



SQAS 2.0

User guide for chemical companies

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The Easi logo features the word "easi" in a lowercase, blue, sans-serif font. It is positioned in the center of the page, overlaid on a large, light blue, stylized background graphic that resembles the letters "easi" in a very large, rounded font.

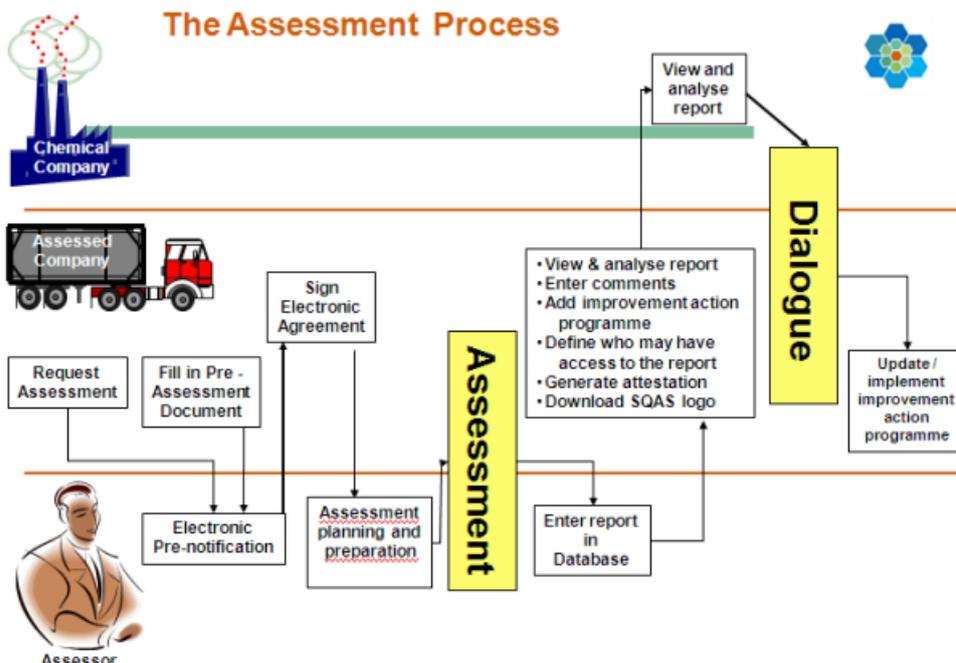
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1 Introduction

This user guide is primarily intended for **chemical companies**. The goal is to introduce them to the SQAS system and its functionalities.

1.1 The SQAS Assessment Process



The general working procedure is as follows:

1. Company to be SQAS assessed

- Navigates to the PAD section of the SQAS member portal (<https://members.sqas.org>)
- Registers the user account (if no account registered yet)
- Completes the Online PAD
- Selects one (or more) assessor(s) to share the PAD and sends an automated e-mail notification
- Optionally: re-selects one (or more) assessor(s) to share a modified PAD and sends an automated e-mail notification.

2. SQAS Assessor

- Gets an e-mail notification about the received (or modified) PAD
- Opens and evaluates the PAD in the SQAS Report Editor
- The assessor can modify the PAD when needed.
- When the assessment is agreed, the assessor registers the pre-notification of the planned assessment.

3. Company to be SQAS assessed

- Receives the pre-notification and electronically confirms it

4. SQAS Assessor

- Imports the PAD in the report of the planned assessment

5. The Assessment takes place

6. After the assessment

- The SQAS Assessor submits the report
- The assessed company can
 - View the report and grant/deny access to customers.
 - Include comments in the report
 - Upload an Improvement Program
- When the report becomes active, a chemical company can:
 - View and export the report
 - Apply templates on it

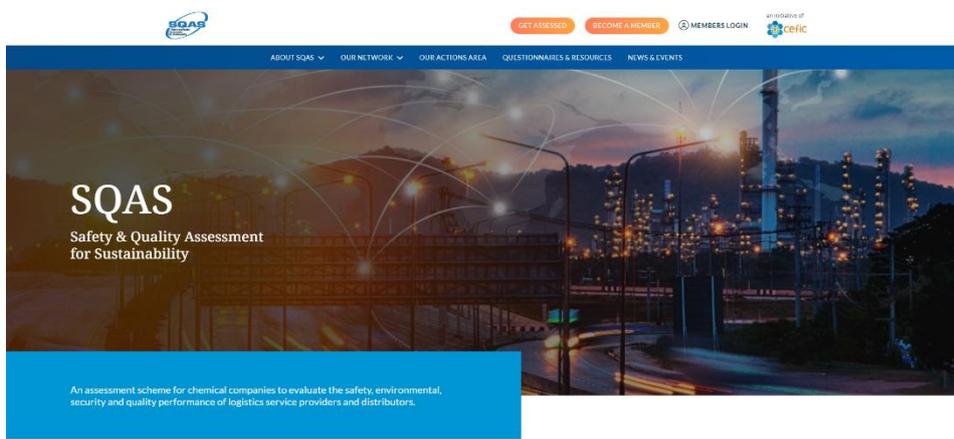
2 The SQAS Member Portal

On the SQAS Member Portal, chemical companies have access to:

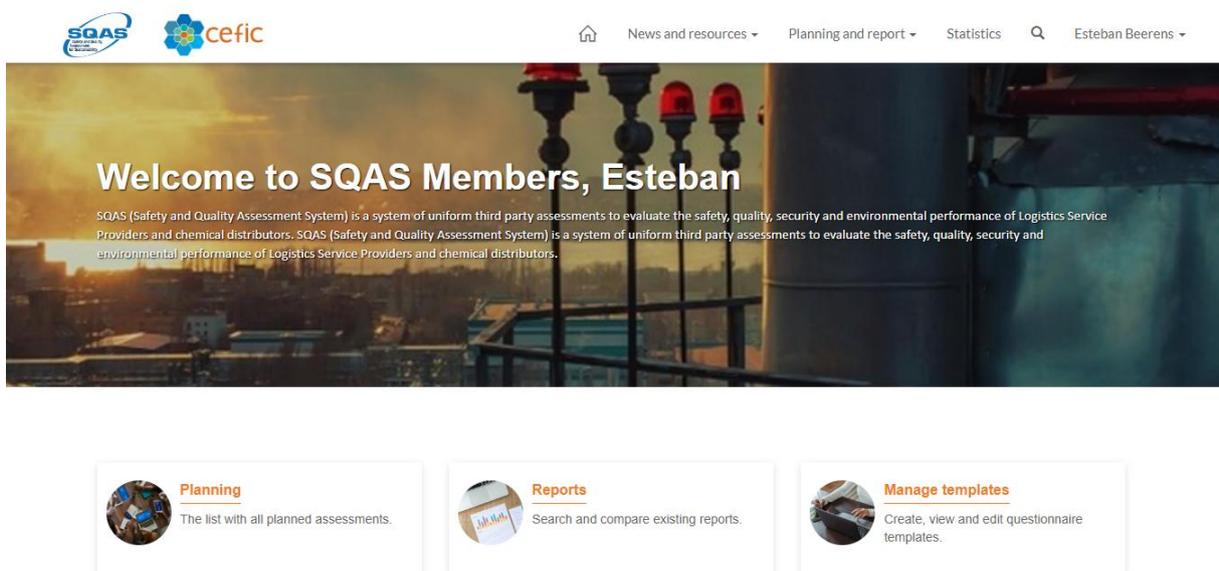
- The list of all assessments (past and planned)
- View and compare reports of assessments that have been carried out
- View and manage templates that can be applied on selected reports
- View general statistics on SQAS reports

3 Open the SQAS Member Portal

With the browser of your choice, navigate to the www.sqas.org website and click on the SQAS Member Portal in the top menu. Alternatively, you can navigate directly to the SQAS Member Portal by opening the following url: <https://members.sqas.org>.



Homepage of the SQAS Member Portal:



When logged in, the following quick links are available on the SQAS Member Portal Homepage:

- Go to the list of all **planned assessments**
- Search and compare existing **reports**
- Manage **questionnaire templates**

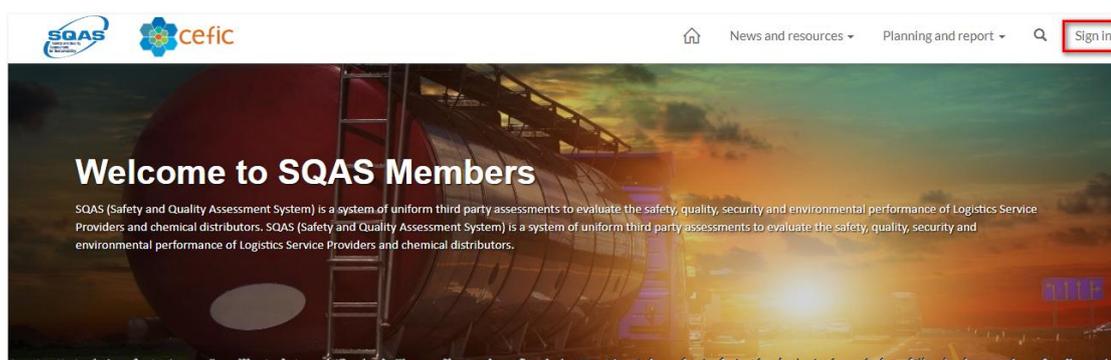
4 Register your user account

To secure the data that resides on SQAS 2.0 **Multi-Factor Authentication (MFA)** is enabled during the registration and sign-in process. MFA is a process in which users are prompted during the sign-in process for an additional form of authentication.

