SQAS 2.0
User guide for companies
to be assessed

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Table of Contents

1   Introduction

This user guide is primarily intended for the **companies to be SQAS assessed**. The goal is to introduce them to the PAD editor and its functionalities.

The PAD editor is used to enter the Pre-Assessment Document data into SQAS. The completed PAD can be sent to selected SQAS assessors.

Please see the following section for further information about the SQAS PAD.

If you have any questions, issues or if you need assistance after reading this document, do not hesitate to contact the SQAS Helpdesk. See the contact section of this user guide for more information.

1.1   The SQAS Assessment Process
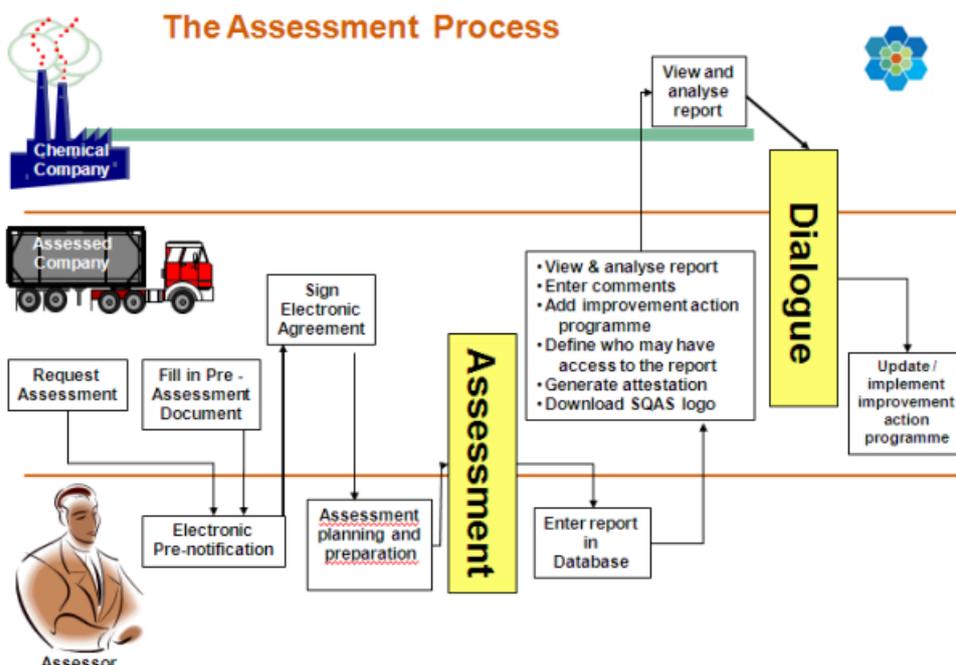
The general working procedure is as follows:

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 and 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 make modify to 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

2   The SQAS Member Portal

On the SQAS Member Portal companies that are planning to be SQAS assessed have access to:

- Create online Pre-Assessment Documents
- Sign and view electronic agreement between Cefic and the company to be assessed.
- View and manage reports of assessments that have been carried out.

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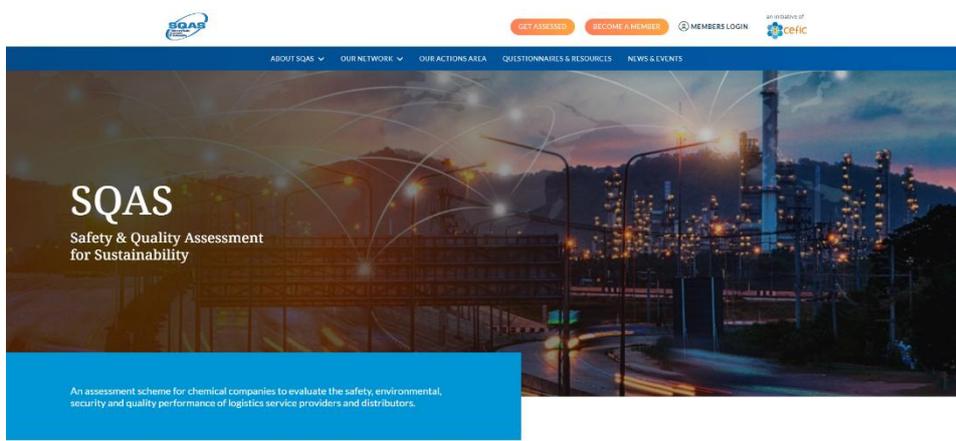
Homepage of the SQAS Member Portal:
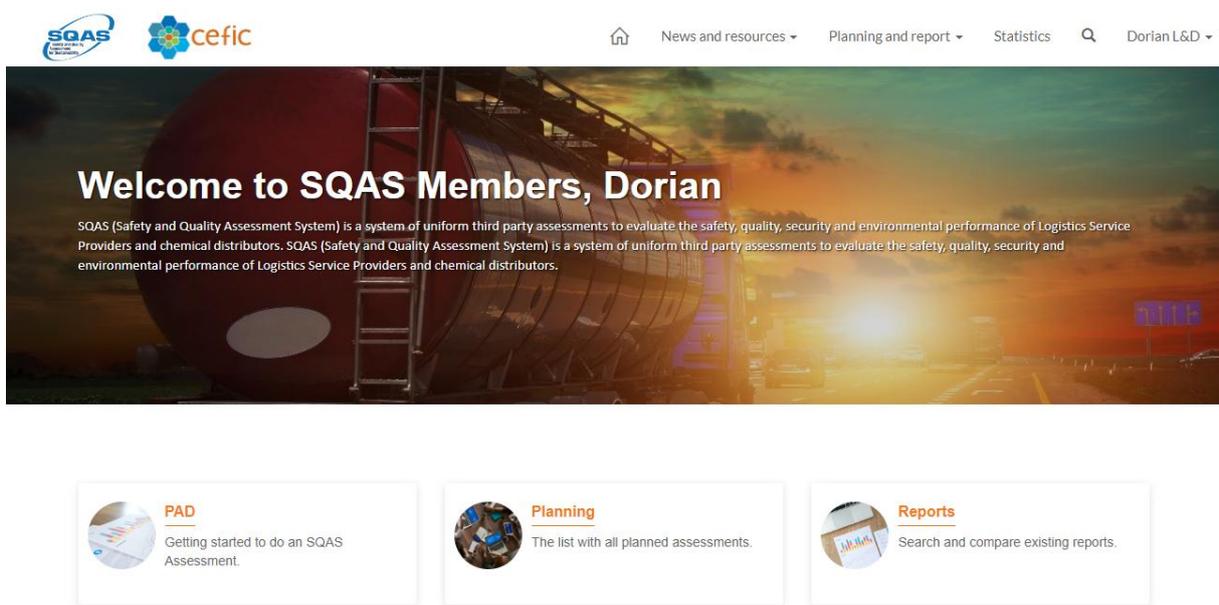
When logged in, the following quick links are available on the SQAS Member Portal Homepage:

- Create a **PAD**
- Go to the list of all **planned assessments**

- Search and compare existing reports

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).
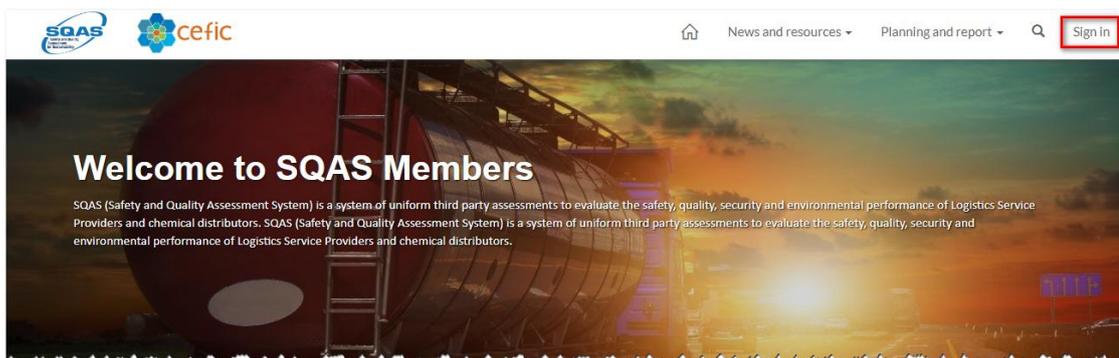
2.   On the Sign in page, **click the "No account? Create one"-link** under the Sign in button.

