Adr Logistics Kft.
Gyál

on 19-11-2020

The assessment covered the "Core" and "Warehouse Specific" elements and has been carried out using the Cefic - SQAS Warehouse Questionnaire and Guidelines.

Full Report:	88848 (Active)	**Module:**	Warehouse
Companyname:	Adr Logistics Kft.	**First assessment:**	19-11-2020 by Ferencz, Monika
Location:	Gyál (Hungary)	**Expires on:**	19-11-2023
Website:	http://www.adr-logistics.hu/hu/fooldal/	**Company type:**	Stand-alone, More than 50 employees

0.	**Assessment Information and Scope**	
0.1.	**Assessment Information**	
0.1.1.	**Assessed Company**	
	Company Name	Adr Logistics Kft.
	Location (=Town/City)	Gyál
	Country	HU
	Postal code	2360
	Postal Address	Gorcsev Iván utca. 5.
	Phone	+36207717650
	Website	http://www.adr-logistics.hu/hu/fooldal/
	1. Contact Person	Mátyus Anett
	|Email	anett.matyus@adr-logistics.hu
	2. Contact Person	Lóth Gyula
	|Email	gyula.loth@adr-logistics.hu
	3. Contact Person	
	|Email	
	Headquarter's Name	Adr Logistics Kft.
	Headquarter's Address	2360 Gyál, Gorcsev Iván u. 5.
	Type of company	Stand-alone
	For headquarter, name subsidiaries	
	For subsidiary, indicate the number of the report of the headquarter	
	Company Membership: ECTA - FECC - CBA - Febetra - ANLIC - EFTCO - ...	
	Total number of employees for all assessed activities (In a transport company the number of fully integrated drivers has to be included)	More than 50
0.1.2.	**Assessor**	
	Lead Assessor	
	Name	Ferencz, Monika
	Assessment Agency	Blumenthal Consulting
	Address	H-1027 Budapest
	Country	HU
	Phone	+36 309146857
	Mobile Phone	
	Email	fm@blumenthal.hu
	Other Assessors	
	Name(s)	
	-	
	Observers	
	1. Name	
	|Company	
	2. Name	
	|Company	
0.1.3.	**Activities Assessed**	
	Road transport	N
	Tank cleaning	N
	Intermodal terminal	N
	Warehouse Activities	Y
	Chemical distribution	N
	Rail transport (Rail Undertaking/Rail freight forwarder)	N
0.1.4.	**Assessment**	
	Assessment	
	First assessment	Y
	Re-assessment	N
	1. Report number	
	2. Report number	
	3. Report number	

0.1.5. **Assessment dates and duration**

Assessment dates and duration

	Date	Duration (number of days)
Core or ESAD Di assessment	18-11-2020	1
Specific assessment 1	19-11-2020	1
Specific assessment 2		
Previous Core or ESAD Di assessment		

Previous Specific assessment 1		
Previous Specific assessment 2		

Remote assessment

Partially remote assessment	N
Remote assessment carried out	

0.1.6. Scope of assessment - Core Activity

Core activity is included in this assessment	Y
Core activity is covered by other assessment	N
|Assessment Date	
|Report Nr	

0.2. Assessed company profile

0.2.1. Key Contacts

	Name	Location
General Manager	Zeher Balázs Sándor	Gyál
Operations Manager	Lóth Gyula	Gyál
Quality Assurance Manager	Lóth Gyula	Gyál
Safety & Health Manager	Szaszkó Ferenc	Gyál
Environmental Manager	-	-
Dangerous Goods Safety Advisor	Domokos András	Gyál
	Number Certificate DGSA	Valid until
	VT-00017/18	05-04-2023
Security Advisor		

0.2.2. Systems Certifications

Type	Accredited Certification Body	Scope	Registration Number	Expiry Date
Quality (ISO 9001, etc)	ISO 9001	Storage and logistics of dangerous and non-dangerous goods. Storage and logistics of pharmaceuticals, diagnostics and medical devices.	179480-2015-AQ-BUD-RvA	26-06-2021
Environment (ISO 14001, etc)				
Occupational Health and Safety (ISO 45001, etc)	HACCP	Storage of beverages and food additives and arrangement of distributing trips.	180379-2015-HACCP-BUD-DNV	
Business ethics or other CSR system (SA 8000, etc)	ISO 27001	Licence of disaster management for dangerous activities	202718-2016-AIS-BUD-UKAS	15-09-2022
Energy (ISO 50001, etc.)				
Road Traffic Safety (RTS) Management Systems (ISO 39001, etc)				

Does your company publish a Corporate Social Responsibility Report?	N
Has the company faced charges or been subject to legal proceedings related to business ethics (e.g. corruption and bribery, anti-competitive practices) in the past 5 years?	N

	Percentage of disabled workers out of total workforce (year n-1)	1
0.2.3.	**Responsible Care**	
	Is the company a member of an approved Responsible Care Programme?	N
	|If yes, which?	
	|For Other, specify	
0.2.4.	**Infrastructure**	
	Office building	Y
	Parking of empty vehicles/tanks/containers	Y
	Parking of loaded vehicles/tanks/containers	Y
	Toilets for own employees	Y
	Toilets for visiting operators/drivers	Y
	Showers for own employees	Y
	Showers for visiting operators/drivers	N
	Canteen present for visiting operators/drivers	N
	Temporary storage of packaged products	Y
	Fuel storage and refuelling	N
	Waste storage/treatment	N
	Railway connection	N
	Waterway connection	N
0.2.5.	**Incident response**	
	Description of onsite incident response team and equipment	Employees of the ADR Logistics Personal safety equipment for the response team (maximum 18 person) Rescue equipments in the warohouse
	Description of the local fire brigade (manpower, equipment, response time)	There is no on-site fire department The fire department of Gyál is 5 km, the reaction time is less than 15 minutes
0.2.6.	**Emergency equipment**	
	Description of emergency equipment that can be used for off-site emergencies.	adr equipment fire extinguisher
0.2.7.	**Valid Operating License**	
	Number	36300/825-16/2016.ált.
	Scope	Licence of disaster management for dangerous activities
	Validity until	
	Are all activities within the scope of the assessment mentioned in the operating licence?	Y
	|If not 'Yes' please specify	
0.6.	**Warehouse activities**	
0.6.1.	**Activities**	
	Handling of packaged goods (non hazardous)	Y
	Handling of packaged goods (hazardous)	Y
	Handling of bulk solids	N
	Handling of food contact products	N
	Handling of food products	N
	Handling of feed products	N
	The company chooses to be assessed against the Food(contact) & Feed chapter	
	Handling of chlorinated solvents	Y
	Handling of Pharma products	Y
	Handling of Cosmetic products	N
	Allergen free business	
	Shuttle service	N
	Drum/IBC filling line	N
	Blending/mixing	N
	Packaging	N
	Bagging	N
	Are services subcontracted? (even if not provided on site)	Y
0.6.2.	**Type of operators**	
	Own company operators	N
	Number of own company operators	
	Temporary operators	N
	Average of Temporary operators	
	Number of office employees	32
	Number of employees	90

	Assessment Information and Scope - Part II WH 1-5	
0.	**Reference list**	
	WH1	ADR Logistics raktárai (1-24-es csarnokai)
	WH2	
	WH3	
	WH4	
	WH5	
	WH6	
	WH7	
	WH8	
	WH9	
	WH10	
	WH11	
	WH12	
	WH13	
	WH14	
	WH15	
1.	**General site data**	
	Is the warehouse owned ?	N
	Is the warehouse leased ?	Y
	Total warehouse space (sq. meters) ?	18884
	Total silo space (cubic meters) ?	-
	Open air packed storage space (sq. meters) ?	-
	Are video cameras installed on site ?	Y
	Is the registration office for visitors/contractors visiting the company clearly marked to indicate where they have to register ?	Y
	Is there a waiting room for contractors (drivers and accompanying persons) nearby the registration office ?	Y
	Is smoking prohibited in the storage areas ?	Y
	Are warning signs posted for emergency and prohibitions ("no smoking", "emergency exit") ?	Y