Before you can access the SQAS Member Portal, you will first need to create a user account.

If you didn't register your user account yet,

1. click on the “Sign in”-button on the SQAS Member Portal (upper right corner).



2. On the Sign in page, click the “No account? Create one”-link under the Sign in button.

SQAS

Sign in

Sign in with your email address

Email address

No account? Create one

Next

3. Enter your e-mail address in the corresponding field and click on next.
Important: if you were a user of SQAS 1.0, use the same e-mail address.



Create account

Sign up to access SQASentraID

Email

[Have an account? Sign in instead](#)

Back

Next

4. Enter the **verification code** that you received by email and click on **next**.



chemicalcompany2024@gmail.com

Enter code

We just sent a code to chemicalcompany2024@gmail.com

Enter code

Next

5. **Enter all your details in “Add details”** and click on **next**. Note:
 - a. The password must be between 8 and 64 characters and must have at least 3 of the following: a lowercase letter, an uppercase letter, a digit, or a symbol.
 - b. Enter the same password in the “Re-enter password” field.
 - c. Enter your “given name” and “surname”
 - d. Click on “next”.



chemicalcompany2024@gmail.com

Add details

We just need a little more information to set up your account.

Password

Password

Re-enter password

Re-enter password

Given Name

Given Name

Surname

Surname

Cancel

Next

6. You enter the homepage of the SQAS Member Portal.

5 Log in on the SQAS Member Portal

*To secure the data that resides on SQAS 2.0 **Multi-Factor Authentication (MFA)** is enabled during the registration and sign-in process. MFA is a process in which users are prompted during the sign-in process for an additional form of authentication.*

If you already have a user account, navigate to <https://members.sqas.org> and click the **sign in** link in the top menu.

1. You **enter your email** and click on **next**.



Sign in

Sign in with your email address

Email address

[No account? Create one](#)

Next

2. You **enter your password** and you click on **sign in**.



← chemicalcompany2024@gmail.com

Enter password

Password

[Forgot password?](#)

Sign in

3. After clicking the sign in button, **the MFA-process is launched**. Click on **“email code to...”**.



chemicalcompany2024@gmail.com

Verify your identity



Email code to
c*****4@g*****m

Cancel

4. A verification code is sent to your inbox. Copy it to the “verification code” field and **click “verify”**



chemicalcompany2024@gmail.com

Enter code

We emailed a code to
c*****4@g*****m. Please enter the code
to sign in.

Enter code

Cancel

Verify

5. Afterwards you are redirected to the homepage of the SQAS Member Portal.

6 Planned assessments

As a chemical company, you can consult the list of planned assessments via Planning and report > Planning.

Intermediate assessments will be marked light blue, remote assessments are marked as green and out of territory assessments are marked with an orange color.

Planned assessments

In the following list you'll find all the planned assessments. You can filter the list using the dropdowns provided on top of the list.

Assessor

Module

Status

Planned assessments

Company Name	Company Country	Company Location	Status	Start Time	End Time	Assessor	Is Remote Assessment	Intermediate Assessment	Out Of Territory Assessment	
Transport Company	Belgium	Nivelles	Authorized	07/06/2023	07/06/2023	Dorian Assessor	No	No	No	
Transport Company	Belgium	Nivelles	Pre-notified	02/06/2023	02/06/2023	Dorian Assessor	No	No	No	
Transport Company	Belgium	Leuven	Pre-notified	01/05/2023	01/05/2023	Dorian Assessor	No	No	No	
Transport Company	Belgium	Leuven	Pre-notified	21/04/2023	21/04/2023	Dorian Assessor	No	No	No	
Transport Company (Draft)	Belgium	Leuven	Pre-notified	20/04/2023	20/04/2023	Dorian Assessor	No	No	No	
Transport Company	Belgium	Leuven	Pre-notified	14/02/2023	14/02/2023	Dorian Assessor	No	No	No	
Transport Company	Croatia	test	Pre-notified	01/01/2023	01/01/2023	Dorian Assessor	No	No	No	

To view the details of the planned assessment, simply click on the company name or the “i”-icon (📄) of the selected planned assessment.

6.1 Filter the list of Planned assessments

Filters are available to refine the list of planned assessments:

- **Assessor:** the dropdown displays all assessors. Select an assessor to use it as a filter.
- **Module:** Select a module to use it as a filter
- **Status:** filter the list based on the report Status

Complete one or more filters to use and **click “Apply” to refine the list.** A combination of filters is possible.

6.2 Search the list of Planned assessments

Use the **search box** on top of the list to filter the list by searching on specific text. To search on partial text, use the asterisk (*) wildcard character. Click the search icon (🔍) to display the search results.

6.3 Toggle between Planned assessments and All assessments

When opening the Planned assessments page, the list only shows the planned assessments. You can toggle between **Planned assessments** and **All assessments** by clicking the list icon (☰).

The screenshot shows the top navigation area of the 'Planned assessments' page. On the left, there is a toggle menu with a list icon (☰) and the text 'Planned assessments'. A dropdown menu is open, showing two options: 'Planned assessments' (which is currently selected) and 'All assessments'. To the right of the toggle menu is a search bar with the placeholder text 'Search' and a magnifying glass icon. Further right is a blue 'Create' button with a plus icon.

Below the navigation area is a table header with the following columns:

Company Name	Country	Company Location	Status	Start Time ↓	End Time	Assessor	Is Remote Assessment	Intermediate Assessment	Out Of Territory Assessment
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7 SQAS Report options for chemical companies

7.1 The SQAS Report Viewer

To display an SQAS Report, you need to open the Report viewer. This can be done as follows:

- Open the SQAS Member portal and log in
- Under “Planning and report”, open “Reports”

By default, all available reports are displayed and sorted based on the report number (descending).

The screenshot shows the SQAS Report Viewer interface. On the left, there are several filter panels: 'Assessed Company, Report Number', 'Report Number', 'Country, Location, Zipcode', 'Questionnaire Version', 'Status', 'Assessor', 'Module', and 'Assessment Date'. A large blue box displays 'Number of Reports 958'. The main area contains a table of reports with columns: Request Access Rights, Company, Location, Report, Assessment Date, Expiration Date, Status, Company Type, and Module. A search bar and navigation tabs (Detailed View, Scoring Matrix, Summary report, Attestation report, Full Report, Compare View) are at the top. The table lists various reports from different companies like Transport company 7, Overmeer transport and cleaning, and Eikelenboom Cleaning Ardoois.

As a chemical company you have access to all reports, except reports for which you or your company have been specifically denied access to. The “Request Access Rights” column contains a ‘link’ icon (🔗) when you don’t have access to that report.

When clicking the “Request Access Rights” column header, the reports list is sorted based on the access property. When ordered ascending (arrow up), all reports you have access to will be displayed on top.

Note: column sorting is available for all columns.

This screenshot is similar to the previous one but highlights the 'Request Access Rights' column header in red. The table below shows reports sorted by access status, with reports that the user has access to appearing at the top without a link icon, and those without access appearing below with a link icon.

Request Access Rights	Company	Location	Report	Assessment Date	Expiration Date	Status	Company Type	Module
	Cefic Transport	Belgium, Bruxelles	90858	20/04/2023	19/04/2026	Active		Transp
	Easi Leuven (complete)	Belgium, Leuven	90856	20/04/2023	20/04/2026	Active		Transp
	Easi Leuven ESAD	Belgium, Leuven	90861	20/04/2023	19/04/2026	Active		ESAD
	Easi Leuven Transport	Belgium, Leuven	90859		19/04/2026	Active		Transp
	Easi Nivelles	Belgium, Nivelles	91143	09/05/2023	09/05/2026	Submitted		Railwa
	Easi Nivelles Transport	Belgium, Leuven	90860	18/04/2023	19/04/2026	Active		Transp
	Panalon Multimodal S.A.	Spain, Constanti (Tarragona)	90819	30/12/2022	14/02/2026	Active		Transp
🔗	JOSÉ ANTONIO DONIZ GONZALEZ SL	Spain, GUIMAR - TENERIFE	90245	04/05/2022	04/05/2025	Active		Transp
🔗	Karl Schmidt Spedition GmbH & Co. KG	Germany, Heilbronn	90191b	23/03/2022	23/03/2025	Active		Tank C
🔗	IMPERIAL Chemical Transport GmbH	Austria, Krems	90553	24/08/2022	24/08/2025	Active		Tank C

7.1.1 Request access to reports

In the event where you should not have access to a report, you can request it as follows:

- **Open the SQAS Report viewer** (Planning and report > Reports)
The list of reports is displayed, sorted descending by the report number
Optionally you can use the filters on the left to refine the list of reports
Reports you don't have access to have a 'link' icon (🔗) in the "Request Access Rights" column.

Request Access Rights	Company	Location
🔗	LOGIFARE	France, Seingbouse
🔗	Eikelenboom Cleaning Ardoois	Belgium, Ardoois
🔗	Brenntag Hungaria Kft.	Hungary, Budapest
🔗	CARE	France, ROGERVILLE

- **Click the link icon** for the report you want to gain access to.
The report access request is opened in a new tab.

