

SQAS 2.0 User guide for companies to be assessed

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Table of Contents

1	Introduction	3
2	The SQAS Member Portal	5
3	Open the SQAS Member Portal	5
4	Register your user account	7
5	Log in on the SQAS Member Portal	9
6	The Online SQAS PAD Editor	11
7	Electronically sign a Pre-Notification Document	16
8	Planned assessments	17
9	Manage the SQAS Report	19
10	Viewing report options	25
11	Create and manage templates	40
12	Manage access to an SQAS Report	43
13	Manage report access requests	46
14	Further information	48



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 (<u>https://members.sqas.org</u>)
- 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
 - \circ ~ View the report and grant/deny access to customers.
 - Include comments in the report
 - o 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 <u>www.sqas.org</u> 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: <u>https://members.sqas.org</u>.



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 "Sign up now"-link under the Sign in button.

SQAS Party and Party Prostanting	
Sign in	
Sign in with your email address	
Email Address	
Password	
Forgot your password?	
Sign in	
Don't have an account? Sign up now	

3. On the User Details form, enter your e-mail address in the corresponding field. *Important: if you were a user of SQAS 1.0, use the same e-mail address.*



4. Click on Send verification code

< Cancel	
User Details	
Verification code has been sent to your inbox. Please copy it to the input box below.	
john.doe@microsoft.com	*
Verification Code	*
Verify code Send new code	
New Password	•
Confirm New Password	•
Create	

- 5. A verification code has been sent to your inbox. Copy it to the **Verification Code** field and click the "**Verify code**"-button.
- 6. Enter a password in the **New Password** field Note: 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.
- 7. Enter the same password in the **Confirm New Password** field.
- 8. Click Create

After clicking "Create", the MFA-process is launched.

9. Click the "Send verification code" button.





- 10. A verification code is sent to your inbox. Copy it to the "Verification code" field and click "Verify code"
- 11. Once the e-mail address is verified, you can click "Continue".

Cancel								
User Details								
Verification code has been sent to your inbox. Please copy it to the input box below. Email Address								
×								
Verification code								
880369								
Verify code Send new code								
Continue								

After your user has been created, you arrive on the profile page

12. Enter your first and last name in the designated fields and click the Update button

	ŵ	About us	Our network 🗸	News and resources -	Planning and report -	Statistics	Q	Profile nam
Home > Profile								
Profile								
Profile name		Please provi The First Na	de some information me and Last Name yo	about yourself. w provide will be displayed al	ongside any comments, forur	n posts, or idea:	s you ma	ike on
		the site. The Email Address and Phone number will not be displayed on the site. You Open instance of The second and the second						
Profile		Your Info	rmation	stonal. They will be displayed	with your comments and for	un posts.		
Favorite L&D		First Na	me *		Last Name *			
		John			Doe			
		E-mail			Business Phone			
		john.	doe@microsoft.com		Provide a telephone nu	mber		
		Organiz	ation Name		Title			_

Afterwards you are redirected to 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 <u>https://members.sqas.org</u> and **click the sign in** link in the top menu.

- 1. You can now **enter your credentials and click the sign in button**. After clicking the Sign in button, **the MFA-process is launched**.
- 2. Click the "Send verification code" button.
- 3. A verification code is sent to your inbox. Copy it to the "Verification code" field and click "Verify code"
- 4. Once the e-mail address is verified, you can **click "Continue"**.
- 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 <u>https://members.sqas.org</u> 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

DAD aditor a officiar	
PAD EQUIOR SOILWARE	Pad editor
chick on the button to the right to open the online scale PAD editor.	

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

SQAS PAD Editor							
Active pre-as	sessment documents			+ Create new PAD Search list			Q
Status	Company	Location	Created 🔻	Saved			
New	-	-	12-04-2023	12-04-2023	🖉 Edit	▷ Send	T Archive
Pre-notified	Easi Leuven	Leuven	04-04-2023	07-04-2023	🖉 Edit	▷ Send	T Archive
						« (1 > >>
Archived pre-	assessment documer	nts		Search list			Q
There are no docume	ents available						

Note that you also can navigate directly to <u>https://members.sqas.org/pad-software/</u> 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:

SQAS PAD Editor	PADs	



C	Click the "Refresh"-button to refresh the list of PAD's
((°)) Active 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:

+ Create new PAD	Click the "+ Create new PAD"-button to start a new PAD.
Search list	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.
🖉 Edit	Press this button to edit the selected PAD
T Archive	Click this button to archive the selected PAD.
	After pressing "Archive", a pop-up message will ask for your
	confirmation
Q View	For Archived PAD's, click this button to show the content of
~ VIEW	the PAD. Please note that once archived, a PAD is no longer
	editable.
C Restore	For Archived PAD's, press the Restore-button to reactivate the
O hestore	PAD. A pop-up message will ask for your confirmation.
Till 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.
	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.

SQAS PAD Ed	itor 🗎 PADs				(P) (C)
Active pre-a	ssessment documents			+ Create new PAD Search list	2
Status	Company	Location	Created 🔻	Saved	

Level and Ball and a second and a

After creating your new PAD, the online SQAS PAD editor will continue with the following screen:

SQAS PAD Editor			🚱 English 💙 📮 🖤
Company: -	Location: -	Created: 14-04-2023	Saved: 14-04-2023
0/40	0 %	0.1.1 - Assessed Company	∇ $\langle \rangle$
Assessment Information and Scope			
0.1 Assessment Information		• Company Name This name will be shown in the assessment report	
0.1.1 Assessed Company	-	*Location (=Town/City)	
 0.1.2 Assessor 0.1.3 Activities Assessed 	_	*Country	,
 0.1.4 Assessment 0.1.5 Assessment dates and duration 	-	* Postal code	
0.1.6 Scope of assessment - Core Activity	~		
D 0.2 Assessed company profile		* Postal Address	
🗅 Status			
General Comments		*Phone	
		*Website	
		Please obtain from the Assessed Company 3 persons (with the co	rrect email addresses) who will get access to the report
		1. Contact Person	
		*Name	
		*Email	email

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.

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:

🚯 English 🗸 📮 🍋 🤫
By clicking this button, you will return to the list of PAD's
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.
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
 SQAS PAD Editor PADs
 English V (I)

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

SQAS PAD E	ditor 🗎 PADs	((0))
Active pre-	Send Pre-Assessment Document ×	
Status	Assessor Please select (a) SQAS assessor(s)	
New	Email message	nd 🖻 Archive
Archived p		
There are no dou		
	Send	

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.

Send Pre-Assessment Document	×	Send Pre-Assessment Document
Assessor		Assessor
Please select (a) SQAS assessor(s)		Victor Trapani; Test Assessor Test Assessor
vid		wq
Victor Trapani		🖉 Victor Trapani
Send Cancel		Send Cancel

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
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: <u>https://members.sqas.org/sign-agreement?id=eae6d5b4-880b-ee11-a81c-6045bd957b41</u>

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 Ţ	~	Module T		Status T		~				Apply
Planned ass	essments 🗸								Search	٩
Company Name	Company Country	Company Location	Status	Start Time ↓	End Time	Assessor	ls Remote Assessment	Intermediate Assessment	Out Of Territory Assessment	
Transport Company	Belgium	Nivelles	Authorized	07/06/2023	07/06/2023	Dorian Assessor	No	No	No	8 C
Transport Company	Belgium	Nivelles	Pre- notified	02/06/2023	02/06/2023	Dorian Assessor	No	No	No	8 C
Transport Company	Belgium	Leuven	Pre- notified	01/05/2023	01/05/2023	Dorian Assessor	No	No	No	8 C
Transport Company	Belgium	Leuven	Pre- notified	21/04/2023	21/04/2023	Dorian Assessor	No	No	No	0 C
Transport Company (Draft)	Belgium	Leuven	Pre- notified	20/04/2023	20/04/2023	Dorian Assessor	No	No	No	8 6
Transport Company	Belgium	Leuven	Pre- notified	14/02/2023	14/02/2023	Dorian Assessor	No	No	No	8 C
Transport Company	Croatia	test	Pre- notified	01/01/2023	01/01/2023	Dorian Assessor	No	No	No	0 Ø

To view the details of the planned assessment, simply click on the company name or the "i"-icon (•) 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 ($^{\mathsf{Q}}$) 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 (\equiv).