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
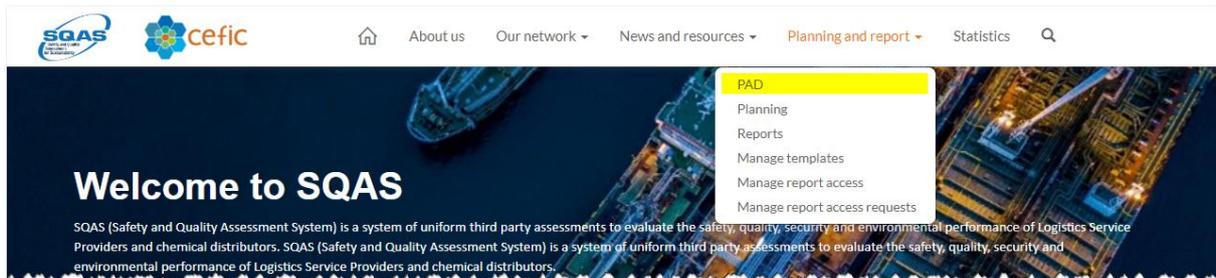to sign in.

Enter code

Cancel   Verify

5. Afterwards you are redirected to the homepage of the SQAS Member Portal.
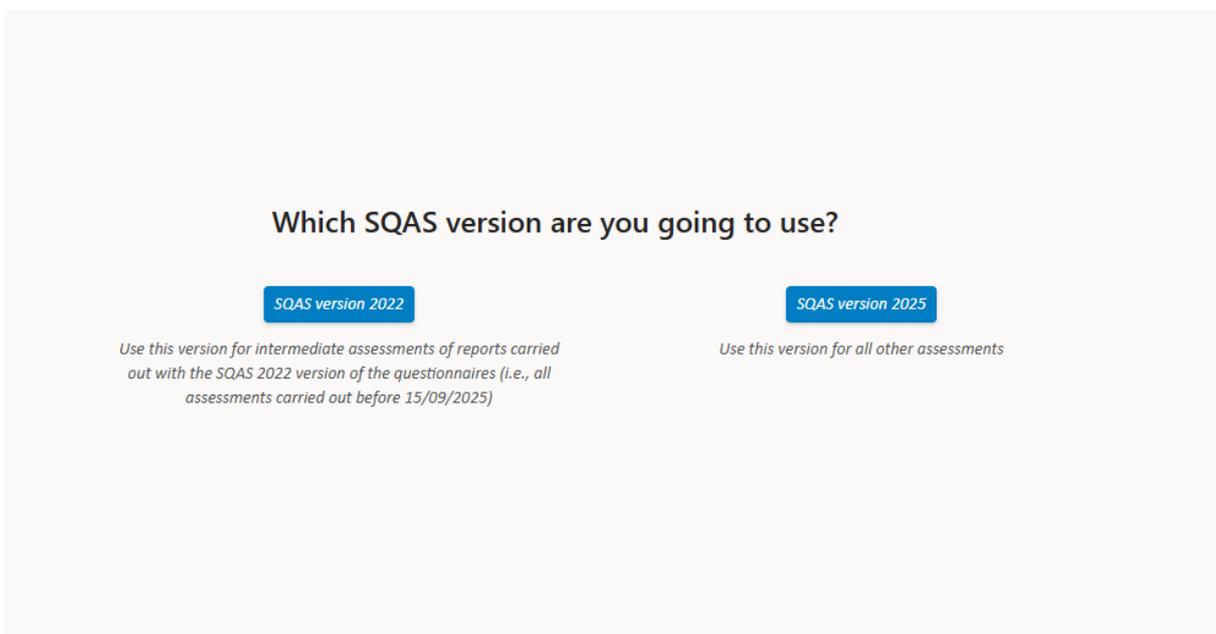
6 The Online SQAS PAD Editor

6.1 Opening the Online SQAS PAD Editor

Please navigate to https://members.sqas.org and log in.
In the top menu, select "**Planning and report**" and click "**PAD**" in the submenu.

Scroll down to the "**PAD editor software**" section and click the "**Pad editor**"-button

Once opened the PAD editor, you will be asked to choose between the SQAS version 2022 and SQAS version 2025. *Please mind that unless it is an intermediate assessment (which was carried out in the 2022 version), you must always select the SQAS 2025 version.*

Once chosen the SQAS version, the PAD Editor software will show all active and archived pre-notification documents linked to your user/company.

Note that you also can navigate directly to https://members.sqas.org/pad-software/ to open the Online PAD Editor.

6.1.1 Menu options and functions

The menu bar of the PAD-list screen has the following options:

	Click the "Refresh"-button to refresh the list of PAD's
Active internet connection No internet connection	This icon indicates that you have an active internet connection and that your data will be automatically saved in to the SQAS database. In case there is not active internet connection, the icon will be grayed out.

Other options on the PAD-list screen:

	Click the "+ Create new PAD"-button to start a new PAD.
	Use the Search-field to quickly find specific PADs in your list. Simply enter your search term and hit "Enter" or click the Search icon. Please note that you can clear the search results by emptying the search field and click the Search icon.
	Press this button to edit the selected PAD
	Click this button to archive the selected PAD.

|	
	After pressing "Archive", a pop-up message will ask for your confirmation
View	For Archived PAD's, click this button to show the content of the PAD. Please note that once archived, a PAD is no longer editable.
Restore	For Archived PAD's, press the Restore-button to reactivate the PAD. A pop-up message will ask for your confirmation.
Delete	For Archived PAD's, press the Delete-button to remove the PAD from your list. A pop-up message will ask for your confirmation.
« ‹ 1 › »	The list of PAD's is paginated. When applicable, use the arrows or page indicator to show more PAD's.

6.2 Create an Online SQAS PAD

After logging on to the Online SQAS PAD editor, a list of all active and archived Pre-Assessment Documents (PAD's) will appear.

You can create a new PAD by clicking on the "**Create new PAD**"-button.
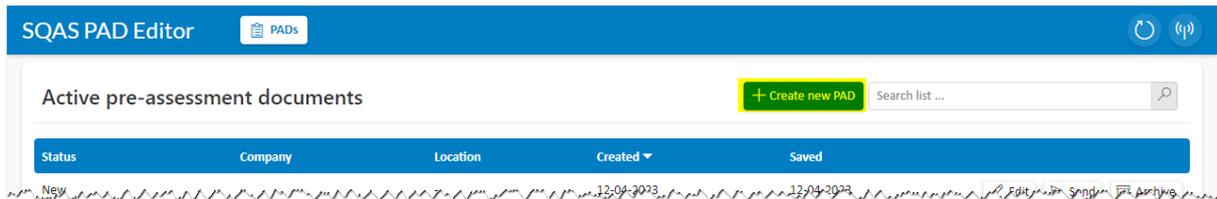
After creating your new PAD, the online SQAS PAD editor will continue with the following screen:
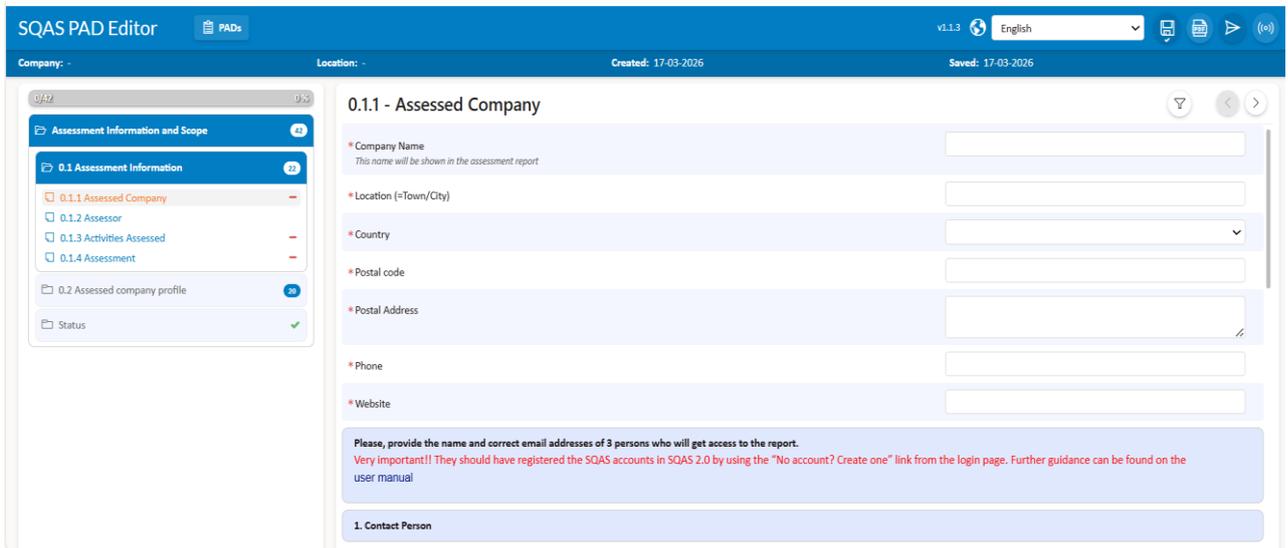
On the left side the table of contents of the PAD is shown. You can select the different sections in "Assessment information", "Assessment company profile", … by clicking the appropriate menu option.