2.	**Warehouse capacity**	**WH1**
	Warehouse space (sq. meters)	18884

3.	**Category of products permitted to be stored**	**WH1**
	Foodstuffs	0
	Solid chemicals (non - classified goods)	1
	Liquid chemicals (non - classified goods)	1

3.4.	**Chemicals - classified as dangerous goods per Transport Classification (specify):**	**WH1**
	Class 1 - Explosive substances & articles	1
	Class 2 - Gases	1
	Class 3 - Flammable liquids	1
	Class 4.1 - Flammable solids	1
	Class 4.2 - Substances liable to spontaneous combustion	1
	Class 4.3 - Substance, which in contact with water emit flammable gases	1
	Class 5.1 - Oxidising substances	1
	Class 5.2. - Organic peroxides	1
	Class 6.1 - Toxic substances	1
	Class 6.2 - Infectious substances	1
	Class 7 - Radioactive material	0
	Class 8 - Corrosive substances	1
	Class 9 - Miscellaneous dangerous substances & articles	1

3.5.	**Chemicals - classified as hazardous substances/ preparations (specify):**	**WH1**
	Explosive (H200, H201, H202, H203, H204, H205)	-
	Flammable gases (H220, H221)	1
	Flammable aerosol (H222, H223)	1
	Oxidising gases (H270)	1
	Gases under pressure (H280, H281)	1
	Flammable liquids (H224, H225, H226)	1
	Flammable solids (H228)	1
	Self-reactive substances or mixtures (H240, H241, H242)	1
	Pyrophoric liquids (H250)	0
	Pyrophoric solids (H250)	0
	Self-heating substance or mixtures (H251, H252)	-
	Substances or mixtures which in contact with water emit flammable gases (H260, H261)	1

Oxidising liquids (H271, H272)	1
Oxidising solids (H271, H272)	1
Organic peroxides (H240, H241, H242)	1
Substances or mixtures corrosive to metals (H290)	1
Acute toxicity (H300, H301, H302, H310, H311, H312, H330, H331, H332)	1
Skin corrosion/irritation (H314, H315)	1
Serious eye damage/eye irritation (H318, H319)	1
Respiratory/skin sensitization (H334, H317)	1
Germ cell mutagenicity (H340, H341)	1
Carcinogenicity (H350, H351)	1
Reproductive toxiticity (H360, H361, H362)	1
Specific target organ toxicity - single exposure (H370, H371, H335, H336)	-
Specific target organ toxicity - repeated exposure (H372, H373)	-
Aspiration hazard (H304)	1
Hazardous to the aquatic environment (H400, H410, H411, H412, H413)	1
Hazardous for the ozone layer (EUH059)	0

4. Fire Protection Management (Fire Plan)

4.1. The site in general

Is the warehouse site accessible with fire trucks from at least two sides ?	Y
Has a lightning strike survey been performed for the site ?	N

4.1.3. Tick which type(s) of fire department are responsible for the site :

- Municipal ?	Y
- Volunteer ?	Y
- On-site fire brigade ?	N
Fire water supply :	
Is the required fire water supply defined and guaranteed to at least 2.400 l/min ?	Y
Is the required fire water supply (fire-hydrants, river, artificial static water supply, tanks, cisterns) on-site and off-site at a close range to the buildings on site (<150 m) and immediately available at any time and on-hand for at least two hours ?	Y

4.2. Detail Fire Protection Management for the warehouse buildings

4.2.1. Fire Compartments Information

Wareho use	Fire Comp	Area	Max. Stor.	Stor. Type	Prod Class	Risk Phrases	Smoke Detect. sys.	Fixed Ext. sys.	Smoke + Heats vents	Comme nt
(indent)	(indent)	(sqm)	(pallets/ tank/ silo)	(block/ rack/ high rack/ tank/ silo)	(ADDR or haz. symb.)	(MSDS)	(exist Y/N)	(exist Y/N)	(exist Y/N)	

4.2.2. Warehouse access

	WH1
Are warehouses, open storage areas, tanks and silos on site accessible by fire trucks from at least two sides (1 long side, 1 front side)	1

4.2.3. Retention measurements

	WH1
Are measures taken inside and outside the warehouse to adequately contain contaminated fire water in compliance with local regulations (eg. waterproof surface, volume of retention of 300 L per M2 of warehouse- and overflow in municipal water treatment plant) ?	1
Are measures taken in the storage areas to adequately contain spilled product in compliance with local regulations (eg. liquid proof surface, volume of retention at least 3% of the column of the packaged products stored) ?	1
Are measures taken on transport ways and loading/unloading areas to adequately contain spilled product (eg. liquid proof surface, volume of retention at least equal to the biggest package to be transported or loaded/unloaded) ?	1

4.2.4. Constructional fire protection

	WH1
Is the warehouse separated by a safe distance from adjacent buildings in compliance with local regulations (eg. not less then 10 m or not less then 5 m in combination with an external fire wall) ?	1
Are structural components like pillars, girders, floors and roof structure made of fire resistant materials (e.g. reinforced concrete) ?	1
Are insulation and nonstructural components made of noncombustible materials ?	1
Are internal and external fire walls rated in accordance with local regulations (eg. wall made of noncombustible material like brick, concrete or reinforced concrete, wall thickness not less than 24 cm, wall minimum 50 cm above the roof or up to the roof and adjacent roof areas 5 m of noncombustible material, doors and gates in the wall fire resistant and self-closing, no other openings in the walls) ?	1
Are adjacent rooms (incl. office, staff - and technical rooms) separated from the storage area with at least fire resistant walls (eg. made of noncombustible material like brick, concrete or reinforced concrete, wall thickness not less than 11.5 cm, doors and gates at least fire retardant and self closing, no other openings in the walls) ?	0

4.2.5. Technical fire protection

	WH1
Is the warehouse equipped with an overall fire and smoke detection system with direct connection to a	1

	permanently manned office that will notify the local fire department without delay or if not, with a direct connection to the local fire department ?	
	Is there a manual fire alarm system with a direct connection to the local fire brigade installed and is it readily accessible at any time ?	1
	Is the warehouse equipped with an audible alarm system easily audible throughout the work area ?	1
	Are smoke and heat vents installed in each fire compartment with an area not less than 2% of the storage area of the fire compartment ?	1
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	1
	Are fire extinguishers and hose reels provided in accordance with local regulations as stated in the Fire Plan and are they highly visible, with unrestricted access at all times (eg. one hose reel or 1x50 kg or 4x12 kg fire extinguisher(s) with dry powder per 800 m2 of warehouse surface).	1
	Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with fixed extinguishing systems (eg. water, foam) ?	1
	Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with an operating ventilation system, with an air exchange rate of at least twice/hour ?	1
	Are charging stations for fork lift trucks placed in separate and vented rooms or inside the storage area with a protection distance of at least 5 m to any stored product or combustible material ?	1
	Is the heating system in warehouses where flammable products are stored a hot-water heating system ?	1
	Is the surface temperature of the heating system lower than the ignition temperature of the product stored ?	1
5.	**Warehouse security**	**WH1**
	Are doors and gates equipped with a locking system and is it assured that they are locked, when no persons are working in the warehouse ?	1
	Are windows or other glass areas appropriately secured (e.g. by fixed grills) ?	0
	Is the warehouse secured with a burglar alarm system or by security personnel on-site ?	1
	Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?	1
6.	**Warehouse construction**	**WH1**
6.1.	**Warehouse level:**	
	single story	1
	multi story (above ground floor)	0
	underground	0
6.2.	**Supporting construction:**	**WH1**
	concrete/bricks	1
	fire protected steel	0
	metal	0
	wood	0
	other (please indicate)	-
6.3.	**External walls:**	**WH1**
	concrete/bricks	0
	metal	1
	wood	0
	other (please indicate)	-
6.4.	**Internal walls:**	**WH1**
	concrete/bricks	0
	metal	1
	wood	0
	other (please indicate)	-
6.5.	**Roof and supporting construction material:**	**WH1**
	tiles	0
	metal	1
	wood	0
	other (please indicate)	-
6.6.	**Floor:**	**WH1**
	concrete	1
	asphalt	0
	paved	0
	impervious	1
	other (please indicate)	-
6.7.	**Insulation - walls:**	**WH1**
	polyurethane	0
	asbestos	0
	glass fiber	0
	other (please indicate)	rock