■ Planned assessments -]						Search		Q	Create
Planned assessments										
All assessments								Out Of		
Company Name Country	Company Location	Status	Start Time ↓	End Time	Assessor	Is Remote Assessment	Intermediate Assessment	Territory Assessment		



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

	2///	Report View				Rej	port Score	Subcontracted	Integral Score	Manage Rep
Back		General Comme	nts			7	/1 %	71	%	(i
Visualize the table w	ith	Company	Country	Location	Report	Version	Assessment Date	Expiration Date	Assessor	
No Comments	_	Transport company 7	Spain	Brussels	91158	SQAS version 2022	11/06/2023	Thursday, 11 June 2026	Francisco Jo	se Sanchez
Comments		Chapter (EN)	EN DE FR	IT E	5		Answer Score	# Yes	# No	# N/A
Improved Score	~~~~	1. Management System	and Responsibility	\sim	\sim	A. A. Marcon	46,67% 	7 1	8 Stranker	~~~~~
new tab will c	open in	your browse	r.							
SQAS	cefic			仚	News a	nd resources 🕶	Planning and re	eport - Stati	istics Q	Dorian L&D
Re	eport	System Certifications	Improvement prog	ram	Add cor	nment	Download SQAS L	ogo Vie	w agreement	

9.1 Activating a SQAS Report

Report info

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.

	Report	System Certifications	Improvement program	Add comment	Download SQAS Logo	View agreement
						Activate report
•	The report will be	activated, withou	t a confirmation s	creen.		

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.

SQAS	cefic			ŵ	News and resources -	Planning and report 👻	Statistics	Q	Dorian L&D 👻
	Report	System Certifications	Improvement program		Add comment	Download SQAS Logo	View agree	ement	_
Re	eport info								
Nu	imber				Status				_
9	91158				Active				
Co	ompany info								
Cor	mpany Name								
Т	Transport company 7]
Cor	mpany Address				Company Location				_
R	Rue Belliard 40				Brussels]
Cor	mpany Country				Company Zip				
B	Belgium		x Q		1040]
Cor	mpany Phone				Company Website				-
+	+32499580610				wwww				
									·
Co	ontact info								
Cor	ntact 1 Name				Contact 1 Email				
V	Victor Trapani				assessedcompany2023@g	gmail.com]
Cor	ntact 2 Name				Contact 2 Email				_
P	Person 2				assessed company 2023@g	gmail.com			
Cor	ntact 3 Name				Contact 3 Email				_
P	Person 3				assessedcompany2023@g	gmail.com]
									~
								Submi	t

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.

HE		cefic			命	News and resources -	Planning and report	- Statistics	Q	Dorian L&D 👻
		Report	System Certifications	Improvement program		Add comment	Download SQAS Logo	View agree	ement	_
							(Create system o	ertificati	on
	Certific	ate Health and Safety								
	Health File: C	& safety ertification.pdf						Edit	Delete	



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 (^Q)
- Add a name for the certification
- Select the certificate type and click "Next".

91158					×	0
Name *						1
Quality certification						
ype *						
Certificate Quality						
ile						
'his record hasn't been create	d yet. To enable file u	pload, create this reco	rd.			

- 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		命	News and resources +	Planning and report		tistics	Q D	orian L&D
	Report	System Certifications	Improvement program	Add comment	Download SQAS Logo	Vie	ew agreen	nent	
AS Improv	ement Program	m Editor				(3)	nglish		~
pany: Transport com	npany 7	Location: Brussel	Report nur	nber: 91158	Created:		Saved	:	
add an action to the		ALC 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	10 A 10						
Core Questionnai	e Improvement program, o	lick on the question's "Acti	.1 Subcontracting ser	rvices				7	<
Core Questionnai	e improvement program, o ire 25	lick on the question's "Acti	.	rvices strictions of the customer chemic d in the subcontracting written p	cal companies (including rocess?	⊖ Yes) No	♥ ○ N/A	
 Core Questionnai Transport Service 6. Management 6.1. Subcontrac 6.2. Performance 	e improvement program, o ire es t of Subcontractors cting services ce monitoring of subcontra	actors	.1 Subcontracting set .1 Subcontracting set .1.1.2. Are the requirements and resi spot subcontracting) reflected .1.1.3. In case the subcontractors tra defining and choosing the log risk assessment covering OCS	rvices strictions of the customer chemic d in the subcontracting written p ansport plastics pellets, is there a sistics solution and selecting the 5 requirements?	cal companies (including rocess? i documented process service partners, including a	YesYes	No	♥ N/A 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 (¹) to toggle between showing all questions or only the questions without actions. Use the arrows (¹) to switch to the previous or next section.
- To add or update an action, click on the question's "Action"-button (¹).

Core Questionnaire	6.1 Subcontracting services			7	$\langle \rangle$
Transport 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 No	0 N/A	B
6. Management of Subcontractors 6.1. Subcontracting services 6.2. Performance monitoring of subcontractors	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	Action

• The question will expand, and the action pane will become visible

Core Questionnaire	6.1 Subcontr	racting services			(5		$\langle \rangle$
Transport Services	6.1.1.2. Are the requ	irements and restrictions of the customer ch	emical companies (including	O Yes	No	N/A	Ê
6. Management of Subcontractors		noonig/ relieuce in the substitutioning that	ch processi				
6.1. Subcontracting services	Action						
6.2. Performance monitoring of subcontractors							
7. Equipment: Specification, Inspection, Maintenance, and Calibration							
 8. Behaviour Based Safety (BBS or equivalent programme) 							
 9. Measurement and Management of transport greenhouse gas (GHG) emissions 							11
Pa es e u	Responsible	Validation Responsible	Due date		Control date		
🗀 10. Security			dd/mm/yyyy		dd/mm/yyyy		
11. Control of operations	6.1.1.3. In case the s	ubcontractors transport plastics pellets, is th	ere a documented process	O Yes	No) N/A	

- 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.