On the right side the questions of the selected section are shown. A red asterisk indicates when a question is mandatory.

Please pay attention on the warning under the instruction for providing the name and correct email address of 3 person who will get access to the report: "Very important!! They should have registered the SQAS accounts in SQAS 2.0 by using the "No account? Create one"-link from the login page. Further guidance can be found on the user manual"

The PAD editor shows a progress bar (upper left corner), which indicates the percentage of the questions the user has completed. The section list on the left shows a green check mark when all questions in the section have been completed.

Your answers are automatically saved. If you wish to save manually, you can click the "**Save**"-button (   ).

6.2.1 Menu options

The **menu bar of the SQAS PAD Editor** has the following options:

SQAS PAD Editor 📋 PADs	🌐 English ▾ 🖫 ▷ ((꜀))

📋 **PADs**	By clicking this button, you will return to the list of PAD's
🌐 English ▾	The dropdown menu can be used to switch between the available languages. By clicking on the "globe"-icon, the dropdown menu also unfolds.
🖫	You can quickly save your input by pressing the Save button. Note that the PAD info will also be saved automatically.
▷	After pressing the Send button, you can select the SQAS assessor(s) to send the PAD to. This is only available once you have filled in all the questions of the PAD.
((꜀)) Active internet connection ((꜀)) No internet connection	This icon indicates that you have an active internet connection and that your data will be automatically saved in to the SQAS database. In case there is not active internet connection, the icon will be grayed out.

6.2.2 Spell checker

The Online SQAS PAD Editor relies on the built-in spell check of your browser.
General note: By default, all spell checkers will always ignore words typed in capital letters.
For the most popular browsers, you can activate the spell check as follows:

Google Chrome

- Click the Settings and more (three-dotted) button in the upper right corner and select **Settings**. In the settings menu, select **Languages**.
  Alternatively, open a new tab and go to chrome://settings/languages
- Next to "Check for spelling errors, enable the toggle.
- Now spell check is enabled, or if it was already enabled, Chrome displays additional options for this feature.
- You can choose between "Basic" and "Enhanced" spell check.
  - **Basic spell check**: Chrome or your operating system provides the spell check.
    It doesn't send the text you enter in your browser to Google
  - **Enhanced spell check**: this spell check is used in Google Search. It sends the text you enter in your browser to Google for improved spelling suggestions.
    We do not encourage to use this option.
- You can select the languages you want Chrome to check the spelling
- Click **Customize spell check** to add or remove words to your personal dictionary.

Microsoft Edge

- Click the Settings and more (three-dotted) button from the top-right corner.
- Click the Settings option and click on Languages.
  Alternatively: open a new tab and go to edge://settings/languages
- Under the "Use writing assistance" section, choose between "Microsoft Editor" and "Basic" spell check
  - Microsoft Editor provides enhanced grammar, spelling and style suggestions. Data is sent to Microsoft for processing.
  - With Basic spell check, data is processed locally and is not sent over the internet.
- Under the "Use writing assistance" section, turn on the toggle switch for the languages you want Microsoft Edge to check spelling. If the language of your choice is not available, you will need to add it first using the "Add languages"-button.
- Under the "Customize dictionary" section, you can add or remove words to your personal directory.

Other browsers

- Check the settings / languages section on the browser of your choice to enable or disable spell checking.

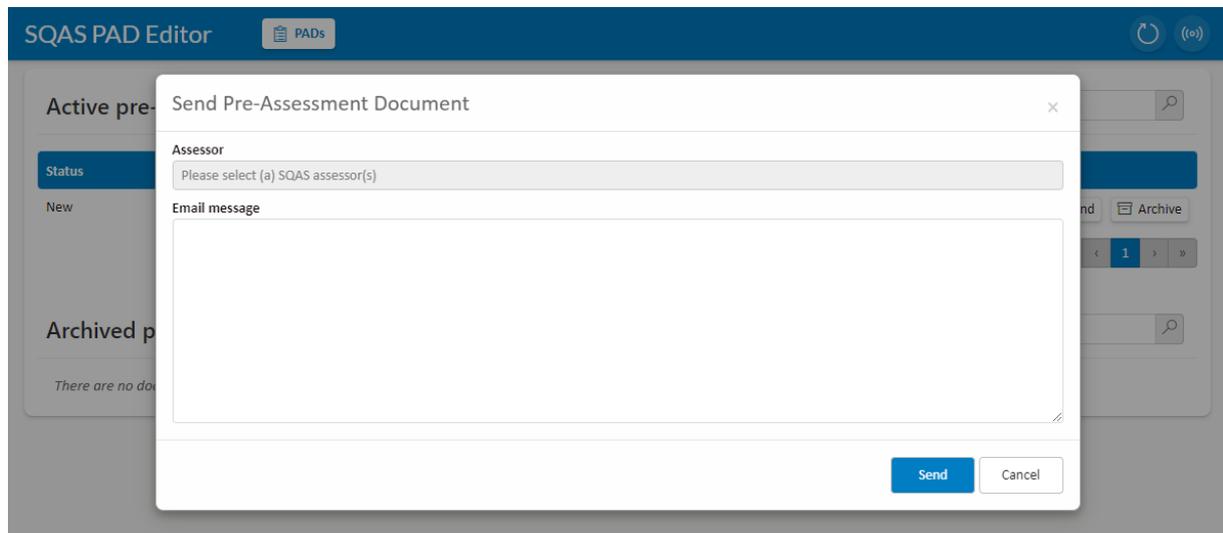## 6.3   Sending an Online SQAS PAD to assessor(s)

After completing the PAD, you can send the PAD to one or more assessor(s).

This can be done by:

- Selecting the "send" button in the menu, when having the PAD opened in the editor


When pressing the "send" button, the following screen appears:

When clicking on "Please select (a) SQAS assessor(s)", you can scroll through the list of assessors and select the one(s) you want to send the PAD to by clicking the check box before the name of the assessor.

You can also enter (a part of) the assessor's name in the filter field. Remove the contents of the filter field to display the list again.
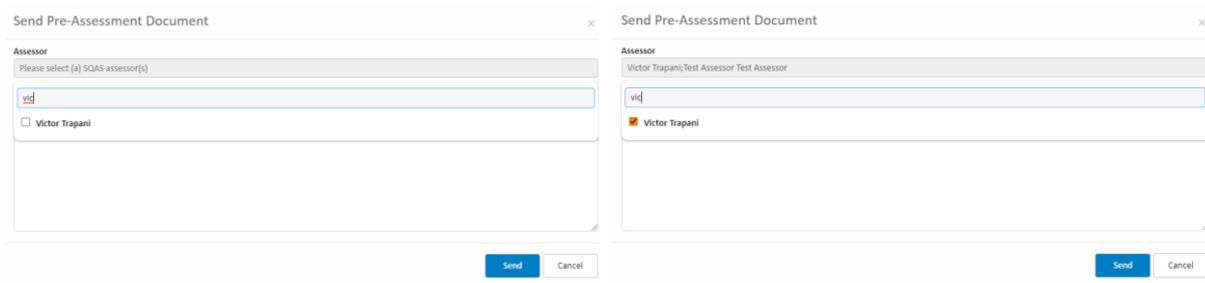
Once you have selected the desired assessor(s), you can add an email message. Hit the "Send" button to send an automated email notification.