Create report access request

Requestor *

Comment

- Your name is automatically added in the **Requestor** field.
- Optionally enter a justification for the Report owner in the Comment field.
Click Submit. An email notification is sent to the Report owner

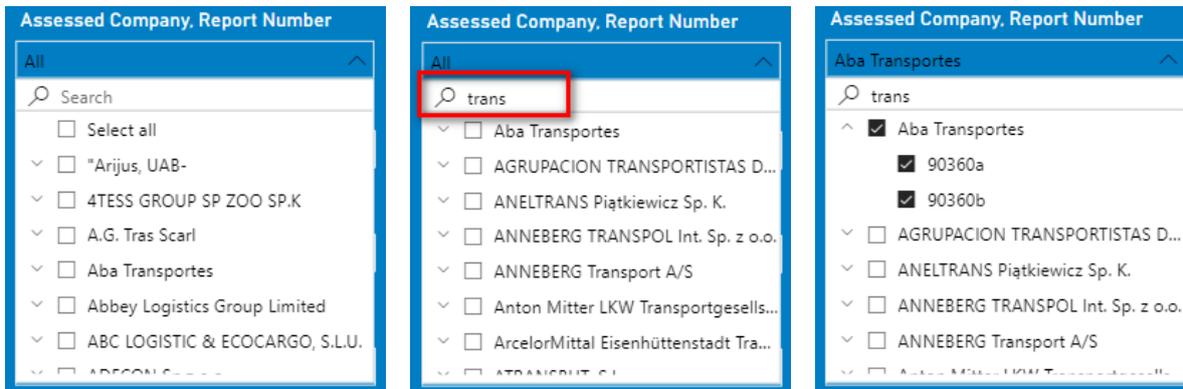
7.2 Filter the SQAS Report list

You can use the filters on the left to refine the displayed reports. The following filters are available:

- Assessed Company
- Report Number
- Country, Location, Zip code
- Questionnaire Version
- Report Status
- Assessor
- Module
- Assessment date range

Refine and select

Click on the filter you want to apply to the report list. Some filters contain a specific **search field** which you can use to further refine the results. **Check the selection boxes** of the entries you want to use to filter the list of reports.



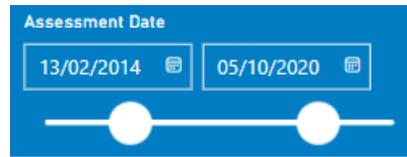
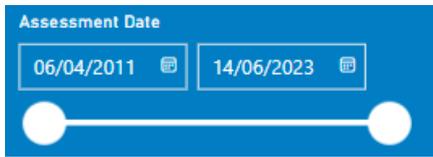
Clear a filter selection

When hovering over a filter field, the erase button will display. Click on it to clear a certain filter selection.



Selecting an assessment date range

Use the date picker fields to select an assessment date range (From/To). Alternatively, you can use the sliders to set a range.



Refine list based on free text

A text filter is available to further refine the list of reports based on text.

Enter your search text and click the “magnifier”-icon (🔍).

To clear your selection, click the “erase”-icon (🧼).

Text Filter

🔍
🧼

⋮ Detailed View
📊 Scoring Matrix
📄 Summary report
📄 Attestation report
📄 Full Report
🔍 Compare View

Select a report below to access its details Compares the reports within current filters

Request Access Rights	Company	Location	Report	Assessment Date	Expiration Date	Status	Company Type	Module
🔗	Hamacher Transporte Dürener Spedition GmbH + Co KG	Germany, Niederzier	90044	09/02/2022	09/02/2025	Archived	Stand-alone	Transpo
🔗	Bitter KG	Germany, Varrel	89931	12/01/2022	12/01/2025	Active	Stand-alone	Transpo
🔗	NOTHEGGER Intermodal GmbH	Germany, Bobenheim-Roxheim	89888	02/02/2022	02/02/2025	Active	Stand-alone	Transpo
🔗	Team Logistic GmbH & Co. KG	Germany, Montabaur	89882	14/01/2022	14/01/2025	Active	Stand-alone	Transpo
🔗	Schenker Deutschland AG	Germany, Köln	89881	20/01/2022	20/01/2025	Active	Stand-alone	Transpo
🔗	Friedrich A. Kruse jun. Internationale Spedition e.K.	Germany, Brunsbüttel	89090	28/01/2022	28/01/2025	Active	Stand-alone	Transpo

Number of reports

When applying filters, the Number of Reports will change, and the reports will be refined immediately.

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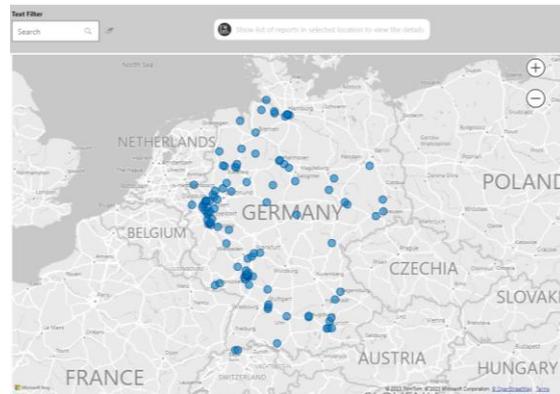
Show results in List or on a Map

You can choose whether to display the results of your search in a list or on a map by clicking the appropriate buttons.

Show in List

Show on Map

Request Access Rights	Company	Location	Report	Assessment Date	Expiration Date	Status	Company Type
	Transport company 7 (DUB test 2)	Germany, Hamburg	91166	14/06/2023	15/06/2026	Submitted	Subsidiary
	IMPERIAL Chemical Logistics GmbH	Germany, Langstedem	90905	08/02/2023	08/02/2026	Active	Stand-alone
	Robert Bayer GmbH	Germany, Stuttgart	90968	19/02/2023	19/02/2026	Active	Stand-alone
	Blogge GmbH & Co. KG	Germany, Duisburg	90967	01/03/2023	01/03/2026	Archived	Stand-alone
	T&B Spedition GmbH	Germany, Ketheln	90965	23/02/2023	23/02/2026	Active	Stand-alone
	Containerhips - CMA CGM GmbH	Germany, Hamburg	90951	21/02/2023	21/02/2026	Active	Stand-alone
	Curt Richter SE	Germany, Köln	90947a	28/02/2023	28/02/2026	Active	Headquarter
	Curt Richter SE	Germany, Köln	90947a	28/02/2023	28/02/2026	Active	Headquarter
	Aug. Hiedinger GmbH & Co. KG	Germany, Stuttgart	90943	08/02/2023	08/02/2026	Active	Headquarter
	Aug. Hiedinger GmbH & Co. KG	Germany, Teuchenthal	90942	06/02/2023	06/02/2026	Active	Subsidiary
	IMPERIAL Chemical Logistics GmbH	Germany, Münster	90940a	27/01/2023	27/01/2026	Active	Stand-alone
	IMPERIAL Chemical Logistics GmbH	Germany, Münster	90940a	27/01/2023	27/01/2026	Active	Stand-alone
	IMPERIAL Chemical Logistics GmbH	Germany, Mannheim	90939	18/01/2023	18/01/2026	Active	Stand-alone
	Hellmann East Europe GmbH & Co. KG	Germany, Hanau	90937	01/02/2023	01/02/2026	Active	Headquarter
	TST GmbH	Germany, Wilmis	90936	25/01/2023	25/01/2026	Active	Headquarter
	SelfLog GmbH	Germany, Darmstadt Schauenheim	90934	11/02/2023	11/02/2026	Active	Subsidiary
	Der Elborte Kurierdienst GmbH	Germany, Darmstadt Schauenheim	90933	10/02/2023	10/02/2026	Active	Subsidiary
	Der Elborte Kurierdienst	Germany, Darmstadt Schauenheim	90932	09/02/2023	09/02/2026	Active	Stand-alone
	Spedition Steffens, Rolf Steffens s.K.	Germany, Koblentz	90930	07/02/2023	07/02/2026	Active	Stand-alone



7.3 SQAS Report details

Once the report has been activated by the assessed company, chemical companies will have access to the report.

You can view your SQAS Report as follows:

- Open the **“Reports”** section in the SQAS Member portal and apply filters when useful
- When in **“List”**-mode, select your report in the list by clicking on it and click the **“Detailed View”**-button
- When in **“Map”**-mode, select a blue marker of the report you want to open and click **“Show list of reports in selected location to view the details”**

Show in List

Show on Map

Text Filter

Detailed View

Scoring Matrix

Summary report

Attestation report

Full Report

Compare View

Select a report below to access its details

Request Access Rights	Company	Location	Report	Assessment Date	Expiration Date	Status	Company Type	Modu
	Transport Company (HQ test)	Belgium, Brussels	91164		14/06/2026	Submitted	Stand alone	Transp
	Transport company 7	Belgium, Brussels	91158	11/06/2023	11/06/2026	Submitted	Stand alone	Transp
	Transport company 7	Belgium, Brussels	91156	12/06/2023	13/06/2026	Submitted	Stand alone	Transp

7.3.1 View the Report details

When opening the **“Detailed view”** of a report, the **“Report View”** is opened by default.