		wool
6.8.	**Insulation - roof:**	**WH1**
	polyurethane	0
	asbestos	0
	glass fiber	0
	other (please indicate)	rock wool
	Is the warehouse construction code in line with "natural disaster guidelines", if any ?	-
7.	**Electrical equipment**	**WH1**
	Is the electrical installation in accordance with the local regulations and standards ?	1
	Is the electrical installation (inclusive lighting) in accordance to the explosion protection regulations ?	1
	Is the coverage of lighting 100 % ? (yes and/or indicate %)	1
	Are safety lights installed in storage areas with safety lamps at least 1.5 m away from the product ?	1
	Is lightning protection installed ?	1
8.	**Handling equipment**	
8.1.	**Forklift type :**	**WH1**
	gasoil	0
	LPG	0
	electric	1
9.	**Fixed storage tanks for liquids**	**WH1**
	Total capacity of storage tanks available (cubic meters) ?	-
9.2.	**If available:**	
9.2.0.	**Construction material of:**	**WH1**
	stainless steel	-
	carbon steel	-
	aluminum	-
	polyester/plastic	-
	Internal coating ?	-
10.	**Fixed storage silos for solids**	**WH1**
	Total capacity of storage silos available (cubic meters) ?	-
10.1a.	**If available:**	
10.2.	**Construction material of:**	**WH1**
	stainless steel	-
	carbon steel	-
	aluminum	-
	polyester/plastic	-
	Internal coating?	-
11.	**Operations**	
	Are hazardous substances handled (filling/blending) in open systems in the warehouses ?	
	Which classes of hazardous substances are handled in these open systems ?	-
	Are drumming lines available ?	
	Are bagging lines available ?	

				Y/N
C	**1.**	**Management System and Responsibility**		
C	**1.1.**	**Management Responsibility**		
C	**1.1.1.**	**Company Policies**		
C	**1.1.1.1.**	**Does the company have a current written policy reflecting management's active commitment to:**		
C	1.1.1.1a.	- Safety & Health, - Environment, Quality/customers requirements, - Security, - Behaviour Based Safety, - Prohibition of drugs and Alcohol, - Training development, - Non conformance reporting? *Assessor: signed last edition: 12.11.2020. + Ethical conduct policy for Drugs and alcohol ADRL/KÉ/004/1.2*	RC	1
C	1.1.1.1b.	- Corporate Social Responsibility (CSR) requirements? *Assessor: Last version: 12.11.2020.*	RC	1
C	1.1.1.2.	Are senior managers sufficiently visible and engaged in carrying forward the SHEQ&Sec message? *Assessor: available for all employees via billboards, trainings, and document inside the doc. management system. Openly communicated to the customers also*	RC	1
C	1.1.1.3.	Does the line management interact and constructively encourage employees to be actively engaged in SHEQ&Sec performance improvement? *Assessor: All involvement encouraged, and all comments collected, and discussed. In case of urgent matter, actions done immediately. The whole process alarming system is documented.*	RC	1
C	**1.1.2.**	**Roles & Responsibilities**		
C	1.1.2.1.	Is there an organization chart and associated job description defining each individual's role within the organization, including their responsibilities for SHEQ&Sec and CSR?		1
C	**1.1.3.**	**Legislation and other requirements**		
C	1.1.3.1.	Is there proof available that the company stays abreast of all relevant legislation and legislative developments in the area of SHEQ&Sec and CSR and are persons formally designated or a source defined? *Assessor: There are contractors to follow specific area of legislation (eg. work safety, environment, ADR, etc), and also have a general changes reporting subscription in place to follow and staying abreast of all legistative developments.*	RC	1
C	1.1.3.2.	Is there a written procedure present which describes how legislative changes as detailed in the register of legal requirements are communicated and implemented in the company?		1
C	1.1.3.3.	Is a regular review made of the system for compliance with legal requirements ?		1
C	1.1.3.4.	Does the Dangerous Goods Safety Advisor produce an annual report to Management on the Companies' activities in the transport of dangerous goods, in accordance with legal requirements and within six months after year end? *Assessor: legal obligation for annual report.* *last issue: 10.03.2020. for year 2019.*		1

				Y/N
C	**2.**	**Risk management**		
C	**2.1.**	**Risk assessment and mitigation measures**		
C	**2.1.1.**	**Is there a process to assess and document the Safety, Health, Environmental, Security risks and working conditions , related to all activities of the company, considering following aspects ?**		
C	2.1.1a.	- start-up of new operations/activities (e.g. new products, new routes) ? *Assessor: in case of accepting any new product or new type of service, all risks evaluated and also an automated system in place to check storage capabilities with calculations (rack capability, fire classification, storage competencies etc.*	RC	1
C	2.1.1b.	- change of operations/activities (e.g. new products, new routes) *Assessor: MOC guideline studied and applied.*	RCimp	1
C	2.1.1c.	- periodic review of risks on current activities? *Assessor: Annual review done, last version: 16.11.2020.*	RC	1
C	2.1.2.	Are measures taken to control/mitigate all identified risks ? *Assessor: All identified risks mitigated with action defined. Well complied docs.*	RC	1
C	**2.2.**	**Safety**		
C	**2.2.1.**	**Personal Protective Equipment (PPE)**		
C	2.2.1.1.	Is there a written procedure defining what PPE has to be used under what circumstances ?	RC	1
C	2.2.1.2.	Is the PPE regularly checked (before use and at set intervals) and replaced when required ?		1
C	2.2.1.3.	Are instructions and training provided when category III PPE or other specific precautions are needed and used?	RC	1
C	**2.3.**	**Health**		
C	2.3.1.	Are current Safety Data Sheets, available on site from the manufacturers for all products transported and/or handled?	RC	1
C	**2.4.**	**Security**		
C	2.4.1.	Is there a system to monitor entry, exit and to limit access to restricted areas of all personnel and visitors through positive identification ?		1
C	2.4.2.	Is there a written procedure in place, requiring documented periodical inspections, to identify breaches in the security of the buildings/premises? *Assessor: done by using hand-equipment, recorded electronically.*	RCimp	1
C	2.4.3.	Has a risk assessment been conducted in the last twelve months, as a minimum frequency, regarding data on customers, products and operations and are measures taken to mitigate identified risks?		1
C	2.4.4.	Is there an inventory of Information Technology assets containing confidential company data?		1
C	2.4.5.	Is there a proactive maintenance program on Information Technology assets handling information technology?		1
C	2.4.6.	Has the company evaluated the risk of unauthorized entrance (including refugees) to company premises, transport equipment, tank cleaning facilities, storage areas or information processing facilities on site?		1
C	2.4.7.	Is a system in place to ensure that communication dialogue and information exchange on security issues is appropriate?		1
C	2.4.8.	Is a system in place to ensure that response to security threats and incident are defined?		1
C	**2.5.**	**Fair business practices**		
C	2.5.1.	Has the company formalized the fair business practices ?		1
C	2.5.2.	Are there mechanisms in place to ensure effective implementation of the anti-corruption and bribery policy (including for instance: conflict of interest, fraud, money laundering)? *Assessor: ADRL/KÉ/004. 1.2 Chapter 3 Code of ethics*	RC	1
C	2.5.3.	Are there mechanisms in place to ensure effective implementation of the anti-competitive practices policy? *Assessor: as a parto fo code of ethics and internal audit*		1
C	**2.6.**	**Environment**		
C	2.6.1.	Is the classification, storing, segregation, identification, protection and final destination of any generated waste, done according to legal regulations and only by legally approved waste management companies?		1
C	2.6.2.	Has the company carried out a risk assessment taking into account the impact of company activities on soil and groundwater contamination?		1
C	2.6.3.	Where plastic/flakes/powder are transported/handled in bulk or		-