The SQAS assessor will open and evaluate the PAD. If needed, the assessor can modify the PAD.

7 Electronically sign a Pre-Notification Document

Before the actual SQAS assessment takes place, the company to be assessed should electronically sign the Pre-Notification Document that was created by the chosen assessor.

The company to be assessed will receive an email notification from the SQAS system containing a link which can be used to electronically authorize the agreement.

Dear (to be) assessed company,

We have received a SQAS pre-notification:

Company:	Easi
Location:	Leuven
Country:	BE - Belgium
Assessor:	Esteban Assessor
Scope:	☑ Road Transport ☑ (+Food) │ ☐ Intermodal Terminal │ ☐ Tank Cleaning │ ☐ Warehouse ☐ (+Food) │ ☐ Rail Transport │ ☐ Chemical companies ☐ Core/Di ☐ S ☐ Cs ☐ F ☐ G
Planned period:	14/06/2023 - 29/06/2023

You are requested to authorize the electronic agreement.
Please click on the following hyperlink to authorize the assessment:https://members.sqas.org/sign-agreement?id=eae6d5b4-880b-ee11-a81c-6045bd957b41

In case the hyperlink doesn't work please contact SQAS support.

Please be aware that the assessment cannot take place without your authorization.

The link will redirect you to the agreement on the SQAS Members Portal. Simply review the agreement, **fill in the form** and click **submit** to approve the assessment.

8   Planned assessments

As an assessed 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

Apply

Planned assessments ▾   Search 🔍

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	❶	☑
Transport Company	Belgium	Nivelles	Pre-notified	02/06/2023	02/06/2023	Dorian Assessor	No	No	No	❶	☑
Transport Company	Belgium	Leuven	Pre-notified	01/05/2023	01/05/2023	Dorian Assessor	No	No	No	❶	☑
Transport Company	Belgium	Leuven	Pre-notified	21/04/2023	21/04/2023	Dorian Assessor	No	No	No	❶	☑
Transport Company (Draft)	Belgium	Leuven	Pre-notified	20/04/2023	20/04/2023	Dorian Assessor	No	No	No	❶	☑
Transport Company	Belgium	Leuven	Pre-notified	14/02/2023	14/02/2023	Dorian Assessor	No	No	No	❶	☑
Transport Company	Croatia	test	Pre-notified	01/01/2023	01/01/2023	Dorian Assessor	No	No	No	❶	☑

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

8.1   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.

8.2   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.

8.3 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 (☰).

Company Name	Company Country	Company Location	Status	Start Time ↓	End Time	Assessor	Is Remote Assessment	Intermediate Assessment	Out Of Territory Assessment

Planned assessments
All assessments

9   Manage the SQAS Report

The Manage Report section of a SQAS report allows you to:

- Activate the report
- View and edit general company information
- View and create system certifications
- Add an improvement program
- Add question comments to the report
- Download the SQAS Logo
- View the agreement with Cefic

You can open the Manage "Report" section as follows:

- Select your report in the Reports viewer.
- Click the "**Detailed View**"-button
- Once opened, click the "**Manage report**"-button

- A new tab will open in your browser.
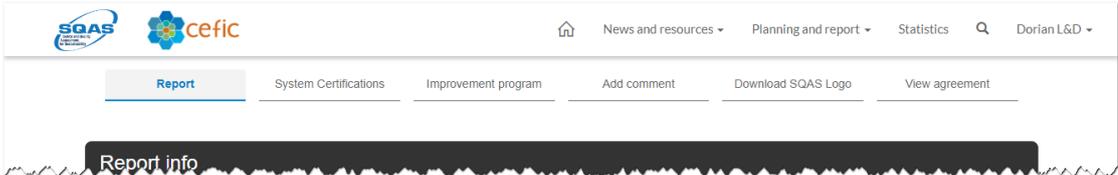
9.1   Activating a SQAS Report

By default, the system automatically activates the report 1 month after it has been submitted. The assessed company, however, could activate the report before it is automatically activated. This can be done as follows:

- Open the "**Manage Report**"-section of your report
- Click "**Activate report**" under the "Report"-section.
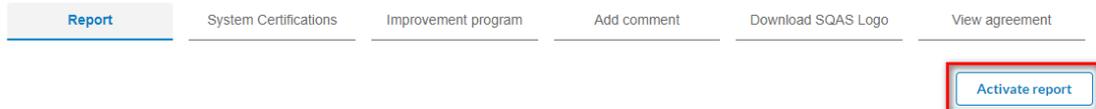
- The report will be activated, without a confirmation screen.

If the assessed company does not make use of this option, the report will have the Submitted status during the first month after which the report has been submitted to the SQAS Database. During this month the report will only be accessible to the assessed company and the SQAS supervisor.

After one month the report will automatically be activated. From that moment onwards all users will have access to the report (unless access has been denied)

9.2 Updating general company information

The "**Report**"-tab of the Manage report section allows the assessed company to update certain elements of the company information (such as the postal address, phone, website, contact persons). This can be updated anytime during the 3 years in which the report is valid.

9.3 View and create system certifications

The SQAS system allows you to add system certifications such as: Quality, environment, health & safety, … These certifications will appear on the "Attestation report" which is available to generate.

Go to the "System Certifications"-tab of the Manage Report section to consult, delete or create new certifications.

To **open** or download a certificate that was already added, click on the filename of the certificate. You can **edit** or **delete** the certificate using the appropriate buttons.

Create a system certification

You can add system certifications as follows:

- Click on the "**Create system certifications**"-button. A new browser tab will open.
- **Select a report** by clicking the magnifier icon ($\mathcal{Q}$)
- **Add a name** for the certification
- **Select the certificate type** and click "**Next**".

Create System Certification	Add attachment

Report *

| 91158 | ✕ | 🔍 |

Name *

| Quality certification |

Type *

| Certificate Quality | ⌄ |

File

This record hasn't been created yet. To enable file upload, create this record.

[Next]

- Click "**Choose file**" to add the certification as an **attachment**
- Click "**Submit**"

When the certification was successfully added, the message "Submission completed successfully" will appear. The current tab can now be closed and the list of certificates can be refreshed.

9.4 Add an improvement plan

The assessed company can decide to upload an improvement plan, which is a list of actions, responsible people, and dates to show the improvement of certain areas. The actions of this plan can be updated at any time during the validity period of the report and can be viewed by all users who have access to the report.

| SQAS | cefic | 🏠 | News and resources ▾ | Planning and report ▾ | Statistics | 🔍 | Dorian L&D ▾ |

| Report | System Certifications | **Improvement program** | Add comment | Download SQAS Logo | View agreement |

SQAS Improvement Program Editor   🌐 | English ⌄ | 💾

| Company: Transport company 7 | Location: Brussels | Report number: 91158 | Created: | Saved: |

To add an action to the improvement program, click on the question's "Action" button.   ✕

| 📁 Core Questionnaire |

| 📂 **Transport Services** |

| 📂 **6. Management of Subcontractors** |

6.1. Subcontracting services
6.2. Performance monitoring of subcontractors

7. Equipment: Specification, Inspection, Maintenance, and Calibration

8. Behaviour Based Safety (BBS or equivalent)

6.1. - Subcontracting services   ▽ ‹ ›

6.1.1.2. Are the requirements and restrictions of the customer chemical companies (including spot subcontracting) reflected in the subcontracting written process?   ○ Yes ● No ○ N/A

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?   ○ Yes ● No ○ N/A

6.1.2.2. Are written procedures in place to ensure that fully integrated subcontractors/drivers are covered in each part of the company's management system?   ○ Yes ● No ○ N/A

Add or update improvement actions

- **Select a section and question** on the left side of SQAS Improvement Program Editor.

- Use the filter icon ( ) to toggle between showing all questions or only the questions without actions. Use the arrows (< >) to switch to the previous or next section.

- To add or update an action, click on the question's "**Action**"-button ( ).