SQAS Improvement Prog	ram Editor			Cinglish	
Company: Transport company 7	Location: Brussels	Report number: 91158	Created:	Saved:	

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.

soas efic			News and resources	Planning and report	¥ (Statistics	Q Do	rian L&D 👻
Report	System Certifica	ations Improvement program	Add comment	Download SQAS Logo		View agreer	nent	
Add comments to report					6	English		• 🔒
Company: Transport company 7	Location: Brussels	Report number: 91158	Status: Active	Created: 11-06-2023		Saved	: 15-06-2023	
Assessment Information and Scope	~	7.1 Equipment spec	ification				Y	$\langle \rangle$
🖻 Core Questionnaire	~	7.1.1a air conditioning? It has been proved that ai	ir conditioning improves the driver's con	centration, thus enhancing safe	Yes	O No	○ N/A	
Transport Services	*	driving in general. Additio contributes to safety, as it	nally, the wearing of clothes covering th will reduce injury in case of sudden con	e whole body indirectly tact with chemicals.				()
🗅 6. Management of Subcontractors	~	7.1.1b roll-over detection w	varning system?		O Yes	🔿 No	N/A	
 7. Equipment: Specification, Inspection, Maintenance, and Calibration 	· · · ·	A warning system to signi protection, and this shoul which provides a superior	a the risk of a roll-over to the ariver's ac d be distinguished from the Electronic SI · level of safety assurance.	isnaoara is a basic level of tability Programme (see 7.1.1.d)				9
7.1. Equipment specification	~	7.1.1c interlocking of the fit	th wheel coupling?	s act lasked The system can be	O Yes	No	○ N/A	
Calibration	e and 🧹	mechanical and/or electro	ents anving away when the fifth wheel is anic.	s not locked, me system can be				4
8. Behaviour Based Safety (BBS or equiva	alent	7.1.1d Electronic Stability C Electronic Stability Contro	ontrol? of (ESC) is the generic term for systems do	esigned to improve a vehicle's	Yes	0 No	N/A (man

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 (²²).

Assessment Information and Scope	~	7.1 Equ	lipment specification			Y	$\langle \rangle$
Core Questionnaire Transport Services	~	7.1.1a.	 air conditioning? It has been proved that air conditioning improves the driver's concentration, thus enhancing safe driving in general. Additionally, the wearing of clothes covering the whole body indirectly contributes to safety, as it will reduce injury in case of sudden contact with chemicals. 	Yes	O No	○ N/A	Ţ
6. Management of Subcontractors 7. Equipment: Specification, Inspection,	r Kalu	7.1.1b.	- roll-over detection warning system? A worning system to signal the risk of a roll-over to the driver's doubboard is a basic level of protection, and this should be distinguished from the Electronic Stability Programme (see 7.1.1.d) アップデンデンディーングログーンプログライン・プラン and アップ・ノーン・ノーン・ノーン・ノーン・ノーン・ノーン・ノーン	○ Yes	O No	⊚ N/A	La contra la

• The question will expand, and the comment field will become visible. You can now add or edit a comment.

Core Questionnaire	~	7.1.1c.	 - interlocking of the fifth wheel coupling? The interlock system prevents driving away when the fifth wheel is not locked. The system can be 	O Yes	No	○ N/A	
Transport Services	~		mechanical and/or electronic.				
6. Management of Subcontractors	~	Ado	l comment				
7. Equipment: Specification. Inspection.							
Maintenance, and Calibration	~						
7.1. Equipment specification	~						
7.2. Equipment Inspection, Maintenance and Calibration	~						

- 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.

Add comments to report				6	English	~ (
Company: Transport company 7	Location: Brussels	Report number: 91158	Status: Active	Created: 11-06-2023	Saved: 15-06-2023	

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).

SQAS Min at (at)	cefic			۵ Ne	ws and resources •	Planning and	report 🗸 🕴	Statistics (2 Dorian L&	&D -
Show in List Assessed Company, I	Show on Map	Text Filter Search	Q J Detailed View	Scoring Matrix	Select a report below to	Attestati	on report	Full Report	Compares the within current	re View reports nt filters…
All Report Number	~	Request Access Rights	Company	Location	Repo •	rt Assessment Date	Expiration Date	Status	Company Type	Modu
Country, Location, Zip		ି ତ	Transport company 7 (SUB test 2) Transport Company 7 (SUB test 1)	Germany, Hambu Netherlands, Ams	g 91166 terdam 91165	i 14/06/2023 i 14/06/2023	15/06/2026 15/06/2026	Submitted Submitted	Subsidiary Subsidiary	Transp Transp
All	~	® 	Transport Company (HQ test) Transport company 7 Transport company 7	Belgium, Brussels Belgium, Brussels Belgium, Brussels	91164 91158 91156	11/06/2023	14/06/2026 11/06/2026 13/06/2026	Submitted Active Submitted	Stand alone Stand alone	Transp Transp Transp
Questionnaire Versio	n ~		Transport company 7 Transfer Terminal 1	Spain, Brussels Spain, Brussels	91153 91153 91150	b 06/06/2023	13/06/2026 08/06/2026	Active	Stand alone Stand alone	Transp Interm
Status		୍ଡ ଜ	Transfer Terminal 1 Overmeer transport and cleaning	Spain, Brussels Netherlands, Mijn	91150 sheerenland 91149	la 06/06/2023 lv3b 08/06/2023	08/06/2026	Active Submitted	Stand alone Stand alone	Transp Tank C
Assessor		ಿ ಲ	Overmeer transport and cleaning Overmeer transport and cleaning Overmeer transport and cleaning	Netherlands, Mijn Netherlands, Mijn	sheerenland 91149 sheerenland 91149	lb 06/06/2023 la 06/06/2023	07/06/2026	Submitted Submitted	Stand alone Stand alone	Tank C Transp
All	~	@	Transport company 3 Easi Nivelles	Netherlands, xxx Belgium, Nivelles	91146 91143	26/05/2023 09/05/2023	30/05/2026 09/05/2026	Submitted Active	Stand alone Headquarter	Transp Railwa
Module All	~	@ @	LOGIFARE Eikelenboom Cleaning Ardooie Brenntag Hungaria Kft.	France, Seingbous Belgium, Ardooie Hungary, Budapes	e 91056 91022 t 91008	21/03/2023 01/03/2023 23/02/2023	21/03/2026 01/03/2026 23/02/2026	Active Active Active	Stand-alone Subsidiary Stand-alone	Tank C Tank C ESAD
Assessment Date	4/06/2023	© ©	CARE Leman International Transport Ltd	France, ROGERVIL United Kingdom,	LE 90999 Normanton 90995	01/03/2023	01/03/2026	Active Active	Stand-alone Stand-alone	Wareh Transp
		e e	IMPERIAL Chemical Logistics GmbH M.G. S.r.l.	Germany, Langels Italy, Marcianise (I	heim 90985 CE) 90983	08/02/2023 14/02/2023	08/02/2026 14/02/2026	Active Active	Stand-alone Stand-alone	Transp Tank C
Number of I	Reports 8	9 9 9	Brenntag UK - Manchester Brenntag UK - Glasgow SOBOTRAM Transports et Logistique	United Kingdom, United Kingdom, France, CRISSEY	Manchester 90982 Slasgow 90981 90980	09/02/2023 07/02/2023 14/02/2023	09/02/2026 07/02/2026 14/02/2026	Active Active Active	Stand-alone Stand-alone Stand-alone	ESAD ESAD Wareh

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.