		packaged forms, has the company signed up to "Operation Clean Sweep" or "Zero Pellet Loss" or similar programmes? *Assessor: not stored*	
C	2.6.4.	Has the company asked the applicable subcontractors to sign the programmes mentioned in 2.6.3 where the company transports/handles plastic/flakes/powder? *Assessor: no such product*	-
C	**2.6.5.**	**Is there a programme in place to measure and reduce pro rata the use of the following resources in fixed installations?:**	
C	2.6.5a.	- electricity	1
C	2.6.5b.	- fuel	1
C	2.6.5c.	- water	1
C	2.6.6.	Is a programme in place to measure and reduce pro rata the output of emissions? *Assessor: No other equipment used in the warehouse to comply any program for reduction of emission.*	-
C	2.6.7.	Is a programme in place to measure and to reduce pro rata the waste generated by the company activities?	1

				Y/N
C	**3.**	**Human Resources**		
C	**3.1.**	**Recruitment**		
C	3.1.1.	Is there a written recruitment procedure which takes into account relevant experience, competence and education for all employees, including temporary staff?		1
C	3.1.2.	Have all operating personnel (drivers, operators, etc.) undergone a periodic medical examination where required by law or by the risk assessment of the job? *Assessor: Dedicated system in order to follow the validity of medical checks for all employees. samples checked.*		1
C	3.1.3.	Is there a written grievance and disciplinary procedure? *Assessor: there is a detailed and fair disciplinary procedure but no grievance procedure in written.*		0
C	**3.2.**	**Training**		
C	3.2.1.	Is there a training programme in place for all personnel that results in an individual training plan and are records available that the training plan has been implemented? Is the training plan reviewed annually? *Assessor: Training process for topics, and own database for all data of trainings, which are searchable and filterable.* *+matrix who trained for what.*	RC	1
C	**3.2.2.**	**Are the following subjects being trained:**		
C	3.2.2a.	- incident reporting, investigation and analysis?	RC	1
C	3.2.2b.	- dangerous goods handling?		1
C	3.2.2c.	- specific product or handling needs?		1
C	3.2.2d.	- use of PPE (Personal Protective Equipment)?	RC	1
C	3.2.2e.	- company emergency written procedures?	RC	1
C	3.2.2f.	- spill prevention and control?	RCimp	1
C	3.2.2g.	- Behaviour Based Safety (BBS) principles? *Assessor: The guidelines have been incorporated into the training material of the un/loading procedure. (And much higher standards for safety as well.)*	RC	1
C	3.2.2h.	- security awareness proportionate to the risk and their role within the business (Security of information should be included)? *Assessor: Generaly this topics is spoken on every possible time (during trainings and floor meetings etc.). IT security is one of the strongest point of the company.*		1
C	3.2.2i.	- risk Assessment and risk Management? *Assessor: Trained as a part of the safety training.*		1
C	3.2.2j.	- communication skills?		1
C	3.2.2k.	- all aspects related to prevention of bribery and corruption? *Assessor: as a part of code of ethics*		1
C	3.2.2l.	- training in awareness of fatigue and tiredness? *Assessor: Not identified as a serious problem at the warehouse. In general the safety training refers the adequate working conditions*	RC	-
C	3.2.2m.	- company ethics policy / code of ethics?		1
C	3.2.2n.	- training and Awareness about impact of plastic/flakes/powder loss, where the company transport/handle these products *Assessor: no such product stored*		-
C	3.2.3.	Is a first aid training programme defined for identified persons and implemented ? *Assessor: First aiders trained, and assigned, available for all shift inc. the warehouse and the office as well.*		1
C	3.2.4.	Are variances from the plan effectively followed up?		1
C	3.2.5.	Is the effectiveness of the training checked for each employee ?		1
C	**3.3.**	**Behaviour Based Safety (BBS)**		
C	3.3.1.	Has a BBS implementation plan, or an established programme, been set up with targets, resourcing and timeline? *Assessor: does not implemented yet*	RC	0
C	3.3.2.	Have the respective responsibilities of all personnel in the implementation of BBS been identified ? *Assessor: did not implement yet*		0
C	**3.4.**	**Labour Policy and human rights**		
C	3.4.1.	Are specific mechanisms in place to ensure effective implementation of your company's Career Management and training policy?		1
C	3.4.2.	Are specific mechanisms in place to ensure effective implementation of your company's non discrimination policy *Assessor: as a part of code of ethics*	RC	1
C	3.4.3.	Are specific mechanisms in place to ensure effective implementation of the company's policy about child labour? *Assessor: Code of ethics: not allowed to apply anyone under 18.*		1

		youngest employee: 18.08.1999.	
C	3.4.4.	Does the company ensure that no forced, bonded or involuntary prison labor is employed?	1

				Y/N
C	**4.**	**On/Off Site Emergency Preparedness and Response**		
C	4.1.	Is there a written plan for dealing with on-site and off-site emergencies and potential crises?	RC	1
C	**4.2.**	**Does this written plan contain the following information :**		
C	4.2a.	- individual responsibilities ?		1
C	4.2b.	- arrangements for 24/7 hours coverage by trained responders ?		1
C	4.2c.	- a list of the different parties to be informed with their contact details (customers, authorities) ?		1
C	4.2d.	- a written procedure for handling the information towards the neighbourhood, the press and other interested parties of serious accidents/incidents that happened on site?		1
C	4.3.	Is the emergency equipment maintained, tested or checked on a regular basis?		1
C	4.4.	Has there been a comprehensive test of the emergency plan for on-site and off site emergencies during the past 12 months ? *Assessor: 15 October 2020. for the whole Logistics center*		1
C	4.5.	Is there a documented business continuity plan and does this plan contain the customer contacts to be informed ?		1