- The question will expand, and the action pane will become visible
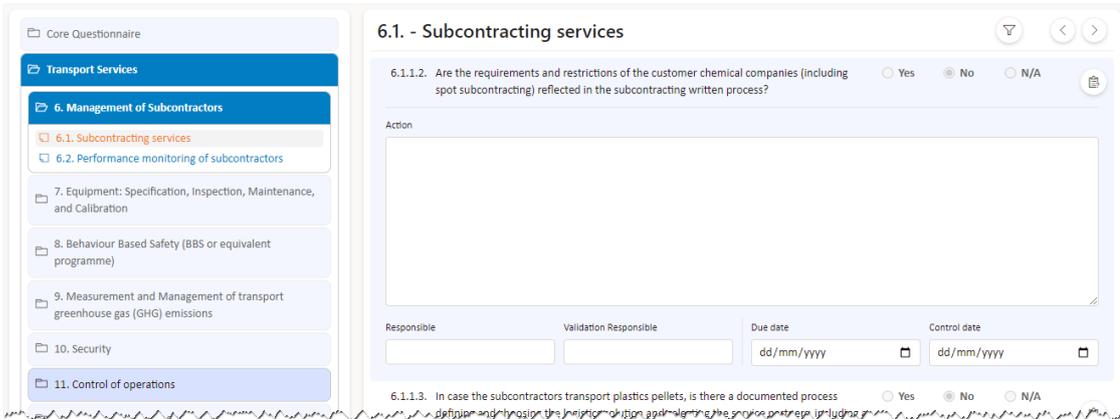
- You can now add or edit an action, the responsible and validation responsible, the due date and validation due date.
- Repeat this for the questions you want to add an action to.
- **Click "Save"** on top of the page to add your changes to the SQAS database.

Note: the "Action"-button will be marked blue ( ) for all questions with an action.

9.5 Add question comments to the report

After the report has been submitted by the assessor, the assessed company can add question comments to each question of the report. The question comments can be updated at any time during the validity period of the report and can be viewed by all users who have access to the report. For example, the assessed company may want to add a comment each time they have implemented certain elements of their improvement plan.
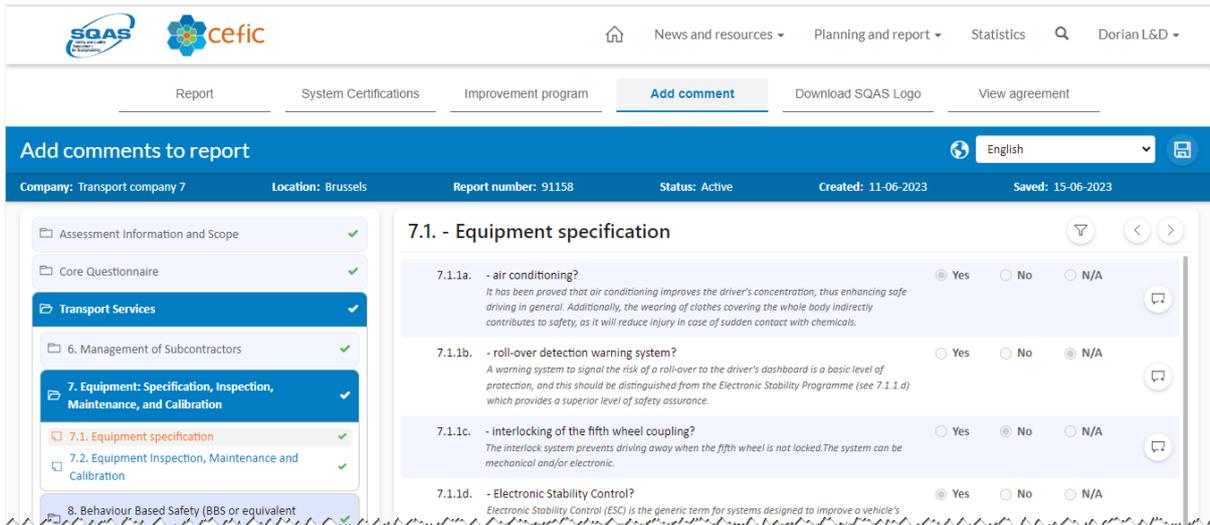
Add or update question comments

- **Select a section and question** on the left side of SQAS Improvement Program Editor.

- To add or update a comment, click on the question's "**Comment**"-button (⬚).
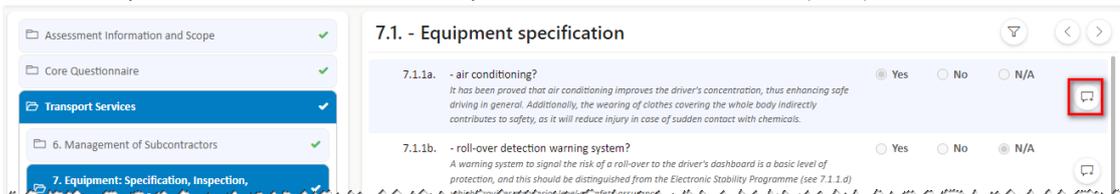
- The question will expand, and the comment field will become visible. You can now add or edit a comment.
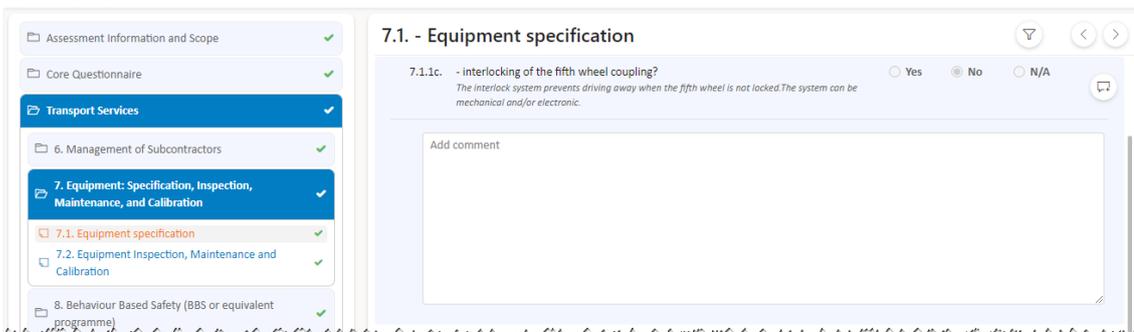
- Repeat this for the questions you want to add an action to.
- **Click "Save"** on top of the page to add your changes to the SQAS database.

9.6   Download SQAS-logo

After confirming the agreement on the "Conditions for use of the SQAS logo", the assessed company can download the SQAS logo and use it in your company's letterheads, brochures, website and more.

- Open the "**Manage Report**"-section of your report
- Click the "**Download SQAS Logo**"-tab
- Confirm the agreement, complete the "Job title"-field and click "**Submit**"
- Refresh the page by pressing the F5-button

- Click "**Download logo**". The logo will be downloaded on your computer

9.7   View electronic agreement

Before the actual SQAS assessment takes place, the company to be assessed should electronically authorize the agreement between Cefic and the company to be assessed.

The company to be assessed will receive an automated e-mail from the SQAS system containing a link which can be used to electronically authorize the agreement (see chapter 7 Electronically sign a Pre-Notification Document)

Once the report is submitted by the assessor, the company to be assessed can review the agreement via the "View agreement" page of the Manage Report section.

10   Viewing report options

10.1 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).

As an assessed company you only have access to your own reports and the reports where access was explicitly granted. 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.