Report View		Report Score	Subcontracted Integral Score	Manage Report					
General Comments Improvement Plan Details		71 %	71 %						
Company	Country	Location	Report	Version	Assessment Date	Expiration Date	Assessor		
Transport company 7	Spain	Brussels	91158	SQAS version 2022	11/06/2023	Thursday, 11 June 2026	Francisco Jose Sanchez		
Chapter (EN)	EN	DE	FR	IT	ES	Answer Score	# Yes	# No	# N/A
1. Management System and Responsibility						46.67%	7	8	
2. Risk management						53.57%	15	13	
3. Human Resources						86.21%	25	4	
5. Performance Analysis and Management Review						73.81%	31	11	1
6. Management of Subcontractors						75.56%	34	11	
7. Equipment: Specification, Inspection, Maintenance, and Calibration						57.50%	23	17	1
8. Behaviour Based Safety (BBS or equivalent programme)						75.00%	15	5	
9. Measurement and Management of transport greenhouse gas (GHG) emissions						53.57%	15	13	
10. Security						78.57%	11	3	2
11. Control of operations						83.33%	45	9	2
13. Site Inspection and Site operations						75.76%	25	8	
14. Handling practices of Food, Food contact Materials and Feed Products						75.86%	22	7	
Total						71,09%	268	109	6

The “Report View” displays the Answer Score, number of “Yes” answers, number of “No” answers and the number of “N/A” answers per chapter. By clicking the “+” icon () you can expand the chapter to the question level and see the scores in detail.

It is also possible to translate the chapters, sub sections, and questions in English, German, French, Italian and Spanish.

Important note: To exit the “Detailed View” and go back to the Report List, **click the back button on the left side. Do not use your browser back button.**



7.3.1.1 Display the comments and improved score

By using the filters on the left, you can visualize the report without comments (default), with comments and with the improved score (in case an improvement plan was added).

To display the comments, click the “Comments”-button, drill down to the question level and hover the speech bubble icon () . The assessor comment, assessed company comment and the improvement action are now shown in a tooltip window.

Click “Improved score” if you also want to have the Improved Answer score displayed.

To hide the comments and improved score from the report, click “No comments”

7.3.1.2 Filter the report

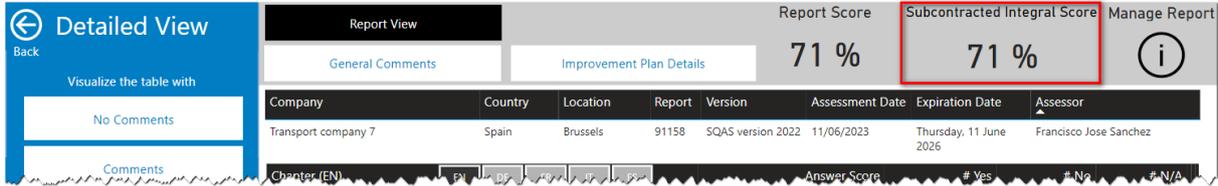
It is also possible to filter the report and only show:

- Yes answers
- No answers
- N/A answers
- Questions with comments
- Questions with an improvement action

Click the appropriate button to apply the filter and click it again to remove the filter.

7.3.1.3 Overall and subcontracted integral scoring

The overall score (the percentage of “Yes” answers) is displayed and in the case of a SQAS Transport Service report, the subcontracted integral score is also included.



The subcontracted integral score considers the **% of subcontracted payload (A)**, the **score of the subcontracting section (section 6) (B)** and the **Overall Score (C)**.

If the payload is subcontracted is 100%, this score is the same as the score of the subcontracting section. If the payload that is subcontracted is 0%, the score is the same as the Overall Score. This score falls in the range between the score of the subcontracting section and the Overall Score.

The calculation of the subcontracted integral score is based on the following formula in which these values apply:

$$\text{Formula} = (A/100) \times B + ((100-A)/100) \times C$$

A = % of subcontracted payload (data taken from question 0.3.9)

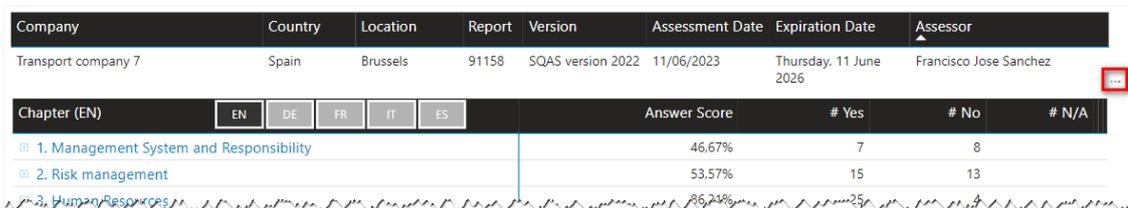
B = Score of Transport Service (section 6 about subcontracting in %)

C = Overall Score of the report in %

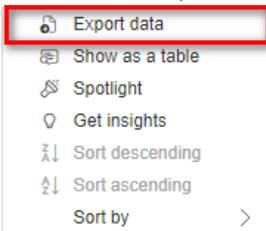
7.3.1.4 Export the report

You can export the details of the report to Excel as follows:

- With a Report opened, select the “Report View”-button
- When you hover over the data with your mouse, you will see that 3 dots (***) will appear in the top right corner



- Click the 3 dots (More Options) and select “Export data”



- In the following popup you have **2 options**:
 - **Data with current layout**: This will export the data as is currently displayed on your screen. This means that if a section is closed, the data in that section will not be exported.
 - **Summarized data**: This will export ALL the data currently visible regardless of if a section is opened or not. **Select this option if you want to export the full report to Excel.**

Which data do you want to export? ×

Export your data in the format that suits your needs. If you have a lot of data, the number of rows you export might be limited depending on the file type you select. [Learn more about exporting data](#)



Data with current layout

Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.



Summarized data

Export the summarized data used to create your visual (for example, sums, averages, and medians).



Underlying data

ⓘ The report author turned off this option

File format:

Export
Cancel

- Click **Export**. The selected data will be downloaded as an Excel file.

7.3.2 Apply a template

After having created company specific templates (see chapter 8), all users within the company will have the option to use these templates when viewing reports.

To apply an existing template:

- Click the **“Apply Template”** button on the right-hand side of the selected report’s Detailed View
- **Select the template** you want to apply from the list
- Once a template is selected, click on **“Report View”** to access the report details with the selected template applied. Now you can use the filters as described above and you can export the reports with the template applied to Excel.
- To **select and apply another template**, click the **“Template current selected...”** button
- Click **“Deactivate Template”** to return to the normal view.

Detailed View

Back

Visualize the table with

No Comments

Comments

Improved Score

Filter the table

Only show Yes answers

Only show No answers

Only show questions with comments

Only show Weighted answers

Template Currently selected: 'BASF 2022 TS Sustainability'

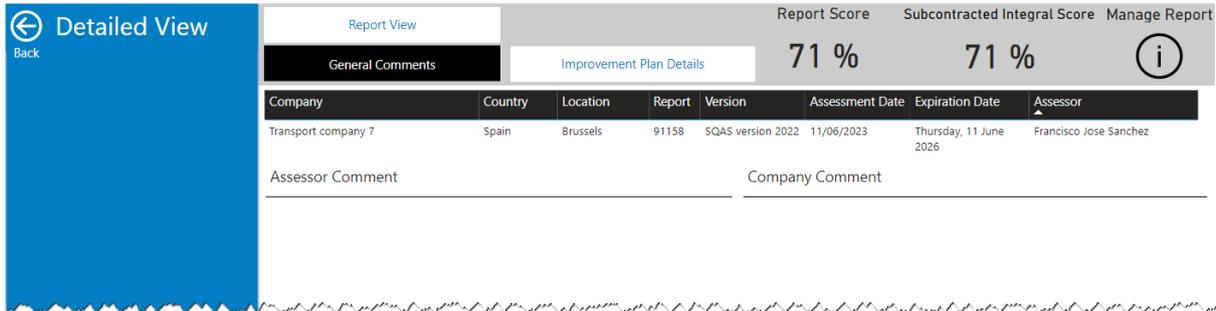
Deactivate Template

Report View		Report Score	Subcontracted Integral Score						
General Comments		100 %	100 %						
Company	Country	Location	Report						
Transport company 7	Spain	Brussels	91158						
Version	Assessment Date	Expiration Date	Assessor						
SQAS version 2022	11/06/2023	Thursday, 11 June 2026	Francisco Jose Sanchez						
Chapter (EN)	EN	DE	FR	IT	ES	Answer Score	# Yes	# No	# N/A
1. Management System and Responsibility						100,00%	1		
1.1. Management Responsibility						100,00%	1		
1.1.1. Company Policies						100,00%	1		
1.1.1.1. Does the company have a current written policy reflecting management's active commitment to: Safety & Health, Environment, Quality/customers' requirements, Security, Behaviour Based Safety, Prohibition of drugs and Alcohol, Training development, Non-conformance reporting and Corporate Social Responsibility (CSR) requirements?						100,00%	1		
2. Risk management								1	
6. Management of Subcontractors						100,00%	2		
9. Measurement and Management of transport greenhouse gas (GHG) emissions						71,43%	10	4	
9.1. Scope 1: Emission measurement of vehicles that are owned or controlled by the company.						100,00%	3		
9.1.1. Does the assessed company have a system to collect data enabling energy (fuel)-based calculation of its transport GHG emissions for all trucks whose fuel is paid for by the company?						100,00%	1		
9.1.2. Does the assessed company have a system to annually calculate transport GHG emission intensity (expressed as kg CO2 equivalent per tkm) using the data collected in question 9.1.1.?						100,00%	1		
9.1.3. Does the company know the fuel consumed by transport/business category on an annual basis?						100,00%	1		
9.3. Scope 3						100,00%	6		
Total						73,68%	14	5	

7.3.3 View General Comments

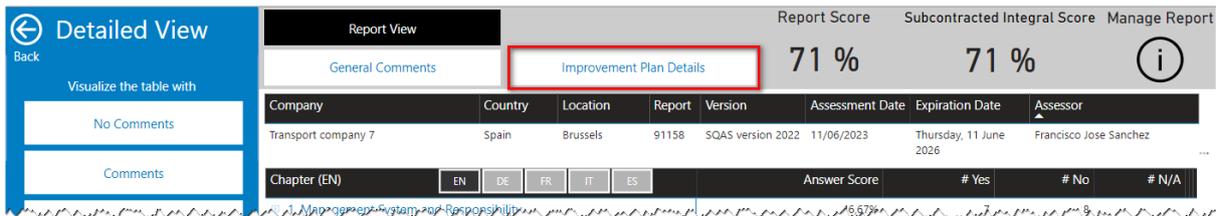
An assessor has the possibility to add a general comment to a report before it is submitted.