Show in List Show on Map	Text Filter		Detailed View	Scoring Matrix	🕒 Su	mmary report	🕒 Full R	eport	Compare View	
Assessed Company, Report Number	Search	٩ //		Select a report be	low to acc	ess its details			Compares the reports within current filters	
All V Report Number	Request Access Rights	Company	Location	F	Report	Assessment Date	Expiration Date	Status	Company Type	Modu
All		Cefic Transport	Belgium, Bri	uxelles 9	0858	20/04/2023	19/04/2026	Active		Transp
Country Location Zincode		Easi Leuven (complete)	Belgium, Le	uven 9	0856	20/04/2023	20/04/2026	Active		Transp
country, Escanon, Especial		Easi Leuven ESAD	Belgium, Le	uven 9	0861	20/04/2023	19/04/2026	Active		ESAD
All		Easi Leuven Transport	Belgium, Le	uven 9	0859		19/04/2026	Active		Transp
		Easi Nivelles	Belgium, Ni	velles 9	1143	09/05/2023	09/05/2026	Submitted		Railwa
Questionnaire Version		Easi Nivelles Transport	Belgium, Le	uven 9	0860	18/04/2023	19/04/2026	Active		Transp
SQAS version 2022 \sim		Panalon Multimodal S.A.	Spain, Cons	tantí (Tarragona)	0819	30/12/2022	14/02/2026	Active		Transp
	ণ্ড	JOSÉ ANTONIO DONIZ GONZALEZ SL	. Spain, GUIM	IAR - TENERIFE	0245	04/05/2022	04/05/2025	Active		Transp
Status	୍ଷ	Karl Schmidt Spedition GmbH & Co. H	G Germany, H	eilbronn 9	0191b	23/03/2022	23/03/2025	Active		Tank C
All	3	IMPERIAL Chemical Transport GmbH	Austria, Krei	ms 🤤	0553	24/08/2022	24/08/2025	Active		Tank C
han management and	mar	MO TATIK BOBY SANDA ONC EBON	Shurn Ashaja bark	magy and dal yalles y 19	1.18880	15-06/2021	-1.5/06/2025/-	N mother	Man Mar	Transon



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.

Assessed Company, Report Number	Assessed Company, Report Number	Assessed Company, Report Number
All	All	Aba Transportes
,	,∽ trans	,
Select all	💛 🗌 Aba Transportes	🔿 🗹 Aba Transportes
🗸 🔲 "Arijus, UAB-	✓ □ AGRUPACION TRANSPORTISTAS D	90360a
✓ □ 4TESS GROUP SP ZOO SP.K	— ANELTRANS Piątkiewicz Sp. K.	90360b
🐃 🗌 A.G. Tras Scarl	✓ □ ANNEBERG TRANSPOL Int. Sp. z o.o.	✓ ☐ AGRUPACION TRANSPORTISTAS D
🗸 🗌 Aba Transportes	✓ □ ANNEBERG Transport A/S	— ANELTRANS Piątkiewicz Sp. K.
V D Abbey Logistics Group Limited	└ ☐ Anton Mitter LKW Transportgesells	— ANNEBERG TRANSPOL Int. Sp. z o.o.
~	└ ☐ ArcelorMittal Eisenhüttenstadt Tra	✓ □ ANNEBERG Transport A/S
		V 🗖 A.L. Mar. 1944 T

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 ($\$). To clear your selection, click the "erase"-icon ($\$)

Text Filter tran	Q & Detailed View	Scoring Matrix Summ	any report below to acco	Attestation Attestation	on report	Full Report	Compares the within current	re View reports
Request Access Rights	Company	Location	Report	Assessment Date	Expiration Date	Status	Company Type	Module
Q	Hamacher Transporte Dürener Spedition GmbH + Co KG	Germany, Niederzier	90044	09/02/2022	09/02/2025	Archived	Stand-alone	Transpo
0	Bitter KG	Germany, Varrel	89931	12/01/2022	12/01/2025	Active	Stand-alone	Transpo
9	NOTHEGGER Intermodal GmbH	Germany, Bobenheim-Roxheim	89888	02/02/2022	02/02/2025	Active	Stand-alone	Transpo
8	Team Logistic GmbH & Co. KG	Germany, Montabaur	89882	14/01/2022	14/01/2025	Active	Stand-alone	Transpo
0	Schenker Deutschland AG	Germany, Köln	89881	20/01/2022	20/01/2025	Active	Stand-alone	Transpo
ھ ب. ۸ ۸. ۸	Friedrich A. Kruse jun. Internationale Spedition	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.

	Show in List	Sho	ow o	on M	ар		
ilter rch	Q a Detailed View	Scoring Matrix 🔞 Summ		G Antonia	on report	9	Full Report
		Select a report	rt below to ac	cess its details			
vest KSS MS	Company	Location	Report	Assessment Date	Expiration Date		Status
	Transport company 7 (SUB test 2)	Germany, Hamburg	91166	14/06/2023	15/06/2026		Submitted
	IMPERIAL Chemical Logistics GmbH	Germany, Langelsheim	90985	08/02/2023	08/02/2026		Active
2	Robert Bayer GmbH	Germany, Stuttgart	90968	15/02/2023	15/02/2026		Active
2	Blüggel GmbH & Co. KG	Germany, Duisburg	90967	01/03/2023	01/08/2026		Archived
	TKB-Spedition GmbH	Germany, Kelheim	90965	23/02/2023	23/02/2026		Active
	Containerships - CMA CGM GmbH	Germany, Hamburg	90951	21/02/2023	21/02/2026		Active
2	Curt Richter SE	Germany, Köln	90947b	28/02/2023	28/02/2026		Active
	Curt Richter SE	Germany, Koln	90947a	28/02/2023	28/02/2026		Active
	Aug. Hedinger GmbH & Co. KG	Germany, Stuttgart	90943	08/02/2023	08/02/2026		Active
	Aug. Hedinger GmbH & Co. KS	Germany, Teutschenthal	90942	06/02/2023	06/02/2026		Active
)	IMPERIAL Chemical Logistics GmbH	Germany, Münster	909405	27/01/2023	27/01/2026		Active
	IMPERIAL Chemical Logistics GmbH	Germany, Münster	90940a	27/01/2023	27/01/2026		Active
•	IMPERIAL Chemical Logistics GmbH	Germany, Mannheim	90939	18/01/2023	18/01/2026		Active
•	Hellmann East Europe GmbH & Co. KG	Germany, Hanau	90937	01/02/2023	01/02/2026		Active
	TST GmbH	Germany, Worms	90936	25/01/2023	25/01/2026		Active
0	SeMiLog GmbH	Germany, Dannstadt Schauernheir	m 90934	11/02/2023	11/02/2026		Active
2	Der Elbote Kurierdienst GmbH	Germany, Dannstadt Schauernheir	m 90933	10/02/2023	10/02/2026		Active
	Der Elbote Kurierdienst	Germany, Dannstadt Schauernheir	m 90932	09/02/2023	6505/20160		Active
	Spedition Steffens, Rolf Steffens e.K.	Germany, Koblenz	90930	07/02/2023	07/02/2026		Active



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"

Show in List Show on Map	Text Filter	Detailed View	Scoring Matrix	Summary report	Attestatio	on report	Full Report	Compa	re View
Assessed Company, Report Number	Search		S	elect a report below to acco	ess its details			Compares the within currer	reports
All	Request	Company	Location	Report	Assessment	Expiration	Status	Company Type	Modu
Report Number	Access Rights			-	Date	Date			
All	Ð	Transport Company (HQ test)	Belgium, Brussels	91164		14/06/2026	Submitted	Stand alone	Transp
Country Location Zincode		Transport company 7	Belgium, Brussels	91158	11/06/2023	11/06/2026	Submitted	Stand alone	Transp
	Ð	Transport company 7	Belgium, Brussels	91156	12/06/2023	13/06/2026	Submitted	Stand alone	Transp
HAlmon my	min	mary mark hack themeter	mar love me	Westment of the	mm	mad that	marine have	Month and	mm