10.2 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.
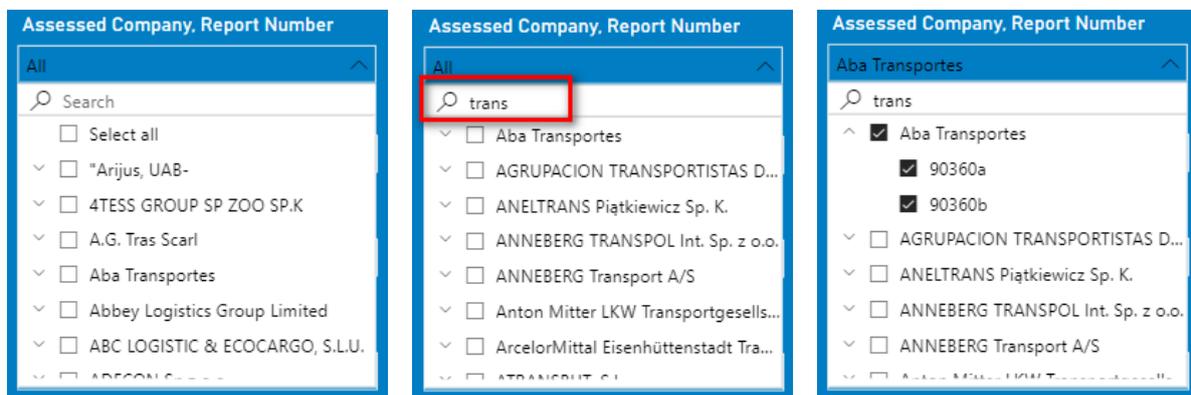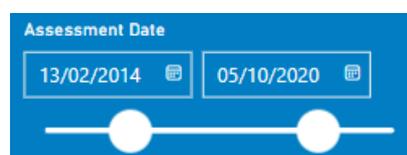

Clear a filter selection

When hoovering 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 (✐)

Request Access Rights	Company	Location	Report	Assessment Date	Expiration Date	Status	Company Type	Modul
🔗	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.

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.

10.3 SQAS Report details

Once the report has been submitted to the SQAS database by the Assessor, both the assessed company and the SQAS supervisor 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**"
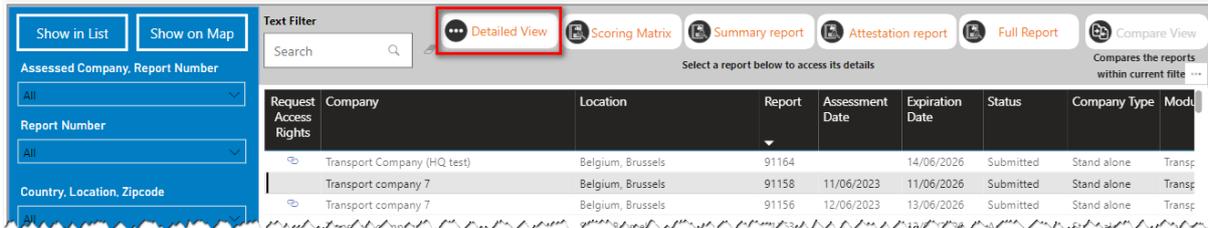
10.3.1 View the Report details

When opening the "Detailed view" of a report, the "**Report View**" is opened by default.
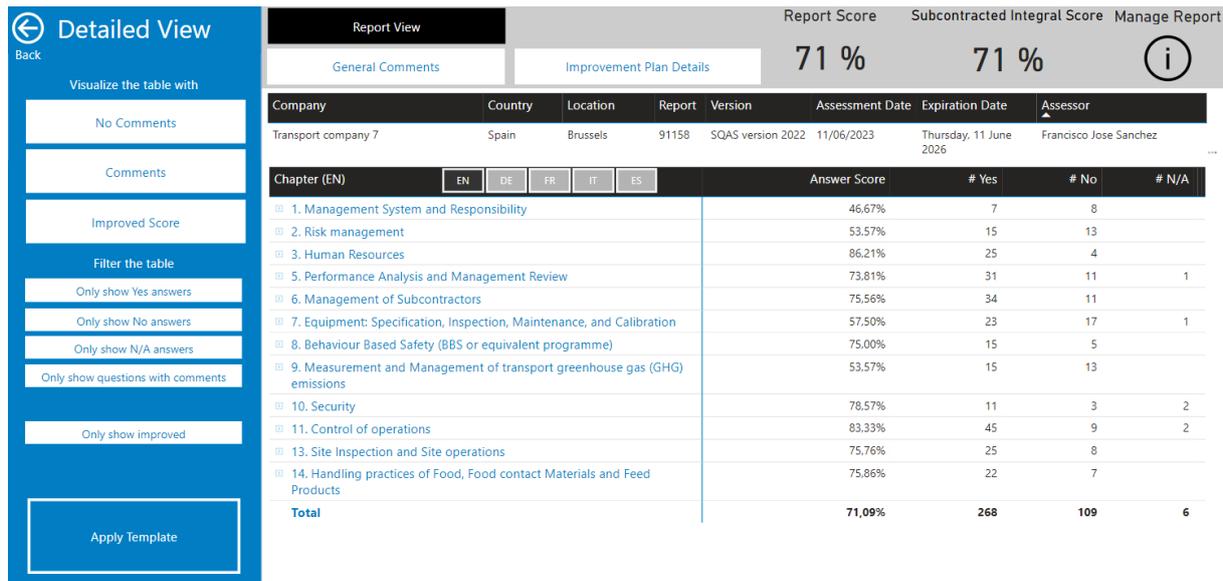
The "Report View" displays the Answer Score, number of "Yes" answers, number of "No" answers and the number of "N/A" answers per chapter. By clicking the "+" icon (⊞) you can expand the chapter to the question level and see the scores in detail.

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**.
>
>

10.3.1.1 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 hoover 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**"

10.3.1.2 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.

10.3.1.3 Overall and subcontracted integral scoring

The overall score (the percentage of "Yes" answers) is displayed and in case of a SQAS Transport Service report, the subcontracted integral score is also included.
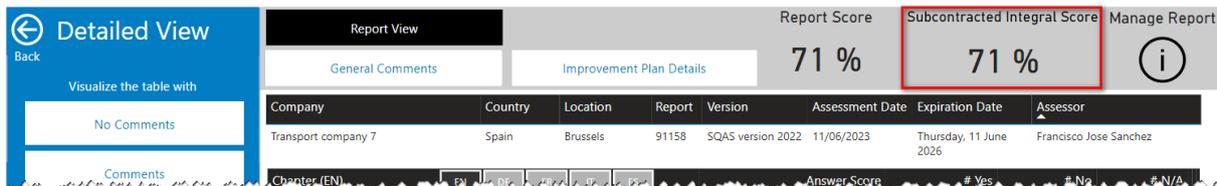
The subcontracted integral score takes into account the **% of subcontracted payload (A)**, the **score of the subcontracting section (section 6) (B)** and the **Overall Score (C).**

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 a range between the score of the subcontracting section and the Overall Score.

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

Formula = (A/100)xB+((100-A)/100xC)
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 %

10.3.1.4 Export the report

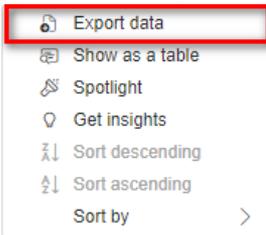You can export the details of the report to Excel as follows:

- 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

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	

- Click the 3 dots (More Options) and select "**Export data**"

  - Export data
  - Show as a table
  - Spotlight
  - Get insights
  - Sort descending
  - Sort ascending
  - Sort by >

- 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:

.xlsx (Excel 150,000-row max) ⌄

[Export] [Cancel]

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

10.3.2 Apply a template

After having created company specific templates (see chapter 11), 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.

10.3.3 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.

10.3.4 View Improvement Plan Details

When improvement plan actions have been added to a report, the button "**Improvement Plan Details**" will be visible.
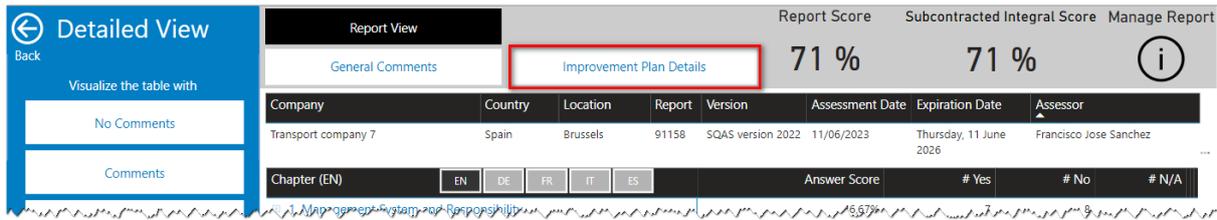
Click the button to display the improvement plan actions, their due date, expiration date, Control Date, Status and Validation Responsible.

| Report View					Report Score	Subcontracted Integral Score	Manage Report
General Comments		Improvement Plan Details			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

10.3.5 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.
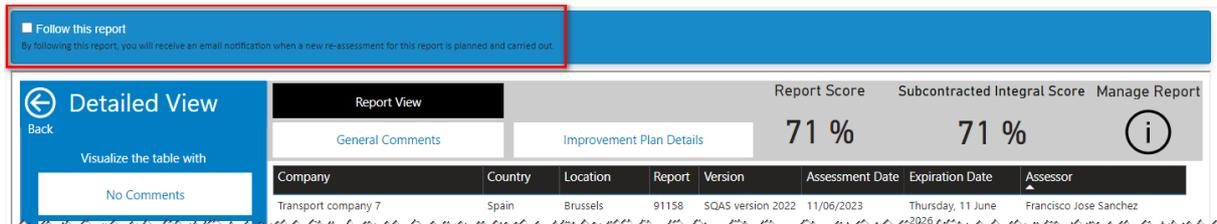
10.4 Scoring Matrix per country

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.