				Y/N
C	**5.**	**Performance Analysis and Management Review**		
C	**5.1.**	**Non-conformance reporting, investigation, analysis and corrective action**		
C	**5.1.1.**	**Is there a documented system in place for recording non-conformances regarding :**		
C	5.1.1a.	- accidents & incidents ? *Assessor: Documented system exists to record all data as required by the law. No serious accidents happened.*	RC	1
C	5.1.1b.	- breaches of security and threats?	RCimp	1
C	5.1.1c.	- unsafe behaviour & unsafe conditions ?	RCimp	1
C	5.1.1d.	- regulatory compliance? *Assessor: Fines or any authority comments would be followed in case of any. The system to monitor legal compliance exists.*		1
C	5.1.1e.	- product contamination ?	RC	1
C	5.1.1f.	- product discrepancies and shortshipments ?		1
C	5.1.1g.	- corruption & bribery ? *Assessor: code of ethics rules checked and would be reported. No event happened.*		1
C	5.1.1h.	- grievance and disciplinary findings? *Assessor: Disciplinary documents kept, grievance also, but no evidence that it formally considered as a system non conformity. Disciplinary problems anyway is really rare.* *The company decided that generally the internal audits findings are considered as a documented non conformity.*		0
C	5.1.2.	Is a detailed report on non-compliances provided to the responsible management, containing immediate cause, root cause and recommendations for corrective actions to prevent recurrence?	RC	1
C	5.1.3.	After an incident/accident are the employees and contractors concerned informed and if necessary trained with the aid of a Root Cause analysis?	RCimp	1
C	5.1.4.	Is there a procedure in place to inform the customer promptly of all non-conformances involving his shipments/products? *Assessor: Detailed report to be sent to the customer in case of any issues. Well implemented long term routine in place with consistent documentary.*		1
C	5.1.5.	Is the DGSA involved after an incident where dangerous goods were involved?		1
C	**5.2.**	**SHEQ&Sec & CSR Objectives and Trend Analysis**		
C	5.2.1.	Is there a process in place to monitor and analyse SHEQ&Sec & CSR data to identify trends, to set objectives and is there an action plan in place to achieve these objectives ? *Assessor: All consumption monitored but CSR trends not identified yet in a formal (at least 3 years, documented continuous improvement etc.) way. (Accidents are investigated deeply)*	RC	0
C	5.2.2.	Has the Safety, Health, Environment action plan of the company been reviewed against the applicable Responsible Care Programme ? *Assessor: No RC program impelmented*	RC	0
C	5.2.3.	Does the company promote the principles of Responsible Care to logistic partners? *Assessor: Not implemented, therefore not to be promote.*	RC	-
C	**5.3.**	**Internal Audit**		
C	5.3.1.	Is there a documented plan for internal auditing of all areas referred to in SQAS and covering compliance with applicable legislation and permits? *Assessor: the internal audit extended with specific sqas internal audit held on 29.10.2020.*	RC	1
C	5.3.2.	For non-conformances identified in the audits, are action plans developed and are corrective actions taken ?	RCimp	1
C	5.3.3.	Do those carrying out auditing have training and/or competence in auditing and evaluation techniques ?		1
C	5.3.4.	Are safety walkabouts carried out and documented by appropriate managers on a periodical basis?	RCimp	1
C	**5.4.**	**Management Review Meetings**		
C	**5.4.1.**	**Is a formal management review meeting held at least once a year to review the management system that includes, as minimum, the following inputs?:**	**RC**	
C	5.4.1a.	- the status of actions of previous Management review meetings		1
C	5.4.1b.	- the DGSA Annual report (if applicable)		1
C	5.4.1c.	- the performance of subcontractors		1
C	5.4.1d.	- the effectiveness of the training programme		1

C	5.4.1e.	- the audit results		1
C	5.4.1f.	- the monitoring of trends of SHEQ, Sec &CSR KPIs, BBS KPIs and Responsible Care KPIs (if applicable)		1
C	5.4.1g.	- the extent of which SHEQ, Sec &CSR objectives have been met		1
C	5.4.1h.	- the effectiveness of the programmes about resources consumption optimization required by question 2.6.5		1
C	5.4.1i.	- the effectiveness of the programmes about emission reduction required by questions 2.6.6 *Assessor: not set. (scored at 2.6.6)*		-
C	5.4.1j.	- the effectiveness of the programme about waste reduction required by question 2.6.7 *Assessor: not set.*		-
C	5.4.1k.	- the outcome of the last SQAS assessment (if applicable) *Assessor: no sqas assessment in previous 5 years*		-
C	5.4.1l.	- the outcome of the emergency response drills		1
C	5.4.1m.	- recommendation(s) for improvements		1
C	5.4.2.	Did the senior management consider the recommendations of 5.4.1. and define an improvement action plan with allocated actions and due dates?		1
C	5.4.3.	Does senior management monitor progress versus targets on SHEQ&Sec & CSR matters at relevant management meetings?	RCimp	1
C	5.4.4.	Is there evidence that learning points from SHEQ&Sec issues are shared with the workforce ?	RCimp	1

			Y/N
6.	**Fire Protection Management**		
6.1.	**General**		
6.1.1.	**Fire Plan**		
6.1.1.1.	Has a fire risk assessment been performed together with the responsible local authorities and the local Fire Brigade, and has the resulting fire protection management (Fire Plan) been implemented ?	RC	1
6.1.1.2.	Is the fire protection management system in compliance with the requirements of the operating permit ?		1
6.1.1.3.	Has an up to date Fire Plan been handed over to the local authorities/ local Fire Brigade or can they get access to the Fire Plan at any time on-site ? *Assessor: authority accepted and permit issued and maintained.*	RC	1
6.1.1.4.	Is it assured that the Fire Plan is updated periodically (less than 5 years) to reflect significant changes related to the products stored, the quantity stored and the constructional, technical and administrative fire protection features ? *Assessor: v4.0 issued on 01.09.2020.*	RC	1
6.1.2.	**Storage and segregation requirements related to Fire Protection**		
6.1.2.1.	Is segregation applied between the different products as per national permit, guidance and/or regulations? *Assessor: ADRL/UT/007/5.0 Dangerous goods segregation procedure.*	RC	1
6.1.2.2.	Is there a procedure to prevent products not listed in the operating permit being stored in the warehouse (including products in transit) ? *Assessor: The product acceptance procedure ensures that not accepted classes can not be stored. The system does not provide storage place for non conforming classes.*	RC	1
6.1.2.3.	Is there a procedure to ensure that the permitted storage limits (by law or by operating permit) are not exceeded at any time ? *Assessor: own software for ensuring the capabilities and storage limits. The system does not allow to store in a non competent product. This software used since several years, and also continuously developed.*	RC	1
6.1.2.4.	Is there a procedure to ensure that aerosol packaging with flammable gases are stored in separate rooms, or in metal cages, to protect the warehouse against fire spreading due to igniting aerosol packaging ?		1
6.1.2.5.	Are flammable products, or products which contain flammable gases, not stored in basements ?		1
6.1.2.6.	Are filling and blending operations only taking place in areas separated from the storage area by fire resistant walls ?		-
6.1.3.	**Access and emergency exits**		
6.1.3.1.	Is unrestricted site access (to premises and buildings) available to the emergency service at all times (24h and 365d per year) ? *Assessor: inspection: keys available at the gates in a keybox, emergency services can access all warehouses without any restrictions.*		1
6.1.3.2.	Are there sufficient emergency exits (at least two per fire compartment, creating separate escape routes) and are they clearly marked, with unrestricted access at all times ? *Assessor: 2 exits placarded and inspected in comply with the legislation. Emergency exists are unblocked.*		1
6.1.4.	**Fire water supply**		
6.1.4.1.	Does the Fire Plan address the required fire water supply for the warehouse in terms of volume, pressure and reliability ?		1
6.1.5.	**Retention measurements**		
6.1.5.1.	Are measures taken to adequately contain contaminated fire water ? *Assessor: all effluents are blocked by sumps to prevent waterflows from any contaminated water from the yard. (even fire water)*		1
6.1.5.2.	Are measures taken on transport ways and loading/unloading areas to adequately contain spilled product ? *Assessor: surface is concrete. No bulk liquids transported. Any discharge from any vehicle is to be cleaned up immedately.*	RC	1
6.2.	**Constructional fire protection**		
6.2.1.	Does the constructional fire protection of the warehouse comply with the local regulations and standards and is it documented in certificates, and if not, are there signed permissions by local authorities for the deviations ?		1
6.3.	**Technical fire protection**		
6.3.1.	Does the technical fire protection of the warehouse (e.g. smoke detection, fixed extinguishing system, smoke and heat vents, fire		1