10.3.1 View the Report details

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

\bigcirc	Detailed View	Report View					Report Scor	re Subcontract	ed Integral Score	Manage Repor
Back		General Comments	- T	Improven	nent Plan Detai	ls	71 %	7	1 %	í
	Visualize the table with	Company	Country	Location	Report	Version	Assessm	ent Date Expiration D	ate Assessor	
	No Comments	Transport company 7	Spain	Brussels	91158	SQAS versi	ion 2022 11/06/202	23 Thursday, 11 J	une Francisco Jo	se Sanchez
	Comments	Chapter (EN)	N DE	FR IT	ES		Answer Sc	core #Ye	s #No	# N/A
		I. Management System and Research I.	sponsibility				46,	67%	7 8	
	Improved Score	2. Risk management					53,	57% 1	5 13	
	Filter the table	B 3. Human Resources					86,	21% 2	5 4	
	Ontwolver	5. Performance Analysis and N	anagement R	Review			73,	81% 3	1 11	1
	Only show res answers	6. Management of Subcontract	tors				75,	56% 3	4 11	
	Only show No answers	7. Equipment: Specification, In	spection, Main	ntenance, and (Calibration		57,	50% 2	3 17	1
	Only show N/A answers	8. Behaviour Based Safety (BBS)	or equivalen	t programme)			75,	00% 1	5 5	
(Only show questions with comments	I 9. Measurement and Manager emissions	nent of transp	oort greenhous	e gas (GHG)		53,	57% 1	5 13	
		10. Security					78,	57% 1	1 3	2
	Only show improved	11. Control of operations					83,	33% 4	5 9	2
		I3. Site Inspection and Site op	erations				75,	76% 2	5 8	
		14. Handling practices of Food Products	, Food contac	t Materials and	l Feed		75,	86% 2	2 7	
		Total					71,0	09% 26	8 109	6
	Apply Template									

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 ($\stackrel{\textcircled{}}{=}$) 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.

(Detailed View	Report View				Re	port Score	Subcontracted I	ntegral Score	Manage Report
B	Visualize the table with	General Comments		Improvement P	lan Detail	S	71 %	71	%	(i)
		Company	Country	Location	Report	Version	Assessment Date	Expiration Date	Assessor	
	No Comments	Transport company 7	Spain	Brussels	91158	SQAS version 202	2 11/06/2023	Thursday, 11 June 2026	Francisco Jos	e Sanchez
	Comments	Chanter (EN)	ومرار كروما	A JAY MAY			Answer Score	# Yes	#.N2	#N/A

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	91 1 58	SQAS version 2022	11/06/2023	Thursday, 11 June 2026	Francisco Jose Sanch	ez
Chapter (EN)	EN DE FF	R IT ES			Answer Score	# Yes	# No	# N/A
I. Management System and R	lesponsibility				46,67%	7	8	
2. Risk management					53,57%	15	13	
NJ-3. Human Resonages M. M	Ammun.	10 sugar	m	a parament	mar R6,218, man	m Man 25 M	markin	N m m

• 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.

Export

Cancel

×

Which data	i do you	want to	export?	
------------	----------	---------	---------	--

o	•	○ ∂ ~ 8 ~
Data with current layout	Summarized data	Underlying data
Export this data in the same layout you see now, but without any icons, colors, or other formatting you added.	Export the summarized data used to create your visual (for example, sums, averages, and medians).	OThe report author turned off this option

• 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.

\bigcirc	Detailed View	Report View					Report Score	Subcontracted In	tegral Score	
Back		General Comments	_				100 %	100	%	
	Visualize the table with	General comments	_						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	No Comments	Company	Country	Location	Report	Version	Assessment Da	te Expiration Date	Assessor	
		Transport company 7	Spain	Brussels	91158	SQAS version	2022 11/06/2023	Thursday, 11 June 2026	Francisco Jose Sa	nchez
	Comments	Chapter (EN)	N DE FR	. IT ES			Answer Score	# Yes	# No	# N/A
	Improved Cooks	1. Management System and I	Responsibility				100,00%	1		
	Improved Score	😑 1.1. Management Responsil	oility				100,00%	1		
	Filter the table	1.1.1. Company Policies					100,00%	1		
	Only show Yes answers	 1.1.1.1. Does the company management's active comp Quality (surfaments) 	have a current w mitment to: Safet	ritten policy refl y & Health, Envi	ecting ronment,		100,00%	1		
	Only show No answers	Prohibition of drugs and A conformance reporting and requirements?	lcohol, Training d d Corporate Socia	evelopment, No al Responsibility	n- (CSR)					
(Only show questions with comments	2. Risk management							1	
	Only show Weighted answers	6. Management of Subcontra	ictors				100,00%	2		
		 9. Measurement and Manage (GHG) emissions 	ement of transpo	ort greenhouse	gas		71,43%	10	4	
		9.1. Scope 1: Emission meas controlled by the company.	urement of vehi	icles that are o	vned or		100,00%	3		
т	emplate Currently selected: 'BASF	 9.1.1. Does the assessed co enabling energy (fuel)-bas emissions for all trucks wh 	ompany have a s ed calculation o ose fuel is paid	ystem to collect f its transport (for by the com	t data SHG pany?		100,00%	1		
	2022 TS Sustainability	 9.1.2. Does the assessed co calculate transport GHG en equivalent per tkm) using 	ompany have a s mission intensity the data collect	ystem to annua (expressed as ed in question	ally kg CO2 9.1.1.?		100,00%	1		
	Deactivate Template	9.1.3. Does the company k transport/business catego	now the fuel co ry on an annual	nsumed by basis?			100,00%	1		
		🐵 9.3. Scope 3					100,00%	6		
		Total					73,68%	14	5	

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.

Detailed View	Report View				Re	port Score	Subcontracted	Integral Score	Manage Report
Back	General Comments		Improvement P	'lan Detail	s	/1 %	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	e Francisco Jos	e Sanchez
	Assessor Comment				Compa	ny Comment			
	on the presence of the second						A 1 A 4 A		an an anna d

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.

(Detailed View	Report View				R	Report	Score S	Subcontracted I	Integral Score	Manage Repor	t
E	Back	General Comments	Т	Improvement Pl	an Detail	s	71	%	71	%	í	
	Visualize the table with	Company	Country	Location	Report	Version	Ass	essment Date	Expiration Date	Assessor		1
	No Comments	Transport company 7	Spain	Brussels	91158	SQAS version 20	022 11/0	06/2023	Thursday, 11 June	Francisco Jos	e Sanchez	
	Comments	Chapter (EN) EN	DE F	R IT ES			Answ	ver Score	# Yes	# No	# N/A	
	Markan Markan Markan Markan	M Mapagerept-System and Respo	psihilitzun	mann	Sum pr	mmm	m.	A6.67%	A.A. when	Amarama.	Ama	,

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

Repo	ort View				R	epor	t Score S	Subcontracted	Integr	al Score M	lanage Rep	ort
General	Comments		Improvement PI	an Detail	s	71	%	71	%		í	
Company		Country	Location	Report	Version	A	ssessment Date	Expiration Date	A	ssessor		
Transport company 7		Spain	Brussels	91158	SQAS version 20	22 11	1/06/2023	Thursday, 11 June 2026	F	rancisco Jose S	anchez	-
Question Number	Question		Improvem	nent Com	ment		Due Date	Control Date	Statu	s Validatio	n Responsible	
6.1.1.2.	6.1.1.2. Are the requ restrictions of the cu companies (includin subcontracting) refl subcontracting writt	irements and ustomer chemica ng spot ected in the ten process?	will be cha I	nged soor	1		23/06/2023	07/07/2023	Active	e Dorian Fé	aux	-
6.1.1.3.	6.1.1.3. In case the s transport plastics pe documented proces choosing the logisti selecting the service risk assessment cov requirements?	subcontractors ellets, is there a ss defining and ics solution and e partners, includ ering OCS	Will be ava	ilable soo	n		30/06/2023	07/07/2023	Active	e Dorian Fé	aux	

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.