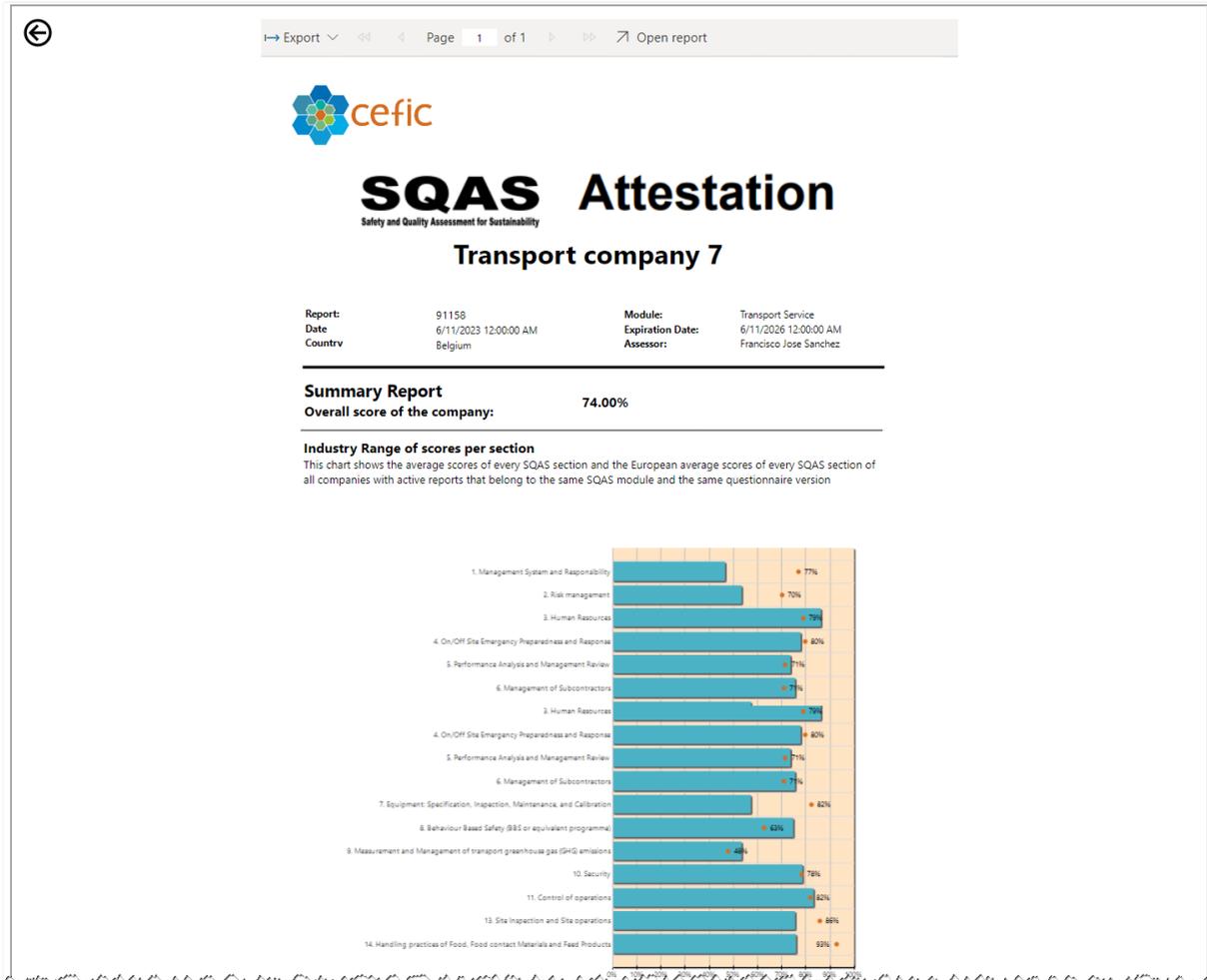Use the "**back button**" (⬅) on the report to go back to the Report Viewer.

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 hoovering over the data with your mouse, and click the 3 dots (⋯) that appear in the top right corner (see 10.3.1.4 Export the report).10.3.1.4

10.5 One Page Summary Report

By clicking on "**Summary Report**" in the Report viewer, users can view and print a summary of the assessment report.

The assessed company can also download a PDF of the One Page Summary Report, which can be used to demonstrate that the company has been SQAS assessed:
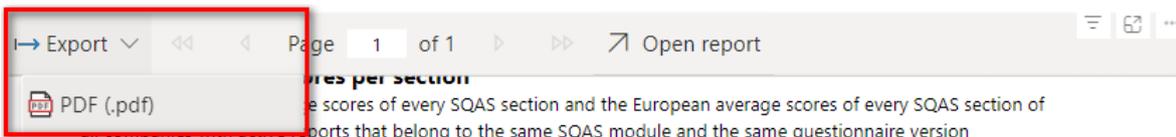
Use the "Back"-button (⬅) on the left side to return to the Report Viewer.

10.6 Attestation Report

The company to be assessed 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.
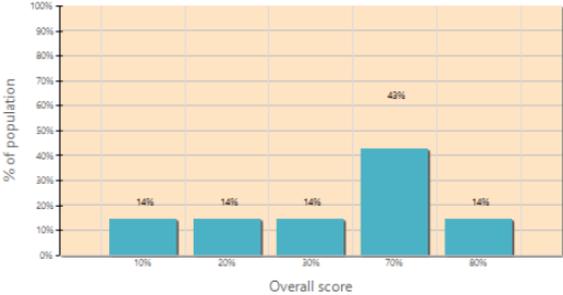
Select your report in the SQAS Report Viewer and click "**Attestation report**"

The assessed company can also download a PDF of Attestation Report by simply clicking "**Export**"

Use the "Back"-button (⊖) on the left side to return to the Report Viewer.

10.7 View and download the Full report

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

You can navigate through the Report with the following buttons:
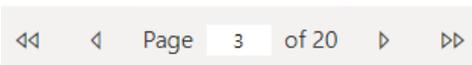
Download the report in PDF using the "Export"-button.
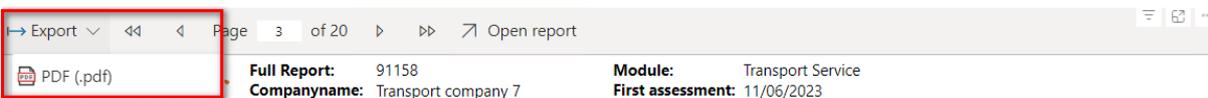
Use the "Back"-button (⊖) on the left side to return to the Report Viewer.

10.8 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 10.3.1.2 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.

