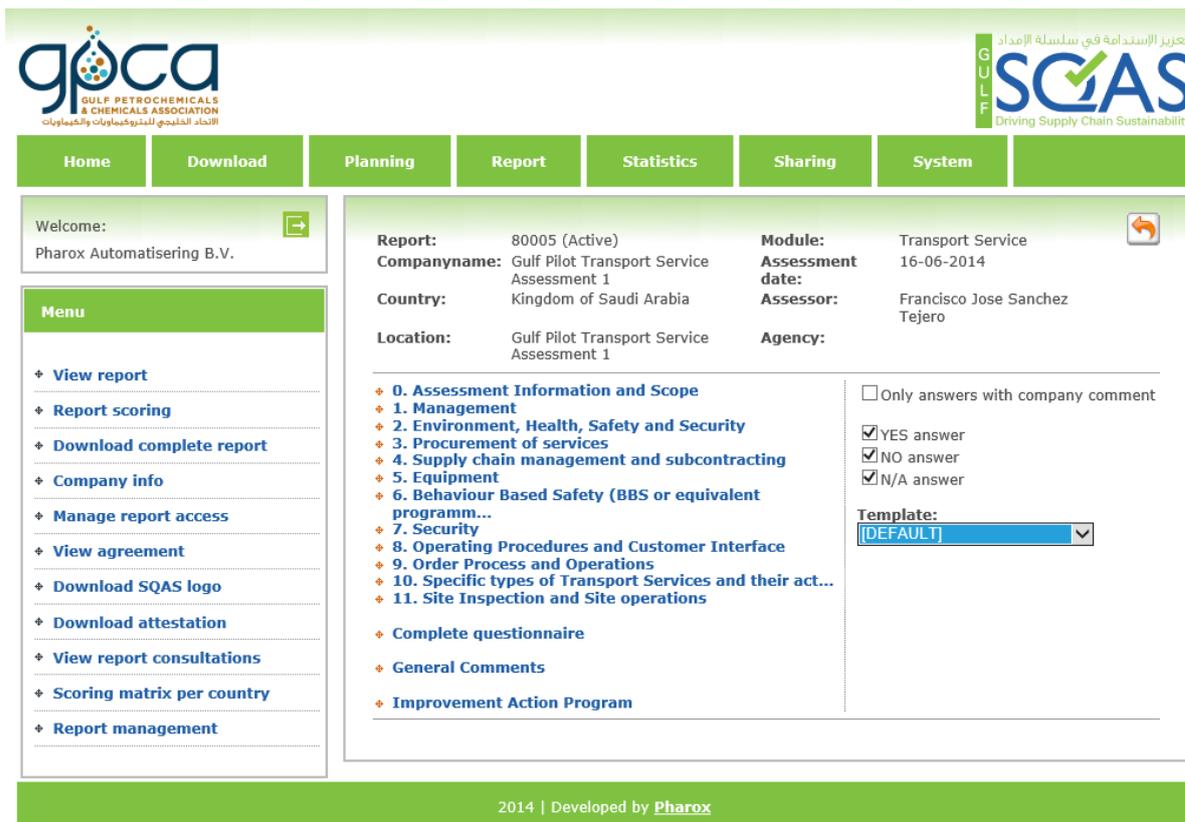


The User can now select all questions he wants to include in the template, the User can also use different weight factors for the questions selected. In this way the User can distinguish between importance of questions. For instance, if a member considers a certain subset of questions as very important, another group of questions of lesser importance and wants to ignore the rest of the questionnaire, he could make a template that includes only the questions that matter, and give higher weight factors to the questions that are more important. The weight factor of the question can be between 1 and 99.

If a question is de-selected the weight factor 0 will automatically be inserted to exclude a question. When all questions and weighing factors are selected the template can be saved. Click on the <Save> button.

## 3.7 Using templates

After creating/updating company specific templates all users within the company have the option to use these templates when they are viewing report or comparing reports. To apply a template they need to select appropriate name in drop-down box.



The screenshot shows the GPCA SQAS web application interface. At the top, there are logos for GPCA (Gulf Petrochemicals & Chemicals Association) and SQAS (Driving Supply Chain Sustainability). Below the logos is a navigation menu with tabs: Home, Download, Planning, Report, Statistics, Sharing, and System. The main content area displays a report for 'Pharox Automatisering B.V.' with the following details:

- Report:** 80005 (Active)
- Companyname:** Gulf Pilot Transport Service Assessment 1
- Country:** Kingdom of Saudi Arabia
- Location:** Gulf Pilot Transport Service Assessment 1
- Module:** Transport Service
- Assessment date:** 16-06-2014
- Assessor:** Francisco Jose Sanchez Tejero
- Agency:**

Below the report details, there is a list of assessment categories with checkboxes for selection:

- 0. Assessment Information and Scope
- 1. Management
- 2. Environment, Health, Safety and Security
- 3. Procurement of services
- 4. Supply chain management and subcontracting
- 5. Equipment
- 6. Behaviour Based Safety (BBS or equivalent program...
- 7. Security
- 8. Operating Procedures and Customer Interface
- 9. Order Process and Operations
- 10. Specific types of Transport Services and their act...
- 11. Site Inspection and Site operations

Additional options include:

- Only answers with company comment
- YES answer
- NO answer
- N/A answer
- Template:** [DEFAULT] (dropdown menu)

At the bottom of the page, it says '2014 | Developed by Pharox'.

When the report is shown only those questions can be viewed and exported which have been selected in the chosen template.

When choosing the report scoring option only those questions will be used for the calculations and scores that have been selected in the chosen template.

When reports are compared only those questions will be viewed and exported which have been selected in the chosen template.

## 4 Further information

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

### 4.1 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](mailto:alan@gpca.org.ae)
- ✦ Mr. Kashif Rasheed  
E-mail: [kashif@gpca.org.ae](mailto:kashif@gpca.org.ae)

### 4.2 For technical questions:

- ✦ Pharox Automatisering B.V.  
Haringvliet 76  
3011 TG Rotterdam  
The Netherlands
- ✦ Tel: +31 (0)88 – 770 84 00
- ✦ Web: <http://www.pharox.nl>
- ✦ E-mail: [info@pharox.nl](mailto:info@pharox.nl)