	extinguishers) comply with the local regulations and standards and is it documented in certificates ?		
6.3.2.	If deviations from regulations are implemented, are there signed permissions by local authorities for the deviations ? *Assessor: no deviation in place*		1
6.3.3.	Is fire protection equipment maintained, tested and checked on a regular basis ? *Assessor: checks are documented, generally done by a contracted professional and the operator of the logistic center. All records kept.*	RCimp	1
6.3.4.	If equipment using naked flames or generating sparks is operated, has a suitable risk assessment been undertaken and documented, and is the equipment used in a designated safe area, away from the storage of flammable products and combustible materials and which is suitably ventilated ? *Assessor: no naked fire. The only naked fire permit was issued for a subcontractor weling a forklift crate 7 years ago*	RC	-
6.3.5.	Are products and combustible material stored away from ignition sources at a distance of at least 1.5 m ?		1
6.3.6.	Is the restriction for non smoking respected?		1
6.4.	**Administrative fire protection**		
6.4.1.	In case of emergency, is there a procedure for safe evacuation ?		1
6.5.	**Fire fighting**		
6.5.1.	Are nominated persons available who have received specific training in the use of fire protection devices ? *Assessor: Fire protection operation is generally the task of the logistics center operator, but the company provides all information and as a top level seveso warehouse the authorities checked the fire protection specification at least once per year. All docs kept.*		1
6.5.2.	Is there at any time, an up to date list of stored products available in the event of an emergency at the site, showing all relevant information (quantities, locations, hazards) ? *Assessor: the individually designed warehouse management software can provide a list any time from anywhere (even remotely from a cloud), and a phisical list also complied at least once per week.*		1
6.5.3.	Has the response time and the level of response of the local Fire Brigade to an incident on site been assessed, and have the results been written into the Fire Plan ?		1
6.5.4.	Is the requirement for spill clean-up equipment defined in a risk assessment, and is such equipment readily available ?	RC	1
6.5.5.	Is adequate PPE available for handling spillages and are appropriate personnel trained in its use? *Assessor: In case of any disaster providing specific PPEs is a task of the competent (state) fire brigade, and this fact is stated in the disaster prevention permit as well. But several PPEs are in place for safe handling of smaller spillages. (eg. boots, goggles, protective clothes, etc)*		1
6.5.6.	Are enhanced spill prevention procedures and protection measures taken for products that can produce toxic fumes (e.g. sodium hypochlorite) ?		1

			Y/N
7.	**Storage and Handling Practices**		
7.1.	**General**		
7.1.1.	Is the warehouse structure in visibly good condition ? Absence of corroded steel, no holes/damage in the wall or roof, no broken windows, ... are indications of a good condition of the warehouse.		1
7.1.2.	Is housekeeping in the warehouse at a good standard (e.g.. clean, tidy, paintwork, no spills, etc.) ?		1
7.1.3.	Is there a sanitation procedure in place to control pests, such as rodents, bugs and birds ?		1
7.1.4.	Are exhaust emitting vehicles excluded from the warehouse, other than fork lift trucks ? *Assessor: Even forklifts are exhaust free (electronic only)*		1
7.1.5.	Are diesel powered fork lift trucks excluded from the warehouse ? *Assessor: Electronic only*	RCimp	1
7.1.6.	Is the floor liquid tight ?		1
7.1.7.	Are measures taken in loading/unloading areas to adequately contain spilled product ?		1
7.1.8.	Are the loading/unloading docks safely accessible for vehicles (clearly signed, suitable road width, no difficult turns) ?		1
7.1.9.	Are loading/unloading docks protected against collisions ?		1
7.1.10.	Does the warehouse have good general ventilation, meeting local requirements, and is it maintained in an operational condition?		1
7.1.11.	For the storage of highly flammable products, is adequate ventilation provided, through e.g. upper and lower louvres, unobstructed in at least 2 facing walls or through forced ventilation ?		1
7.1.12.	In those cases where products are stored outside, has the customer agreed to that? *Assessor: Only inside storage no product stored outside.*		1
7.1.13.	Are the conditions for outside storage of products defined and met? *Assessor: No outside storage*		-
7.1.14.	Are external storage areas adequately maintained? *Assessor: No outside storage*		-
7.1.15.	Can the forklifts operate easily and safely inside and outside the warehouse ? *Assessor: Generally working inside. Trucks loaded from inside ramps*		1
7.1.16.	Are traffic flow directions clearly marked ?		1
7.1.17.	Is traffic controlled on site ? *Assessor: Clearly marked on the pavement*		1
7.1.18.	Is vehicle reversing controlled on site ? *Assessor: under accomainement only*	RCimp	1
7.1.19.	Is the warehouse equipped with mirrors in areas without good views or are claxon/horns used? *Assessor: no need. no blind areas*		-
7.1.20.	Are yards, roads, paths and steps, properly surfaced, in good condition, clean and free from obstructions ?		1
7.1.21.	**Is the following waste segregated for disposal/recycling in a safe and practical way and are waste bins available and emptied regularly?**		
7.1.21a.	- general site waste such as cartons, paper and broken pallets that needs to be disposed of separately	RC	1
7.1.21b.	- product waste (hazardous and non hazardous)	RC	1
7.1.22.	Are emergency showers, where required by the risk assessment, located close to all appropriate work areas, and ready to use.	RC	1
7.1.23.	Are unauthorised discharges into controlled waters prevented ?	RC	1
7.1.24.	Where emergency containment is in place, are there systems and procedures to ensure that containment is kept empty ?		1
7.1.25.	Is there a procedure which describes the way to keep the water treatment units in good condition ? *Assessor: communal wastewater only. Utility operated by a public company, waste waters are led to public WWTP.*		1
7.2.	**Storage conditions**		
7.2.1.	Are the racking systems in accordance with local requirements, in good condition, protected from vehicle collision and from weathering ?		1
7.2.2.	Is storage racking operated within maximum loading limits?		1
7.2.3.	Is the maximum weight indicated on the racks ?	RCimp	1
7.2.4.	Are all stored products and packaging materials stacked properly and safely in the warehouse(s)? *Assessor: No multistacked products. Storage system and temporary storage (before/after loading/unloading) is safe and stable.*		1