10.8.1 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 2	#Countries 2	#Reports 4	#Versions 1
Apply Templates Show # of Yes, No & N/A Answers				

Company Chapter (EN) EN DE FR IT ES	Transfer Terminal 1		Transport company 7	
	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 Programming and Response	44,44%	44,44%	75,00 %	77,78 %

	#Companies 2	#Countries 2	#Reports 4	#Versions 1
Apply Templates Show Score				

Company Report Number Chapter (EN) EN DE FR IT ES	Transfer Terminal 1						Transport company 7					
	91150a			91150b			91153			91158		
	#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	
⊞ 4. On/Off-site Emergency Programming and Response												

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 2	#Countries 2	#Reports 4	#Versions 1
Apply Templates Show # of Yes, No & N/A Answers				

Company Chapter (EN) EN DE FR IT ES	Transfer Terminal 1		Transport company 7	
	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 hoovering over the data with your mouse, and click the 3 dots (•••) that appear in the top right corner (see 10.3.1.4 Export the report).10.3.1.4

10.8.2 Apply a template

After having created company specific templates (see chapter 11), 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			#Companies 2	#Countries 2	#Reports 4	#Versions 1
Show Score	Show # of Yes, No & N/A Answers					
Company			Transfer Terminal 1		Transport company 7	
Chapter (EN)	EN DE FR IT ES		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 %**

Filters (left panel):
- Only show Yes answers
- Only show questions with comments
- Only show N/A answers
- Only show No answers

Template Selector
- ■ BASF 2022 TS (Safety)
- ☐ BASF 2022 TS Sustainability
- ☐ BASF 2022 WH (Safety)

11 Create and manage templates

Companies to be assessed 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 assessed 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 on your queries. Please contact the Supervisor or SQAS helpdesk for more information.

11.1 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.

11.2 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.

11.3 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.

Detailed View

Back

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	Improvement Plan Details	74 %	74 %

Template Preview

Template Selector

- ☑ BASF 2022 TS (Safety)
- ☐ BASF 2022 TS Sustainability
- ☐ BASF 2022 WH (Safety)

Chapter (EN)	EN	DE	FR	IT	ES	#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 10.3.2 and 10.8.2 of this tutorial.

12 Manage access to an SQAS Report

To manage the access to an SQAS Report, **go to "Planning and report" and open "Manage report access"**
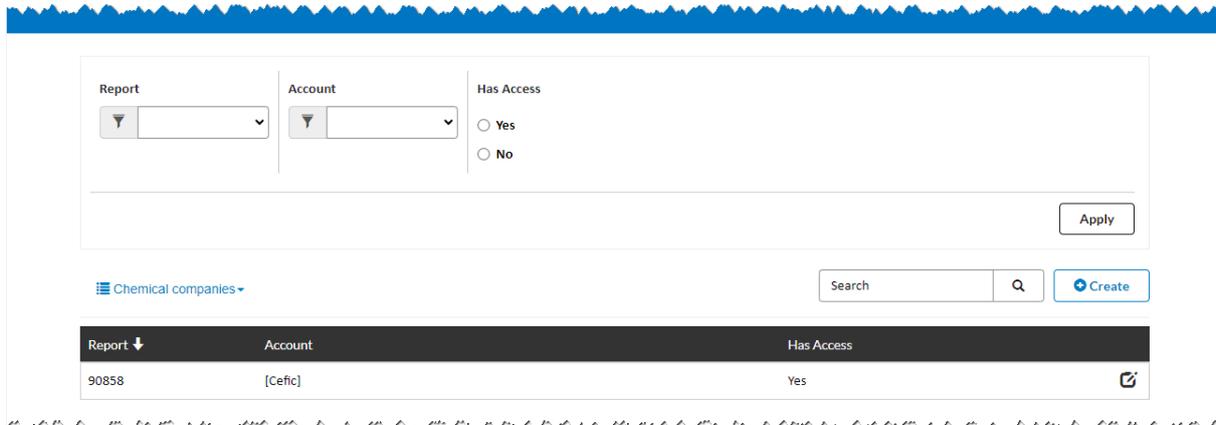
By default, all members of the SQAS Service Group will gain access to the report after it has been activated. If for any reason the assessed company chooses to deny access to some members, this can be done using this option. This option should be used only in exceptional cases.
Please be aware that all users will always be able to view the full list of assessed companies.

Members of the Logistics & Distributors (L&D) User Group by default do not have access to the report. Using the corresponding option, you can allow access to certain (or all) members of L&D User group.

The list in the screenshot above will display all exceptions to these standard rules.

12.1 Filter the exception list

Filters are available to refine the exception list.

- **Report**: the dropdown displays all your report numbers. Select a report to use it as a filter.
- **Account**: the dropdown displays all active accounts (companies). Select an account to use it as a filter.
- **Has Access**: filter the list of exceptions based on report access.

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

12.2 Toggle between Chemical companies and Logistics & distributors

When opening the Manage report access section, the list only shows exceptions for Chemical companies. You can toggle between Chemical companies and Logistics & distributors by clicking the list icon ( ).

Logistics & distributors ▾   Search 🔍   ⊕ Create
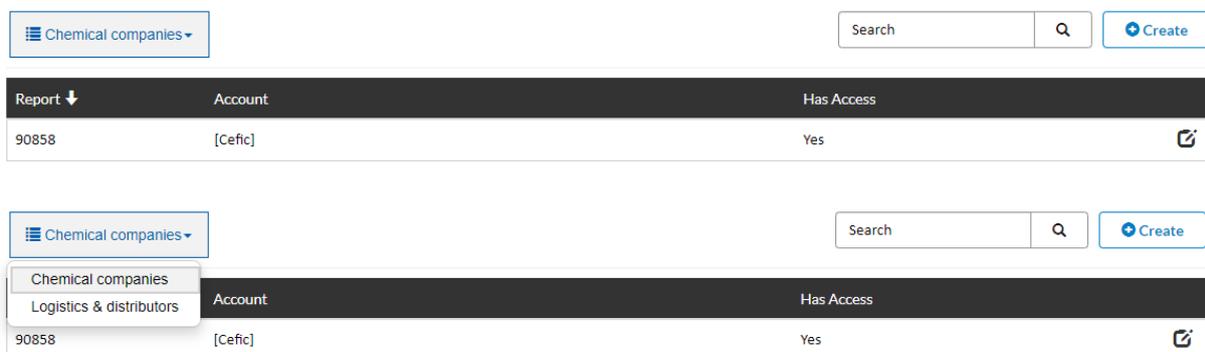
Report ↓	Account	Has Access	
90858	PAÑALON S.A.	Yes	☑
90858	PAÑALON S.A.	Yes	☑
90819	AGILITY LOGISTICS SOLUTION LTD	Yes	☑

12.3 Create a new exception

To create a new exception, use the "Create"-button.

A pop-up screen will appear where you'll be able to give or refuse access to your report for a specific company.

☑ Create   ✕

Report *
[_____] 🔍

Account *
[_____] 🔍

☐ Has Access

[Submit]

1. **Select the report** for which you want to add a new exception by clicking the search icon (🔍).
    In a new window you can search or select a report. Check the box before the report number to select the report. Click the **"Select"-button**.

    Lookup records   ✕

    Search 🔍

    Choose one record and click Select to continue

✔	Name	Created On
☑	90858	19/04/2023 17:04
☐	90941	24/04/2023 16:20
☐	90819	13/02/2023 15:58
☐	90856	19/04/2023 11:26
☐	90859	19/04/2023 17:05
☐	90860	19/04/2023 17:06
☐	90861	19/04/2023 17:07

    < **1** 2 >

    [Select] [Cancel] [Remove value]

2. **Select the account** for which you want to add a new exception by clicking the search icon.
3. Check the box next to **"Has Access"** to grant the account access for the report.
    Leave the box unchecked if you want to refuse access.
4. **Click Submit** to add the new exception.

12.4 Search and edit exceptions

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

Click the edit icon (✏) to edit an existing exception. A pop-up window will appear where you can add or revoke access for the selected exception. Make the desired changes and click submit.

☑ **Edit**   ✕

Report

90858

Account

PAÑALON S.A.

☑ Has Access

Submit

13 Manage report access requests

By default, all members of the SQAS Service Group will gain access to the report after it has been activated. Members of the Logistics & Distributors (L&D) User Group by default do not have access to the report.

Members who don't have access to a report can request access using the SQAS Report viewer.

13.1 Request access to other reports

As an assessed company you can request access to reports of other L&D companies.

This can be done 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 Ardooie	Belgium, Ardooie
🔗	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 *

Dorian L&D

Comment

Submit

- 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

13.2 Managing received report access requests

A user that doesn't have access to your report can request access using the procedure described in '13.1 Request access to other reports'.

You will receive an email notification when someone requests access to one of your reports. This email contains a link to the "Manage report access requests" section of the SQAS Members portal.

Cefic

14   Further information

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

14.1 For general and functional questions

Cefic

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14.2 For technical questions

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