By 1	Follow this report following this report, you will receive an email notificatio										
(Detailed View	Report View					Repo	ort Score	Subcontracted	ntegral Score	Manage Report
В	ack	General Comments		Improvement Plan Details			71 %		71 %		(i)
	No Comments	Company	Country	Location	Report	Version		Assessment Date	Expiration Date	Assessor	
		Transport company 7	Spain	Brussels	91158	SQAS versio	on 2022	11/06/2023	Thursday, 11 June	Francisco Jos	e Sanchez

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**" (O) on the report to go back to the Report Viewer.

Show in List Show on Map	Text Filter	Detailed V	iew 💽 Scoring Matrix 💽 Summ	mary report	Attestati	on report	Full Report	Compa	re View
Assessed Company, Report Number	Search	Q. 8	Select a repo	ort below to acc	ess its details			Compares the within curren	e reports nt filter …
All V Report Number	Request Com Access Rights	ipany	Location	Report	Assessment Date	Expiration Date	Status	Company Type	Modu
	© Trans	port company 7 (SUB test 2)	Germany, Hamburg Netherlands. Amsterdam	91166 91165	14/06/2023	15/06/2026	Submitted Submitted	Subsidiary Subsidiary	Transp Transp
Country, Location, Zipcode	Trans	port Company (HQ test)	Belgium, Brussels Belgium, Brussels	91164 91158	11/06/2023	14/06/2026	Submitted Active	Stand alone	Transp
Questionnaire Version	Trans	port company 7 port company 7	Belgium, Brussels Spain, Brussels	91156 91153	12/06/2023	13/06/2026	Submitted Active	Stand alone Stand alone	Transp Transp
SOAS version 2022	J. A. A. A. Trans	fer Terminal 1	Spain Brussels	91150b	06/06/2023	08/06/2026	Active	Stand alone	Intern
Scoring Matrix									
	Company		Country Location Report Versio	n	Assessment [Date Agency	Asses	ssor	

	Company	Country L	ocation	Report	Version	Assessment Date	Agency	Assessor	
Status	Transport company 7	Spain E	russels	91158	SQAS version 2022	11/06/2023	Mapsol	Francisco Jose S	anchez
Active	Chapter (EN) EN DE	FR IT ES	Rep	oort I	Europe Aus	stria Belarus	Belgium	Bulgaria Croat	ia Czech R
	1. Management System and Resp	onsibility	4	6,67 %	76,97 %	75,95 %	69,89 %	100,00 %	
	2. Risk management		5	3,57 %	70,60 %	74,44 %	70,82 %	100,00 %	
Module	3. Human Resources		8	6,21 %	78,91 %	67,27 %	76,07 %	83,33 %	
Intermedal Ter	4. On/Off Site Emergency Prepare	dness and Response	7	7,78 %	79,82 %	78,95 %	76,10 %	100,00 %	
internioual rei	5. Performance Analysis and Man.	agement Review	7	3,81 %	71,55 %	62,63 %	70,23 %	100,00 %	
	6. Management of Subcontractor	5	7	5,56 %	70,91 %	66,62 %	81,52 %	50,00 %	
	7. Equipment: Specification, Inspecification	ction, Maintenance, and	5	7,50 %	83,02 %	80,09 %	84,65 %	100,00 %	
	8. Behaviour Based Safety (BBS or	equivalent programme) 7	5,00 %	63,92 %	57,92 %	81,88 %	84,38 %	
	 9. Measurement and Managemen gas (GHG) emissions 	t of transport greenhou	se 5	i3,57 %	48,61 %	47,12 %	44,53 %	45,00 %	
	10. Security		7	8,57 %	78,44 %	74,37 %	83,27 %	87,50 %	
	I1. Control of operations		8	3,33 %	82,31 %	73,39 %	87,67 %	92,42 %	
	I3. Site Inspection and Site opera	tions	7	5,76 %	86,01 %	88,13 %	86,67 %	95,35 %	
	14. Handling practices of Food, For Feed Products	ood contact Materials ar	nd 7	5,86 %	92,58 %	95,12 %	93,10 %		
	Total		7	1,24 %	74,10 %	69,64 %	77,07 %	84,92 %	

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.

Show in List Show on Map Assessed Company, Report Number	Text Filter Search	Q d Detailed View	Scoring Matrix Summa	ry report below to acc	Attestati	on report	Full Report	Compares the within current	re View reports nt filter
All V Report Number	Request Access Rights	Company	Location	Report	Assessment Date	Expiration Date	Status	Company Type	Modu
All	®	Transport company 7 (SUB test 2)	Germany, Hamburg	91166	14/06/2023	15/06/2026	Submitted	Subsidiary	Transp
Country Location Zincode	°.	Transport Company 7 (SUB test 1)	Netherlands, Amsterdam	91165	14/06/2023	15/06/2026	Submitted	Subsidiary	Transp
	C	Transport Company (HQ test)	Belgium, Brussels	91164		14/06/2026	Submitted	Stand alone	Transp
All		Transport company 7	Belgium, Brussels	91158	11/06/2023	11/06/2026	Active	Stand alone	Transp
	୍ତ	Transport company 7	Belgium, Brussels	91156	12/06/2023	13/06/2026	Submitted	Stand alone	Transp
Questionnaire Version		Transport company 7	Spain, Brussels	91153		13/06/2026	Active	Stand alone	Transp
SQAS version 2022		Transfer Terminal 1	Spain, Brussels	91150b	05/05/2023	08/06/2026	Active	Stand alone	Intern



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:

\mapsto Export \checkmark	Pa	ge	1	of 1			↗ Open report	Ξ	62	
		u es h	JEI D	ection	A.C. co.	tion and	the European average scores of eveny SOAS costion of			
PDF (.pdl)		oorts t	that b	elona to	the sa	ame SQA	S module and the same questionnaire version			

Use the "Back"-button (Θ) 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"