To display the comments, open the “Detailed view” of a report and click the “General Comments”-button.



7.3.4 View Improvement Plan Details

When improvement plan actions have been added to a report, the button “Improvement Plan Details” will be visible.

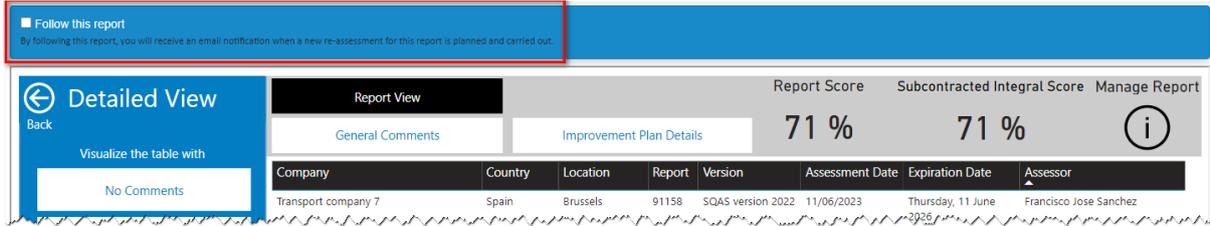


Click the button to display the improvement plan actions, their due date, expiration date, Control Date, Status and Validation Responsible.

Report View		Report Score		Subcontracted Integral Score		Manage Report	
General Comments		71 %		71 %		i	
Company	Country	Location	Report	Version	Assessment Date	Expiration Date	Assessor
Transport company 7	Spain	Brussels	91158	SQAS version 2022	11/06/2023	Thursday, 11 June 2026	Francisco Jose Sanchez
Question Number	Question	Improvement Comment		Due Date	Control Date	Status	Validation Responsible
6.1.1.2.	6.1.1.2. Are the requirements and restrictions of the customer chemical companies (including spot subcontracting) reflected in the subcontracting written process?	will be changed soon		23/06/2023	07/07/2023	Active	Dorian Féaux
6.1.1.3.	6.1.1.3. In case the subcontractors transport plastics pellets, is there a documented process defining and choosing the logistics solution and selecting the service partners, including a risk assessment covering OCS requirements?	Will be available soon		30/06/2023	07/07/2023	Active	Dorian Féaux

7.3.5 E-mail notification for re-assessment reports

On the top of the Report Details page a check box is displayed which gives the user the option to enable or disable receiving an automated e-mail notification when a new reassessment is carried out for this specific assessed company.

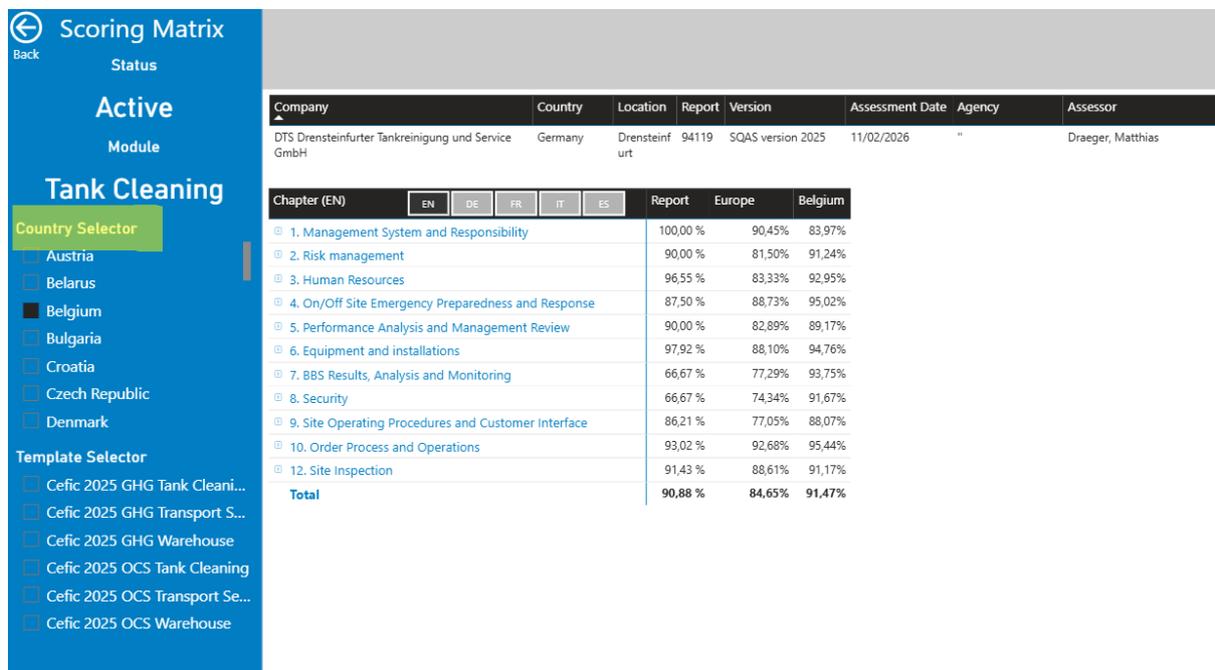
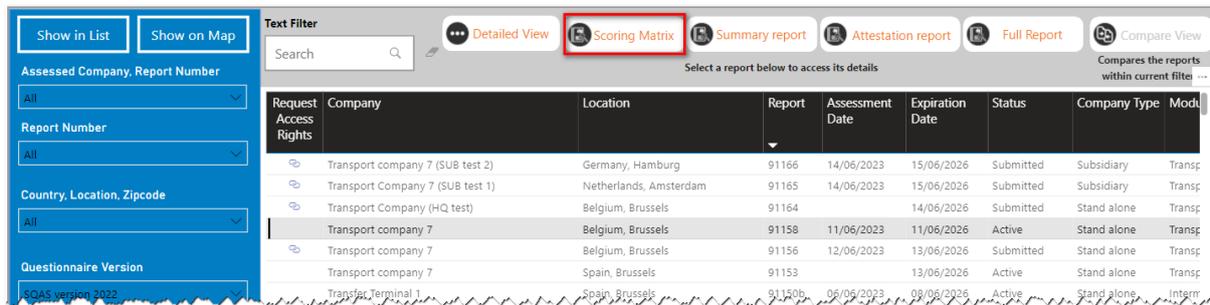


7.4 Scoring Matrix per country

You can compare the Report score per section, subsection, question with the average European score and the average score per country.

Select a report in the SQAS Report Viewer and click the “Scoring Matrix”-button.

Use the “back button” (⏪) on the report to go back to the Report Viewer.