7.2.5.	Are empty pallets stored inside the warehouse at dedicated places and is the quantity limited to maximum half-a-day use in production ? *Assessor: Pallet handling procedure exists, trained and followed. last issue 19.04.2019.* *Good practice in place. Moderate amount outside the building, and only the allowed small for ready packing for loading inside, and a bit more (one day amount) the outside ramps stored. Also the owners of pallets are followed during storage.*		1
7.2.6.	Are empty pallets stored outside the warehouse at a safe location ? *Assessor: Outside storage covered also*		1
7.2.7.	Are stack heights of empty pallets outside the warehouse limited to the transport stack height (approximately 3 meters), if not supported ?		1
7.2.8.	Are there floor markings in the warehouse indicating storage spaces and staging areas and do these comply with national and/or additional individual company guidelines ?		1
7.2.9.	Are there markings in the warehouse indicating walkways ?		1
7.2.10.	Are products stored with regard to temperature and ventilation requirements, if any ?		1
7.2.11.	Has the storage area been ATEX assessed and are the resultant zones, if applicable, clearly identified on site, and has a site plan been developed and communicated to all relevant personnel ?	RC	1
7.2.12.	Is all equipment used in classified zones in accordance with the ATEX classification?		1
7.2.13.	Are all packaged goods labelled in accordance with legislative requirements?		1
7.2.14.	Is there a procedure for the handling, storage, retention and disposal of samples ?		1
7.2.15.	If samples have to be taken, is the work undertaken in accordance with the procedures, by a trained and competent site operator or appointed surveyor with adequate safety precautions? *Assessor: No sampling allowed*		-
7.3.	**Material Handling Equipment (MHE)**		
7.3.1.	**Is a procedure implemented to ensure :**		
7.3.1a.	- that MHE operators are trained by a qualified specialist ?	RC	1
7.3.1b.	- that newly appointed MHE drivers are subject to an initial training program ?		1
7.3.1c.	- that a driver refresher training program is in place ?	RCimp	1
7.3.1d.	- that MHE operators are protected (by e.g. wearing seatbelts, closed cabin, re-enforcements) ?		1
7.3.1e.	- that rules are established on the interface between forklifts and pedestrians (including truck drivers) ?	RCimp	1
7.3.1f.	- that protection measures are in place driving upon mobile ramps ?		1
7.3.1g.	- that the MHE ignition key is secured to prevent unauthorised use?		1
7.3.1h.	- that audible/visual warnings (lights, horn) are used when driving backwards ?		1
7.3.1i.	- that MHE's are equipped with safety mirrors (for blind spots) ? *Assessor: No blind spots identified*		-
7.3.1j.	- are MHE lifting equipment such as big bag lifting frames, drum lifting frames etc. marked with maximum capacity and tested (certificate)? *Assessor: not used*		-
7.3.1k.	- that only explosion proof MHE can enter in ATEX area, non explosion equipment can also enter when equipped with gas detectors (storage area, filling/blending area)?		1
7.3.2.	Are pre-start checks done and documented by the MHE operator on daily/shift basis ?		1
7.3.3.	Is a procedure in place for battery recharging and/or the refuelling of Material Handling Equipment ?		1
7.3.4.	Is the recharge area defined, indicated, ventilated and are PPE requirements specified ? *Assessor: no specific PPE specified for charging. Gas free batteries used only*		1
7.3.5.	Is the driving behaviour of MHE drivers safe and checked frequently ?	RCimp	1

			Y/N
8.	**Behaviour Based Safety**		
8.1.	**BBS programme**		
8.1.1.	Does the company have a BBS programme in place for warehouse operations? *Assessor: Not yet implemented formally but the general safety regulations are even higher than it is advised in this referenced document.*	RC	0
8.2.	**BBS Training**		
8.2.1.	Is BBS taken into account when reviewing the training requirements of managers and planners ? *Assessor: BBS as is it not yet trained, but all safety training refers the importance of the behaviour and detailed rules trained and implemented for all warehouse activities.*		0
8.2.2.	Have internal or external persons been formally selected and designated as qualified BBS trainers ? *Assessor: No written evidence.*		0
8.2.3.	Has the BBS warehouse operator training content and format (based on observation, coaching and interactive communication) been developed ? *Assessor: no written evidence*		0
8.2.4.	Has the BBS warehouse operator training frequency been defined and is it implemented ?		0
8.2.5.	Is a personal BBS-record kept on each warehouse operator with the observations made on their behavioural skills ? *Assessor: not yet implemented*		0
8.3.	**BBS Results, Analysis and Monitoring**		
8.3.1.	Are individual results from the BBS training communicated to the warehouse operators, preventive actions agreed, recorded and implemented ? *Assessor: no written evidence*		0
8.3.2.	**Are annual key performance indicators (individual or group) identified and measured, such as :**		
8.3.2a.	- Number of lost time accidents and personal injuries?	RC	1
8.3.2b.	- Lost Time Injury Rate? *Assessor: Calculated as a company evaluation factor, by the safety managers.*		1
8.3.2c.	- Average days of training per year ? *Assessor: Not calculated*		0
8.3.2d.	- accidents/incidents/spills statistics ?	RC	1
8.3.2e.	- levels of damage to storage equipment (e.g. racking) and cargo/inventory?	RC	0
8.3.3.	Are the overall results and trends on above indicators analysed and are causes identified ? *Assessor: no written evidence yet.*		0
8.3.4.	Are these results, the structural trends and issues reported and discussed with the warehouse operators at regular intervals ?	RCimp	0
8.3.5.	Are the results and learning from BBS reflected in the refresher programmes ?	RCimp	0

		Y/N
9.	**Security in Warehousing**	
9.1.	Has a security plan been developed and implemented for storage proportionate to the risks either in accordance with applicable legislation or the application of Best Practice? *Assessor: detailed havaria plan exists as required in the permit and by the legislation.*	1
9.2.	Are doors of the warehouses closed and locked to prevent unauthorised access when there are no operations?	1
9.3.	Do visitors to the site have to sign in and sign out?	1
9.4.	Are visitors accompanied?	1
9.5.	Are warehouse operators provided with company work wear?	1
9.6.	If a CCTV system is required by customer(s) or other parties, is it in place?	1
9.7.	Is the CCTV data storage protected against loss and tampering?	1
9.8.	Is the CCTV data storage area protected against unauthorised access?	1
9.9.	Is it clearly indicated with signs that camera surveillance is applied?	1
9.10.	Is a checking system in place to ascertain that camera positioning is maintained and that cameras are properly working?	1
9.11.	If required by customer(s) or third parties, are there other security control systems installed?	1
9.12.	Is there a procedure in place to identify if stored products have been tampered with, or/and are missing ? *Assessor: annual stock taking is a must.* *The most important customers can request a stock check anytime. The logical stocks are reported at least monthly to all customers who request.*	1
9.13.	Are seal discrepancies investigated thoroughly, the shipment rejected if necessary, security personnel notified and extreme care taken if there is evidence of seal tampering ? *Assessor: No sealed product accepted*	-
9.14.	Does the site have adequate security lighting? *Assessor: No maintenance records found in written. The lightning for security is working outside. inside bays there is no specific security lightning .*	0

			Y/N
10.	**Site Operating Procedures and Customer Interface**		
10.1.	**Site Operating instructions and practices**		
10.1.1.	Does the site have all the required operating licenses in line with the activities carried out ?	RC	1
10.1.2.	Are all processes defined in the warehouse scope covered in written operating procedures ?		1
10.1.3.	Is the documented system that is in place for recording and investigating non-conformances, as it was asked in 5.1.2/3, applied to specific warehouse services such as package/receptacle, packing/unpacking, seal discrepancies?		1
10.1.4.	**Are there comprehensive procedures at the facility including work permit requirements and marking of the work area, to ensure safety and to avoid exposure to hazardous materials, for non-standard and high risk operations such as :**		
10.1.4a.	- entry into confined spaces ? *Assessor: not allowed*	RC	-
10.1.4b.	- breaking of containment (pumps/compressors/lines) ? *Assessor: not allowed*	RC	-
10.1.4c.	- hot work ? *Assessor: no such activity*		-
10.1.4d.	- work on electrical equipment ? *Assessor: no such activity.*		-
10.1.5.	Is there evidence that personnel working in related activities are suitably trained ?		1
10.1.6.	Are gas bottles used in the above work, safely stored before/during/after use ? *Assessor: no gas bottles used.*		-
10.1.7.	**Are there also comprehensive procedures / instructions at the facility for following operations :**		
10.1.7a.	- use of nitrogen ? *Assessor: not used*		-
10.1.7b.	- working at height (based on risk assessment) reflecting the hierarchy of requirements? *Assessor: not allowed*	RC	-
10.1.8.	**Is there a documented programme for preventive inspection and maintenance covering the following items :**		
10.1.8a.	- warehouse equipment ?		1
10.1.8b.	- emergency alarm systems (audible and/or visual) ?		1
10.1.8c.	- fire doors?		1
10.1.8d.	- interior lighting system, electrical installation?		1
10.1.8e.	- lightning and earthing systems?		1
10.1.8f.	- emergency showers, eyewash equipment and first aid devices ?		1
10.1.8g.	- breathing protection		1
10.1.8h.	- fall arrest devices *Assessor: not used (higher racks available with high elevated safe forklift cabins)* *All maintenance work in height done by professional contractors.*		-
10.1.9.	Are waiting areas at cross docks clearly indicated and are drivers visible by wearing high visibility / retroreflective clothing?		1