sed Company, Repo	ort Number	Search	Q	111							pare vie
						Select a report below to	access its details			Compares within cur	the repor rent filte
	\sim	Request	Company		Location	Repo	rt Assessment	Expiration	Status	Company Ty	be Mo
t Number		Access					Date	Date			
		Rights				-					
		~	Transport compar	ny 7 (SUB test 2)	Germany, Hamburg	91166	14/06/2023	15/06/2026	Submitted	Subsidiary	Tra
y, Location, Zipcod	le	- 6 	Transport Compa	ny 7 (SUB test 1)	Netherlands, Amster	dam 91165	14/06/2023	15/06/2026	Submitted	Subsidiary	Tra
			Transport Compa	ny (HQ test)	Belgium, Brussels	91164	11/05/2022	14/06/2026	Submitted	Stand alone	Tra
		ا	Transport compar	ny 7	Belgium, Brussels	91158	11/06/2023	12/06/2026	Submitted	Stand alone	Tra
onnaire Version			Transport compar	ny 7	Spain Prussels	91150	12/00/2025	12/06/2026	Active	Stand alone	Tre
ersion 2022			Transfer Terminal	10.0000.00	Spain, Brussels	a a a a 91150	b 06/06/2023	08/06/2026	Active	Stand alone	~ In
kport 🗸 🔌	efic	ge 1 Full Re Compa	of 1 port: 9	▷▷ 기 Oper	n report Moc	ule: assessment:	Transport Serv 11/06/2023	rice		Ŧ	62
	CUIC			ransport company	/		11/00/2020				
		Locatio	on: B	ransport company russels (Belgium)	Expi	res on:	11/06/2023				
		Locatio Websit	on: B ae: w	ransport company russels (Belgium) /www	Expi Com	res on: pany type	11/06/2023 Stand alone				
		Locatio Websit	on: B se: w	ransport company russels (Belgium) /www	Expi Com	res on: pany type	11/06/2023 Stand alone				
		Locatio Websit	on: B :e: w	ransport company russels (Belgium) www	Expi	res on: pany type	11/06/2023 Stand alone			_	
		Locatio Websit	ie: w	ransport company russels (Belgium) www	Expi Com	res on: pany type	11/06/2023 Stand alone			_	
		Locatio Websit	on: B ne: w	ransport company russels (Belgium) www	Expi Com	res on: pany type	11/06/2023 Stand alone			-	
Overal	ll score of th	Locatic Websit	any: 74%	ransport company russels (Belgium) //www	/ Expi	res on: pany type	11/06/2023 Stand alone			-	
Overal Distrib This chan • T • T • T • T	Il score of the pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	m: B m: Y many: 74% all scores	ransport company russels (Belgium) www graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This chan • T • T S	Il score of th pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	m: B m: Yata weight wei	ransport company russels (Belgium) www graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This char • T • T 5	Il score of th pution chart rt shows The overall scor FDE European a SQAS module a	Locatic Websit	n: B se: w any: 74% all scores mpany I distribution g le questionnai	ransport company russels (Belgium) www graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This chan • T • T • T S	Il score of the pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	n: B se: w any: 74% all scores mpany distribution g ie questionnai	graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This char • T • T • T S	Il score of the pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	any: 74%	graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
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Overal Distrib This chan • T • T S	Il score of the pution chart rt shows The overall scor the European a SQAS module a	Locatic Websit	n: B se: w any: 74% all scores mpany i distribution g i distribution g	graph of the overall s	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This char • T • T • S	Il score of the pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	mpany: 74%	graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This char • T • T • S	Il score of the pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	any: 74%	graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This chan • T • T • T • S uotprint • S	Il score of the pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	any: 74%	graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This char • T • T • S vot hobulation	Il score of the	Locatic Websit	any: 74% any: 74% all scores mpany distribution g equestionnai	graph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same			
Overal Distrib This char • T • T • S v uotteIndod Jo %	Il score of the pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	nn: B Re: W any: 74% all scores mpany i distribution g i distribution g i distribution g i distribution g	praph of the overall s re version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This char • T • T • S unphthod Work Distrib	Il score of the pution chart rt shows The overall score of the European a signal score of the	Locatic Websit	n: B e: W any: 74% all scores mpany I distribution g I distribution g I distribution g I distribution g I distribution g I distribution g I distribution g	graph of the overall s re version.	cores of all companie	es on: pany type	11/06/2023 Stand alone	to the same		-	
Overal Distrib This char • T • T • S uniterinded Jo %	Il score of the pution chart rt shows The overall scor The European a SQAS module a	Locatic Websit	any: 74% any: 74% all scores mpany l distribution g l dis	graph of the overall s graph of the overall s ter version.	cores of all companie	res on: pany type	11/06/2023 Stand alone	to the same		-	

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

I→ Export ~	e 1 of 1	>>>> 🔿 Open report			Ξ	62
PDF (.pdf)	Full Report: Companyname:	91158 Transport company 7	Module: First assessment:	Transport Service 11/06/2023		

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".



Show in List Show on Map	Text Filter	Detailed View	Scoring Matrix	Summary report	Attestat	ion report	Full Report	Comp	are View
Assessed Company, Report Number	Search Q	8		Select a report below to acc	cess its details	_		Compares the within curr	he reports ent filter …
All	Request Company		Location	Report	Assessment	Expiration	Status	Company Typ	e Modu
Report Number	Access Rights				Date	Date			
All	S Transport company	2 (CLIP tort 2)	Cormony Hamburg	•	14/05/2022	15/05/2026	Submitted	Subsidiant	Transr
	 Transport compan Transport Compan 	ny 7 (SUB test 2)	Netherlands. Amster	rdam 91165	14/06/2023	15/06/2026	Submitted	Subsidiary	Transp
Country, Location, Zipcode	Transport Company	ny (HQ test)	Belgium, Brussels	91164		14/06/2026	Submitted	Stand alone	Transp
All	Transport compan	iy 7	Belgium, Brussels	91158	11/06/2023	11/06/2026	Active	Stand alone	Transp
Ore etile and in Manufacture	Transport compan	iy 7	Belgium, Brussels	91156	12/06/2023	13/06/2026	Submitted	Stand alone	Transp
Questionnaire Version	Transport compan	iy 7	Spain, Brussels	91153		13/06/2026	Active	Stand alone	Transp
			ce	fic					•
		Transpo E	ort con Brussel	npany 7 s	7				
		On 1	11-06-2	2023					
and and an and an	"Core" ;	The asse and "Transp	ssment cov ort Service	ered the Specific" e	lement:	S MJAJAAA	~~~~	Katharada	anan
You can navigate throu	gh the Report v	with the follo	wing buttor	IS:					

44 4 Page 3 of 20 ▷ ▷▷

Download the report in PDF using the "Export"-button.

I	\rightarrow Export \lor	বব	⊲ F	age	3	of 20)	Þ	$\triangleright \triangleright$	⊿ Open rep	oort			Ŧ	62	
	PDF (.pdf)			Fu Co	ill Re ompa	port: nynan	ne:	91158 Trans	B port c	ompany 7		Module: First assessment:	Transport Service 11/06/2023			

Use the "Back"-button (Θ) 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.

•											_	
Show in List	Show on Map	Text Filter	0 7	Detailed View	Scoring Matrix	Summary re	oort 🚯 /		report	Full Repo	rt 🕒 Comp	are View
Assessed Company,	Report Number	Bearch	~ 0			Select a report below	to access its de	tails			Compares t within curr	he reports rent filters
All	\sim	Request	Company		Location	Re	ort Asses	sment	Expiration	Status	Company Typ	e Module
Report Number		Access Rights					Date		Date			
Multiple selections	\sim		Transport company 7		Relation Brussels	•	58 11/05	2022	11/06/2026	Active	Stand alone	Transno
			Transport company 7		Spain. Brussels	911	53	2025	13/06/2026	Active	Stand alone	Transpo
Country, Location, 21	pcode		Transfer Terminal 1		Spain, Brussels	911	50b 06/06	2023	08/06/2026	Active	Stand alone	Intermo
All			Transfer Terminal 1		Spain, Brussels	911	50a 06/06,	2023	08/06/2026	Active	Stand alone	Transpo
Questionnaire Versio	n											
SOAS version 2022												
SQUE VEISION ESEE												
Status												
All	\sim											
Assessor												
All												
Module												
All	~											
Assessment Date												
06/04/2011	14/06/2023 🗐											
Number of	Reports											
4												
							#Comp	anies	#Countr	ies #Re	ports #Ver	sions
승 Compari	son View	Θ	Apply Template	s 🖸	Show # of Yes, No &	N/A Answers	2)	2		1.	1
							2	-	2		4	·
Only show Yes a	nswers	Company						Trai	nsfer Termina	al 1	Transport compa	any 7
Only show quest	ions with comments	Chapter (f	N)	EN DE	FR II ES			911	150a	91150b	91153 91	158
		😐 1. Man	agement System and	Responsibility					57,14 %	57,14 %	60,00 %	46,67 %
	inswers	I 2. Risk	management						57,14 %	57,14 %	47,83 %	53,57 %
Only show No ar	nswers	😐 3. Hum	an Resources						55,17 %	55,17 %	56,00 %	86,21 %
		□ 4. On/0	Off Site Emergency P	reparedness and Res	sponse				44,44 %	44,44 %	62,50 %	77,78 %
		5. Perfe	ormance Analysis and	i ivianagement Revie	W				54,76 %	54,76 %	48,65 %	73,81 %
			agement of Subcont	Inspection Mainter	ance and Calibration				52.04 %		40,48 %	/5,56 %
		🤐 7. Lyui	princing opecification,	mapection, indiffiel	ance, and campration				J2,54 70		01,70 70	37,30 70