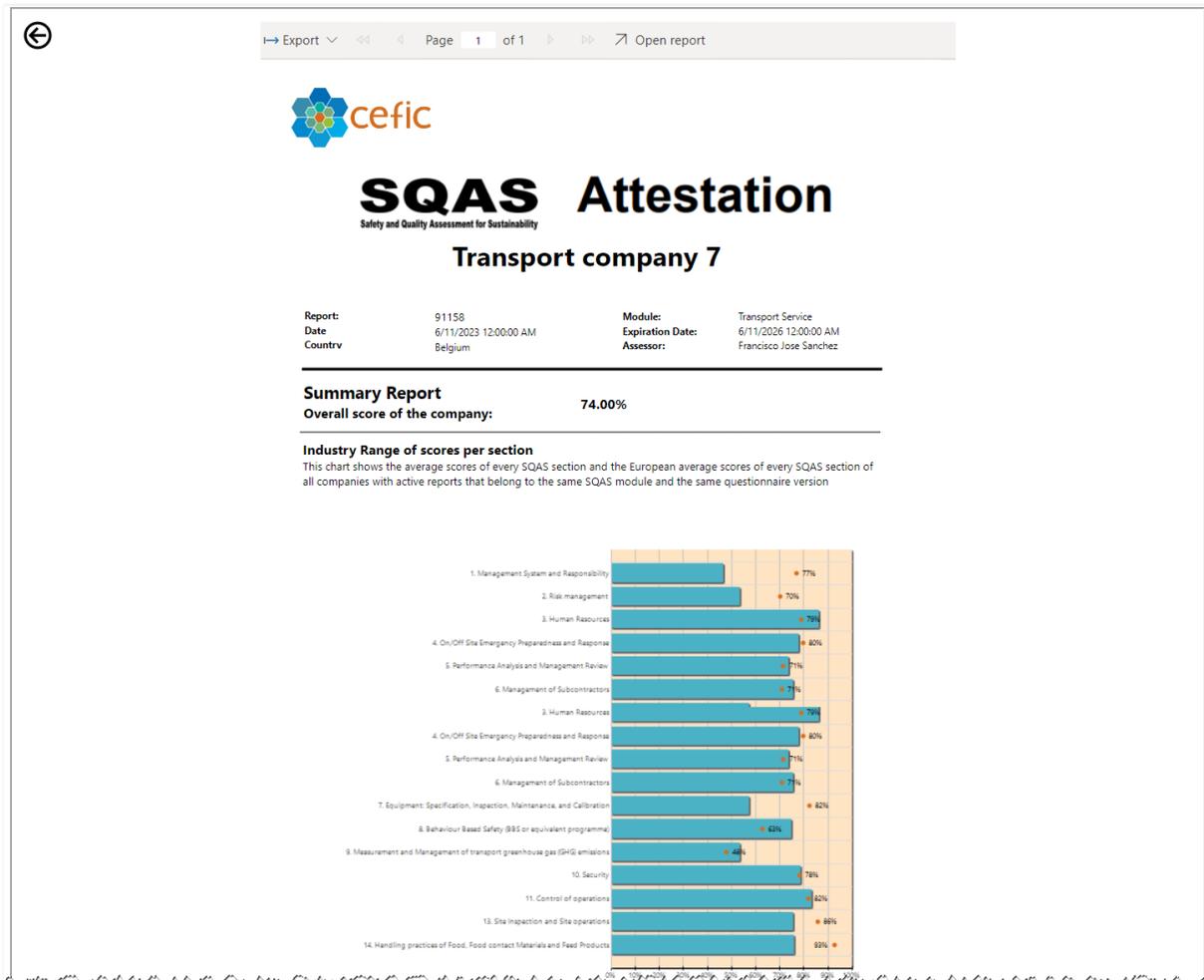
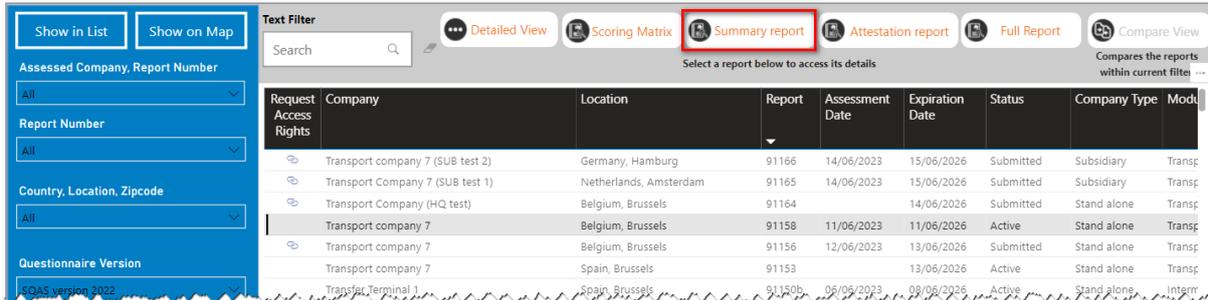


You can select the countries to compare using the “Country Selector” filter on the left, making your evaluation easier.

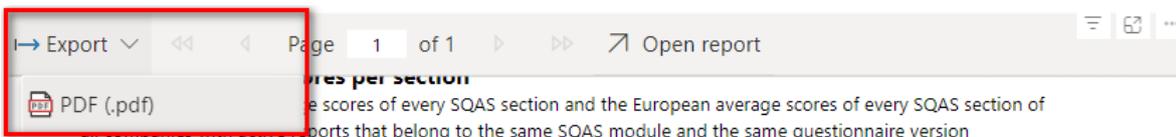
You can export the data to Excel by hovering over the data with your mouse, and click the 3 dots (...) that appear in the top right corner (see 7.3.1.4 Export the report).

7.5 One Page Summary Report

By clicking on “Summary Report” in the Report viewer, members can view and print a summary of the assessment report.



You can also download a PDF of the One Page Summary Report, which can be used to demonstrate that the company has been SQAS assessed:



Use the “Back”-button (⏪) on the left side to return to the Report Viewer.

7.6 Attestation Report

A member can also view and print the Attestation Report, which shows the Distribution chart of overall scores, the Industry Range of scores per section, details of the Improvement Action Program and the System certifications that were added to the report.

Select a report in the SQAS Report Viewer and click “Attestation report”

Request Access Rights	Company	Location	Report	Assessment Date	Expiration Date	Status	Company type	Module
	Transport company 7 (SUB test 2)	Germany, Hamburg	91166	14/06/2023	15/06/2026	Submitted	Subsidiary	Transp
	Transport Company 7 (SUB test 1)	Netherlands, Amsterdam	91165	14/06/2023	15/06/2026	Submitted	Subsidiary	Transp
	Transport Company (HQ test)	Belgium, Brussels	91164	14/06/2023	14/06/2026	Submitted	Stand alone	Transp
	Transport company 7	Belgium, Brussels	91158	11/06/2023	11/06/2026	Active	Stand alone	Transp
	Transport company 7	Belgium, Brussels	91156	12/06/2023	13/06/2026	Submitted	Stand alone	Transp
	Transport company 7	Spain, Brussels	91153	13/06/2023	13/06/2026	Active	Stand alone	Transp
	Transpac Terminal 1	Spain, Brussels	91150	06/06/2023	09/06/2026	Active	Stand alone	Interm

Overall score of the company: 74%

Distribution chart of overall scores

This chart shows

- The overall score of the company
- The European average and distribution graph of the overall scores of all companies with active reports that belong to the same SQAS module and the same questionnaire version.

Overall score	% of population
10%	14%
20%	14%
30%	14%
70%	42%
80%	14%

Industry Range of scores per section

This chart shows

- The average scores of every SQAS section
- The European average scores of every SQAS section of all companies with active reports that belong to the same SQAS module and the same questionnaire version

You can also download a PDF of Attestation Report by simply clicking “Export”

Export (PDF (.pdf))

Full Report: 91158
Companyname: Transport company 7

Module: Transport Service
First assessment: 11/06/2023

Use the “Back”-button (⏪) on the left side to return to the Report Viewer.

7.7 View and download the Full report

To view and download the full report, select a report in the Report Viewer and click “Full Report”.

The screenshot shows the Report Viewer interface. On the left, there are filters for 'Assessed Company, Report Number', 'Report Number', 'Country, Location, Zipcode', and 'Questionnaire Version'. The top navigation bar includes buttons for 'Detailed View', 'Scoring Matrix', 'Summary report', 'Attestation report', and 'Full Report' (highlighted with a red box). Below the navigation bar is a table with columns: Request Access Rights, Company, Location, Report, Assessment Date, Expiration Date, Status, Company Type, and Module. The table lists several reports for 'Transport company 7' from various locations like Hamburg, Amsterdam, and Brussels.

The screenshot shows the full report viewer. At the top, there is a navigation bar with 'Export', 'Page 1 of 20', and 'Open report' buttons. The main content area features the Cefic logo, the title 'Transport company 7 Brussels', and the date 'On 11-06-2023'. Below this, it states 'The assessment covered the "Core" and "Transport Service Specific" elements'.

You can navigate through the Report with the following buttons:

The screenshot shows navigation buttons: a double left arrow, a single left arrow, 'Page 3 of 20', a single right arrow, and a double right arrow.

Download the report in PDF using the “Export”-button.

The screenshot shows the 'Export' button highlighted with a red box. Below it, the report details are displayed: 'Full Report: 91158', 'Companyname: Transport company 7', 'Module: Transport Service', and 'First assessment: 11/06/2023'.

Use the “Back”-button (⏪) on the left side to return to the Report Viewer.

7.8 Comparing reports

Users have the option to compare reports (if the user has access to the reports) of the same type (SQAS module and questionnaire version). The results are presented in a table format and allow to check answers for each question in all reports.

Important note: you can **only compare reports that are the result of applying filters**. It is however **not possible to select multiple reports** in the Report Viewer to compare.

Steps to follow:

- **Apply filters** in the SQAS Report Viewer to search for the reports you want to compare. (see 7.3.1.2 Filter the report)
Tip: if you want to compare 2 or more reports, you can apply a filter based on report numbers only. Alternatively, you can also use the “Text filter” to make a selection.
- After a filter is applied, **the number of Reports** will show you how many reports are selected to compare. Click the **“Compare View”**-button.

The screenshot shows the SQAS Report Viewer interface. On the left, there is a sidebar with various filters: Assessed Company, Report Number, Country, Location, Zipcode, Questionnaire Version, Status, Assessor, Module, and Assessment Date. The 'Number of Reports' is displayed as 4. On the right, there is a table with columns: Request Access Rights, Company, Location, Report, Assessment Date, Expiration Date, Status, Company Type, and Module. The 'Compare View' button is highlighted in red in the top right corner.

The screenshot shows the Comparison View interface. At the top, there are buttons for 'Apply Templates' and 'Show # of Yes, No & N/A Answers'. Below these are statistics: #Companies (2), #Countries (2), #Reports (4), and #Versions (1). The main table shows scores for various chapters across different reports.

Company	Transfer Terminal 1	91150a	91150b	91153	91158
Chapter (EN)	91150a	91150b	91153	91158	
1. Management System and Responsibility	57,14 %	57,14 %	60,00 %	46,67 %	
2. Risk management	57,14 %	57,14 %	47,83 %	53,57 %	
3. Human Resources	55,17 %	55,17 %	56,00 %	86,21 %	
4. On/Off Site Emergency Preparedness and Response	44,44 %	44,44 %	62,50 %	77,78 %	
5. Performance Analysis and Management Review	54,76 %	54,76 %	48,65 %	73,81 %	
6. Management of Subcontractors	55,00 %		40,48 %	75,56 %	
7. Equipment: Specification, Inspection, Maintenance, and Calibration	52,94 %		61,76 %	57,50 %	
8. Behaviour Based Safety (BBS or equivalent programme)	60,00 %		0,00 %	75,00 %	
9. Measurement and Management of transport greenhouse gas (GHG) emissions	77,78 %		35,71 %	53,57 %	
10. Security	66,67 %		50,00 %	78,57 %	
11. Control of operations	60,98 %		44,44 %	83,33 %	
12. Specific types of Transport Services and their activities	58,82 %				
13. Site Inspection and Site operations	65,52 %		38,71 %	75,76 %	
14. Handling practices of Food, Food contact Materials and Feed Products				75,86 %	
Total	59,13 %	54,92 %	46,93 %	71,24 %	

7.8.1 How to use the Comparison View

Toggle between % scored and Yes, No, N/A answers

The “Comparison View” displays by default the % scored for each selected report. By using the button at the top, you can toggle between the percentage scored and the number of Yes, No and N/A answers.

Click the **“Show # of Yes, No & N/A Answers”**-button to display the answer scores. With the answer scores displayed, click the **“Show Score”**-button to display the % scored.

		#Companies	#Countries	#Reports	#Versions
<input type="button" value="Apply Templates"/> <input type="button" value="Show # of Yes, No & N/A Answers"/>		2	2	4	1
Company	<input type="button" value="EN"/> <input type="button" value="DE"/> <input type="button" value="FR"/> <input type="button" value="IT"/> <input type="button" value="ES"/>	Transfer Terminal 1		Transport company 7	
Chapter (EN)		91150a	91150b	91153	91158
1. Management System and Responsibility		57,14 %	57,14 %	60,00 %	46,67 %
2. Risk management		57,14 %	57,14 %	47,83 %	53,57 %
3. Human Resources		55,17 %	55,17 %	56,00 %	86,21 %

		#Companies	#Countries	#Reports	#Versions
<input type="button" value="Apply Templates"/> <input type="button" value="Show Score"/>		2	2	4	1
Company	<input type="button" value="EN"/> <input type="button" value="DE"/> <input type="button" value="FR"/> <input type="button" value="IT"/> <input type="button" value="ES"/>	Transfer Terminal 1		Transport company 7	
Report Number		91150a	91150b	91153	91158
Chapter (EN)		#Yes #No #N/A	#Yes #No #N/A	#Yes #No #N/A	#Yes #No #N/A
1. Management System and Responsibility		8 6 1	8 6 1	6 4	7 8
2. Risk management		16 12	16 12	11 12	15 13
3. Human Resources		16 13	16 13	14 11	25 4

Expand and collapse sections

By clicking the “+” icon (+) before a section or subsection, you can expand the chapter to the question level and see the scores in detail. Click the “-” icon (-) to collapse the section or subsection.

		#Companies	#Countries	#Reports	#Versions
<input type="button" value="Apply Templates"/> <input type="button" value="Show # of Yes, No & N/A Answers"/>		2	2	4	1
Company	<input type="button" value="EN"/> <input type="button" value="DE"/> <input type="button" value="FR"/> <input type="button" value="IT"/> <input type="button" value="ES"/>	Transfer Terminal 1		Transport company 7	
Chapter (EN)		91150a	91150b	91153	91158
1. Management System and Responsibility		57,14 %	57,14 %	60,00 %	46,67 %
1.1. Management Responsibility		57,14 %	57,14 %	60,00 %	46,67 %
1.1.1. Company Policies		50,00 %	50,00 %	75,00 %	57,14 %
1.1.1.1. Does the company have a current written policy reflecting management’s active commitment to: Safety & Health, Environment, Quality/customers’ requirements, Security, Behaviour Based Safety, Prohibition of drugs and Alcohol, Training development, Non-conformance reporting and Corporate Social Responsibility (CSR) requirements?		100,00 %	100,00 %	100,00 %	100,00 %
1.1.1.2a. - Has the senior management signed up to “Operation Clean Sweep” (OCS) programme?		100,00 %	100,00 %		0,00 %
1.1.1.2b. - Has the company asked the applicable subcontractors to sign the OCS programme?		0,00 %	0,00 %		0,00 %
1.1.1.2c. - Does the company inform and promote the OCS programme with its business partners		100,00 %	100,00 %		0,00 %

Filter the questions

A filter can be applied to the Comparison View to only display:

- Yes answers
- No answers
- N/A answers
- Questions with comments

Click the appropriate button to apply the filter and click it again to remove the filter.

Export to Excel

You can export the Comparison View to Excel by hovering over the data with your mouse, and click the 3 dots (**⋮**) that appear in the top right corner (see 7.3.1.4 Export the report).7.3.1.4

7.8.2 Apply a template

After having created company specific templates (see chapter 8), all users within the company will have the option to use these templates when comparing reports.

To apply an existing template:

- Click the **“Apply Templates”** button on top
- **Select the template** you want to apply from the list. The Compare view will refresh immediately and only the questions from the selected template will remain visible.
- You can use the filters as described above and you can export the reports with the template applied to Excel.
- To **select and apply another template**, simply select another one in the list of templates.
- To deactivate a template, unselect it in the list of templates. The view will be restored to normal.

Comparison View		Show Score	Show # of Yes, No & N/A Answers	#Companies	#Countries	#Reports	#Versions																																																												
				2	2	4	1																																																												
Company		Transfer Terminal 1		Transport company 7																																																															
Chapter (EN)		91150a	91150b	91153	91158																																																														
<input type="checkbox"/> Only show Yes answers <input type="checkbox"/> Only show questions with comments <input type="checkbox"/> Only show N/A answers <input type="checkbox"/> Only show No answers		<input checked="" type="checkbox"/> 1. Management System and Responsibility <input type="checkbox"/> 3. Human Resources <input type="checkbox"/> 4. On/Off Site Emergency Preparedness and Response <input type="checkbox"/> 5. Performance Analysis and Management Review <input type="checkbox"/> 6. Management of Subcontractors <input type="checkbox"/> 7. Equipment: Specification, Inspection, Maintenance, and Calibration <input type="checkbox"/> 8. Behaviour Based Safety (BBS or equivalent programme) <input type="checkbox"/> 10. Security <input type="checkbox"/> 11. Control of operations <input type="checkbox"/> 13. Site Inspection and Site operations																																																																	
Template Selector <input checked="" type="checkbox"/> BASF 2022 TS (Safety) <input type="checkbox"/> BASF 2022 TS Sustainability <input type="checkbox"/> BASF 2022 WH (Safety)		<table border="1"> <thead> <tr> <th></th> <th>91150a</th> <th>91150b</th> <th>91153</th> <th>91158</th> </tr> </thead> <tbody> <tr> <td>1. Management System and Responsibility</td> <td>100,00 %</td> <td>100,00 %</td> <td>100,00 %</td> <td>100,00 %</td> </tr> <tr> <td>3. Human Resources</td> <td>100,00 %</td> <td>100,00 %</td> <td>33,33 %</td> <td>66,67 %</td> </tr> <tr> <td>4. On/Off Site Emergency Preparedness and Response</td> <td></td> <td></td> <td>100,00 %</td> <td></td> </tr> <tr> <td>5. Performance Analysis and Management Review</td> <td>100,00 %</td> <td>100,00 %</td> <td>100,00 %</td> <td>100,00 %</td> </tr> <tr> <td>6. Management of Subcontractors</td> <td>58,33 %</td> <td></td> <td>34,62 %</td> <td>78,57 %</td> </tr> <tr> <td>7. Equipment: Specification, Inspection, Maintenance, and Calibration</td> <td>44,44 %</td> <td></td> <td>57,14 %</td> <td>52,00 %</td> </tr> <tr> <td>8. Behaviour Based Safety (BBS or equivalent programme)</td> <td>55,56 %</td> <td></td> <td></td> <td>77,78 %</td> </tr> <tr> <td>10. Security</td> <td>60,00 %</td> <td></td> <td>60,00 %</td> <td>100,00 %</td> </tr> <tr> <td>11. Control of operations</td> <td>78,95 %</td> <td></td> <td>28,57 %</td> <td>84,00 %</td> </tr> <tr> <td>13. Site Inspection and Site operations</td> <td>80,00 %</td> <td></td> <td>25,00 %</td> <td>83,33 %</td> </tr> <tr> <td>Total</td> <td>62,79 %</td> <td>83,33 %</td> <td>44,29 %</td> <td>74,04 %</td> </tr> </tbody> </table>							91150a	91150b	91153	91158	1. Management System and Responsibility	100,00 %	100,00 %	100,00 %	100,00 %	3. Human Resources	100,00 %	100,00 %	33,33 %	66,67 %	4. On/Off Site Emergency Preparedness and Response			100,00 %		5. Performance Analysis and Management Review	100,00 %	100,00 %	100,00 %	100,00 %	6. Management of Subcontractors	58,33 %		34,62 %	78,57 %	7. Equipment: Specification, Inspection, Maintenance, and Calibration	44,44 %		57,14 %	52,00 %	8. Behaviour Based Safety (BBS or equivalent programme)	55,56 %			77,78 %	10. Security	60,00 %		60,00 %	100,00 %	11. Control of operations	78,95 %		28,57 %	84,00 %	13. Site Inspection and Site operations	80,00 %		25,00 %	83,33 %	Total	62,79 %	83,33 %	44,29 %	74,04 %
	91150a	91150b	91153	91158																																																															
1. Management System and Responsibility	100,00 %	100,00 %	100,00 %	100,00 %																																																															
3. Human Resources	100,00 %	100,00 %	33,33 %	66,67 %																																																															
4. On/Off Site Emergency Preparedness and Response			100,00 %																																																																
5. Performance Analysis and Management Review	100,00 %	100,00 %	100,00 %	100,00 %																																																															
6. Management of Subcontractors	58,33 %		34,62 %	78,57 %																																																															
7. Equipment: Specification, Inspection, Maintenance, and Calibration	44,44 %		57,14 %	52,00 %																																																															
8. Behaviour Based Safety (BBS or equivalent programme)	55,56 %			77,78 %																																																															
10. Security	60,00 %		60,00 %	100,00 %																																																															
11. Control of operations	78,95 %		28,57 %	84,00 %																																																															
13. Site Inspection and Site operations	80,00 %		25,00 %	83,33 %																																																															
Total	62,79 %	83,33 %	44,29 %	74,04 %																																																															

8 Create and manage templates

Chemical companies can create and save their own company specific templates and apply these to the assessment reports. They can use these templates for instance to get a report score based on certain questions of the questionnaire which are important to them.