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

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	#Countr	ies #Re	ports #	Versions
Apply Templates	Show # of Yes, No & N/A Answers	2	2		/.	1
		-	-		-	
Company	Th AT TO T TO	Tr	ransfer Termin	al 1	Transport co	mpany 7
Chapter (EN)	EN DE FR II ES	9	1150a	91150b	91153	91158
I. Management System and Resp	oonsibility		57,14 %	57,14 %	60,00 %	46,67 %
I. Risk management			57,14 %	57,14 %	47,83 %	53,57 %
3. Human Resources			55,17 %	55,17 %	56,00 %	86,21 %
~~~4. On MARS Mar Epotesian Ocy ?come	phophagenda har when har and	manne	MAAJAAA	m AAAMO	mprogen	Mart 200

Apply Templates	Show Score			Ŧ	#Com	panie <b>7</b>	es	#Cou	ntries <b>)</b>	5 #	Repo	rts	#Ver
Company		Trans	fer Ter	minal 1	-	2		Trans	<b>_</b> port co	ompany	<b>4</b>		
Report Number	N DE FR IT ES	9115	Da		91150	)b		91153	3		91158	8	
Chapter (EN)		#Yes	#No	#N/A	#Yes	#No	#N/A	#Yes	#No	#N/A	#Yes	#No	#N/A
I. Management System and Responses	nsibility	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	

March Color Contraction of the stand of the

#### Expand and collapse sections

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

#Co	mpani	es #Cou	ntries #	Reports	#Versions
Show # of Yes, No & N/A Answers	2		2	4	1
Company chi pc rp rc	1	ransfer Termir	nal 1	Transport co	mpany 7
Chapter (EN)	9	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 commit to: Safety & Health, Environment, Quality/customers' requirements, Security, Behaviour Based S Prohibition of drugs and Alcohol, Training development, Non-conformance reporting and Corp Social Responsibility (CSR) requirements?	tment Safety, oorate	100,00 %	100,00 %	100,00 %	100,00 %
1.1.1.2a Has the senior management signed up to "Operation Clean Sweep" (OCS) programm	ne?	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 partne	ers	100,00 %	100,00 %	mm	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.

~			#Co	ompanies #Cou	ntries #Reports	#Versions
Comparison View	Show Score	Show # of Yes, No & N/	A Answers	2	2 4	1
Only show Yes answers	Company		Transfer Terminal 1		Transport company 7	
Only show questions with comments	Chapter (EN)	EN DE FR II ES	91150a	91150b	91153	91158
	I. Management System and R	esponsibility	100,00 %	100,00 9	6 100,00 %	100,00 %
Only show N/A answers	3. Human Resources		100,00 %	100,00 9	6 33,33 %	66,67 %
Only show No answers	4. On/Off Site Emergency Pre	paredness and Response			100,00 %	
	5. Performance Analysis and M	Management Review	100,00 %	100,00 %	6 100,00 %	100,00 %
	6. Management of Subcontra	ctors	58,33 %	5	34,62 %	78,57 %
	7. Equipment: Specification, In	spection, Maintenance, and Calibration	44,44 %		57,14 %	52,00 %
	8. Behaviour Based Safety (BB	S 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 operation	perations	80,00 %		25,00 %	83,33 %
	Total		62,79 %	83,33 9	6 <b>44,29</b> %	74,04 %
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

Create Template	×
Template name *	
Tank cleaning template	
Module *	
Transport Services	~
Template to copy (filtered on module)	
	~
Leaving this field empty will create a new template from scratch.	
	Yes No

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.



are.

- 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
- You can **enable or disable all questions in the selected section** by using the buttons next to the section header.

1.1 Management Responsibility	Enable section questions 🗸	Disable section questions -	Y	$\langle \rangle$
1.1.1. Company Policies	Manute sector Ja	and and the start of the	sand he	and the second

- Use the filter button ( $^{ imes}$ ) to show all questions in the selected section or only the disabled ones.
- Use the arrow buttons ( $\bigcirc$ ) 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.

SQAS Template Editor	<b>音</b> Templates		Enable all questions ✔	Disable all questions —	
Name: Tank cleaning template	Company: Demo company / Demo city	Module: Transport Services	Version: SC	AS version 2022	

• 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	Report View			Report Score	Subcontracted Integral Sc	ore
Back	General Comments	Improvement Plan D	etails	74 %	74 %	
Once a template is selected, click on 'Report View' to access the report details with the selected template applied.		Ţ	<u>emplat</u>	e Preview		
Template Selector	Chapter (EN) EN DE	FR IT ES	#Questions in	Template	Average Weight	
BASF 2022 TS (Safety)	1. Management System and Responsibil	ity			1	1,00
BASF 2022 TS Sustainability	3. Human Resources				3	1,00
BASF 2022 WH (Safety)	4. On/Off Site Emergency Preparedness	and Response			1	1,00
	5. Performance Analysis and Manageme	ent 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 equiv	alent 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"

Report T	Account	Has Access Yes No		Apply
E Chemical com	panies <del>-</del>		Search	Q Create
Report 🕹	Account		Has 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 (≡).

E Chemical companies -		Search Q Create
Report 🖊	Account	Has Access
90858	[Cefic]	Yes 🖸
Chemical companies -		Search Q Ocreate
Logistics & distributors	Account	Has Access
90858	[Cefic]	Yes 🖸



Elogistics & distributors	•		Search	۹	Create
Report 🖊	Account	Has Acco	ess		
90858	PAÑALON S.A.	Yes			c
90858	PAÑALON S.A.	Yes			ø
90819	AGILITY LOGISTICS SOLUTION LTD	Yes			c

## 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.

reate	
Report *	
	٩
Account *	
	٩
Has Access	
	Submit

 Select the report for which you want to add a new exception by clicking the search icon (^Q). 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.

		Search	م
hoos	e one record and click Select to co	ontinue	
~	Name	Create	d On
✓	90858	19/04/20	023 17:04
	90941	24/04/2	023 16:20
	90819	13/02/2	023 15:58
	90856	19/04/2	023 11:26
	90859	19/04/20	023 17:05
	90860	19/04/2	023 17:06
	90861	19/04/2	023 17:07
<	1 2 >		

- 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 ( Q ) to display the search results.



Click the edit icon (^C) 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	
	Subr	mit



## 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.

F	Request Access Rights	Company	Location
	୍ତ	LOGIFARE	France, Seingbouse
	ବ	Eikelenboom Cleaning Ardooie	Belgium, Ardooie
	ବ	Brenntag Hungaria Kft.	Hungary, Budapest
I	ବ	CARE	France, ROGERVILLE
-	~ <i>\$</i> ^	March langt and trade and the state of	Market Constant

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

equestor *		
Dorian L&D		
omment		
		/

- 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.





## **14 Further information**

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

### 14.1 For general and functional questions



Cefic

European Chemical Industry Council Rue Belliard 40 1040 Brussels, Belgium

Tel.: +32 2 436 94 09 Web: <u>https://www.cefic.be</u>

Mr. Victor Trapani Email: <u>vtr@cefic.be</u>

## 14.2 For technical questions

Easi

Havenkant 6 3000 Leuven, Belgium

Web:<a href="https://www.easi.net">https://www.easi.net</a>Email:<a href="cefic-sqas@easi.net">cefic-sqas@easi.net</a>