Company specific templates are available to all users within the company. These templates are shared between all users of the company. Under the authority of the chemical company, the Supervisor or 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, then your company has not given you access to this option and you will only have the possibility to apply the company specific templates to your queries. Please contact the Supervisor or SQAS helpdesk for more information.

8.1 Create templates

To create a new template:

- Go to **Planning and report** and select **“Manage templates”**.
- Click the **“Create new template”**-button.
- A pop-up window will appear.
 - **Enter a name** for the new template
 - **Select the module** it is about
 - Based on the selected module, you can **select a standard template** in the **“Template to copy”**-field. By doing this, your new template will be based on the selected template. If you leave this field blank a template will be created from scratch.
 - Click **“Yes”** to create the template



- Next, you'll arrive in the **SQAS Template Editor**

The SQAS Template Editor.

Here users can select the questions which should be included in the template and can assign different weight factors for these questions. This way users can differentiate questions based on how important they are.

For instance, if a member considers a certain subset of questions as very important, another group of questions less important, and wants to ignore the rest of the questionnaire, he can make a template which includes only the questions that matter and assign higher weight factors to the questions which are more important. The weight factor of the questions can be between 1 and 100. If a question is deselected, a weight factor of 0 will be assigned to exclude the question.

Selecting questions can be done as follows:

- First **select a section and subsection** from the list on the left
The questions from this section and subsection are displayed on the right.

- To **add a question to your template**, simply give it a weight (1-100). Only questions that have a weight > 0 will be part of the template. By adding more weight to a question, users can differentiate questions based on how important they are.
- You can **enable or disable all questions in the selected section** by using the buttons next to the section header.



- Use the filter button () to show all questions in the selected section or only the disabled ones.
- Use the arrow buttons ( ) to jump to the previous or next (sub)section.
- Alternatively, you can **enable or disable all questions** of the questionnaire by clicking the buttons at the top of the page. By doing this, all questions will receive a 1 or 0 weight factor.



- After all questions and weighing factors have been selected the template can be saved by clicking the

“Save”-button ()

Click the “Templates”-button () to return to the list of templates.

8.2 Editing, copying, and deleting templates

It is also possible to **update an existing template**. This can be done by clicking the **“Edit”**-button of the selected template in the list.

An existing template can be used as a basis for a new template, click the **“Copy”**-button to copy the selected template.

To delete a template, click the **“Delete”**-button.

8.3 Using templates

After creating/updating company specific templates, all users within the company will have the option to apply these templates when viewing or comparing reports.

Note: It can take up to a few hours before a newly created template or changes to an existing template are available in the SQAS Report Viewer.

To apply a template, click **“Apply template”** in the Detailed or Comparison View of a report.

Select the name of the template you want to apply. Only those questions which have been selected in the chosen template can be viewed and exported.

Once a template is selected, click on "Report View" to access the report details with the selected template applied.

Report View	Report Score	Subcontracted Integral Score
General Comments	74 %	74 %
Improvement Plan Details		

Template Preview

Chapter (EN)	#Questions in Template	Average Weight
1. Management System and Responsibility	1	1,00
3. Human Resources	3	1,00
4. On/Off Site Emergency Preparedness and Response	1	1,00
5. Performance Analysis and Management Review	1	1,00
6. Management of Subcontractors	28	1,00
7. Equipment: Specification, Inspection, Maintenance, and Calibration	25	1,00
8. Behaviour Based Safety (BBS or equivalent programme)	9	1,00
10. Security	5	1,00
11. Control of operations	25	1,00
13. Site Inspection and Site operations	6	1,00
Total	104	1,00

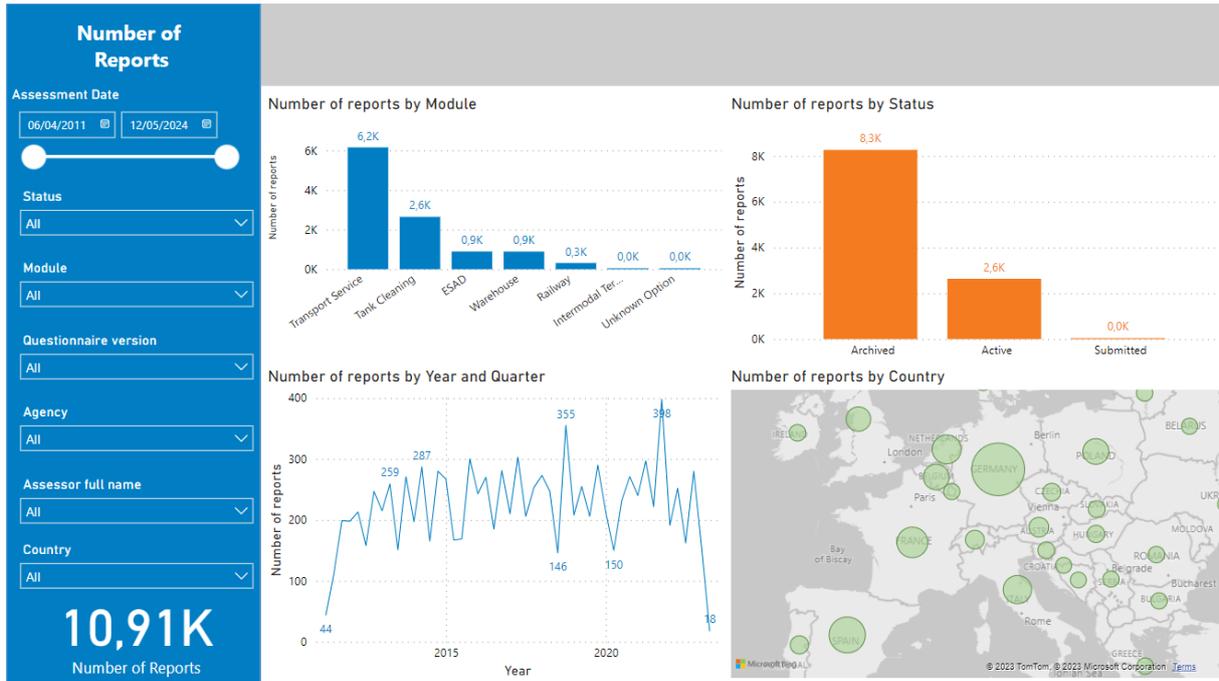
For more information, we refer to chapters 7.3.2 and 7.8.2 of this tutorial.

9 Statistics

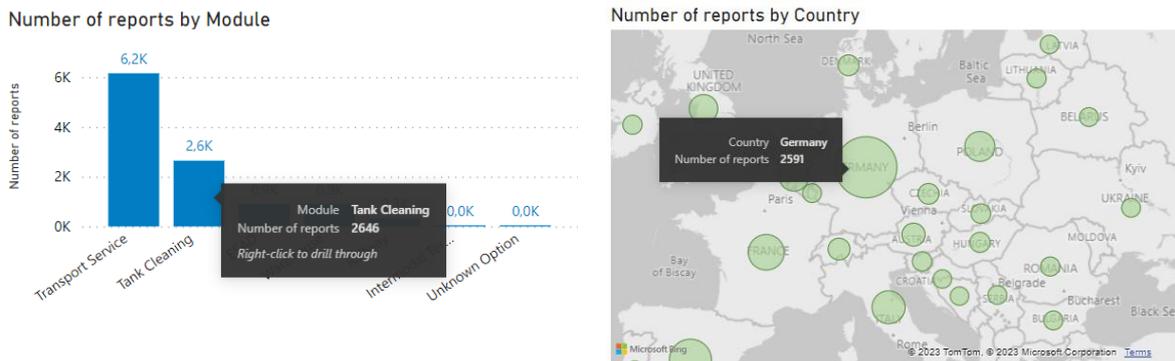
The following options are available in the Statistics section of the SQAS Member portal:

- Number of reports by Module
- Number of reports by Status
- Number of reports by Year and Quarter
- Number of reports by Country

Filters are available on the left to refine the reports in scope.



Hoover with your cursor over a chart bar or bubble to display more info:



Click on a chart bar or bubble to filter the displayed charts based on the item you clicked. E.g.: when you click on the green bubble for Germany on the map, all other charts will display the data specifically for Germany. Click the bubble again to unselect.

10 Further information

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

10.1 For general and functional questions



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10.2 For technical questions

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