			Y/N
11.	**Order Process and Operations**		
11.1.	**Planning and Communication**		
11.1.1.	**Does the planning section communicate all relevant information and instructions to the warehouse operators, including but not limited to :**		
11.1.1a.	- any additional PPE to be used ?	RC	1
11.1.1b.	- any additional storage instructions (incl. stacking height) ?	RC	1
11.1.1c.	- designated storage place ?		1
11.1.1d.	- customer requirements related to the warehouse orders ?		1
11.1.2.	Is the SULID document used to collect information on site safety and health conditions and communicated to the hauliers unloading in the site? *Assessor: no written evidence, but the applied safety and security rules are as high or even higher standard than required in SULID.*	RCimp	0
11.2.	**Operations**		
11.2.1.	**Operator instructions**		
11.2.1.1.	Are there comprehensive procedures / instructions to the operators on safe loading/unloading practices ? *Assessor: comprehensive document presented for loading/unloading and other activities (commission, picking, etc.)*	RC	1
11.2.1.2.	Is a procedure in place to ensure that the maximum gross vehicle weight is not exceeded throughout the planned journey ? *Assessor: the order process ensures that no overweight job accepted. Instructions are given and all process steps documented.*		1
11.2.1.3.	Are procedures in place for checking cargo securing ?		1
11.2.1.4.	**Are container or truck unloading conditions clearly defined, regarding**		
11.2.1.4a.	- weather conditions ?		1
11.2.1.4b.	- unloading requirements (temperature, pressure, time) ?		1
11.2.1.4c.	- fumigated or gassed compartments *Assessor: no containers accepted.*	RC	-
11.2.1.5.	Does the warehouse use a pre-loading checklist for trucks /containers ?		1
11.2.1.6.	**Does the pre-loading checklist include the following verifications :**		
11.2.1.6a.	- the tractor/trailer/containers are licensed to carry the product(s) to be loaded ?		1
11.2.1.6b.	- the driver is licensed to drive the vehicle with the product(s) ?		1
11.2.1.6c.	- the vehicle shows any apparent visual defect ?		1
11.2.1.6d.	- inspection of cargo compartment for cleanliness and potential risks (e.g. nails) ?		1
11.2.1.6e.	- the driver has been informed of relevant site regulations, safety instructions and emergency procedures affecting him during his stay at the warehouse site ?		1
11.2.1.6f.	- visual inspection of tanks, valves and hoses for cleanliness ?		-
11.2.1.6g.	- correct hose connection and valve operation ?		-
11.2.1.6h.	- safe operation of any transfer equipment ?		1
11.2.1.6i.	- sampling responsibilities and safe sampling practices ? *Assessor: no sampling at alll*		-
11.2.1.7.	**Are all trucks/containers checked after loading for :**		
11.2.1.7a.	- correct sealing, marking and labelling, if so required ?		1
11.2.1.7b.	- correct stowage and securing of cargo?		1
11.2.1.7c.	- closed doors and twist locks of containers ?		1
11.2.1.7d.	- product compatibility and segregation ?		1
11.2.1.8.	Are all operational personnel involved in stowage and cargo securing, trained in appropriate technologies for securing of packaged goods ?	RCimp	1
11.2.1.9.	**Does the warehouse procedure contain detailed instructions regarding the following aspects and are they implemented?**		
11.2.1.9a.	- inventory control on regular basis ?		1
11.2.1.9b.	- product shelf-life conditions and stock rotation?		1
11.2.1.9c.	- product & transportation regulatory labelling requirements?	RCimp	1
11.2.1.9d.	- notifying customs and other law enforcement agencies in case anomalies or illegal activities are detected and/or suspected ?	RCimp	1
11.2.1.9e.	- notifying affected customers of any irregularities which might occur ?		1
11.2.1.9f.	- use of mobile phone inside the warehouse ?		1
11.2.1.9g.	- before loading, verification that the vehicle is furnished with the required equipment (ADR goods) ?		1
11.2.1.9h.	- prevention of uncontrolled vehicle movement or drive away (e.g.. wheel chocks) ?	RCimp	1
11.2.1.9i.	- use of a support system to replace the tractor during loading and unloading (e.g.. "elephant leg") ?		-

	Assessor: no decoupled vehicle loaded	
11.3.	**Administration**	
11.3.1.	**Record control**	
11.3.1.1.	Are record keeping requirements defined and is compliance checked regularly?	1

			Y/N
12.	**Specific types of Warehousing Activities**		
12.1.	**Shuttle Service**		
12.1.1.	Do the procedures clearly identify the ownership and liabilities regarding the passage of risk from owner to operator and back again if required ?		-
12.1.2.	Is the operators transport assessed using SQAS Transport Service or an equivalent assessment system ?		-
12.1.3.	Is the use of materials handling equipment for shuttling (like forklift trucks and reach stackers) banned by the operator on public roads ?		-
12.1.4a.	Are trailers/trucks used for shuttle services approved according to the local legislation for public roads?	RC	-
12.1.4b.	Do drivers used in shuttle service operations comply with legal requirements?	RC	-
12.2.	**Filling and/or Blending Operations of Liquid Products (Drums and/or IBC's)**		
12.2.1.	**General**		
12.2.1.1.	**Has a risk assessment been carried out for specific risks relating to all products filled or blended and all filling and blending lines, including :**		
12.2.1.1a.	- exceeding exposure limits to hazardous products?: Operations included are: filling/blending, connection/disconnection, sampling, cleaning, etc.	RC	-
12.2.1.1b.	- handling of Carcinogenic, Mutagenic or toxic to Reproduction (CMR) products ?	RC	-
12.2.1.1c.	- compatibility of pipes, hoses and auxiliary equipment with products?		-
12.2.1.1d.	- unintended mixing of incompatible products		-
12.2.1.2.	Is the floor area clean, dry and free from obstacles ?		-
12.2.1.3.	Are emergency exits from the filling/blending area clearly marked, immediately accessible and free from obstacles ?		-
12.2.1.4.	When drum/IBC filling is undertaken directly from the tank vehicle, is it via a fixed installation ?	RCimp	-
12.2.1.5.	Has the filling process and storage areas been ATEX assessed, have the resultant zones been clearly identified on site, and has a site plan been developed and communicated to all relevant personnel ?		-
12.2.1.6.	For equipment that is not dedicated to one substance, is a procedure in place for decontamination and cleaning, after filling operations, to avoid substance cross contamination?		-
12.2.2.	**Equipment**		
12.2.2.1.	Are measures taken to mitigate the risks identified in 12.2.1.1.a?		-
12.2.2.2.	Is the filling equipment in good condition and well maintained?		-
12.2.2.3.	Are dedicated hoses in use ?		-
12.2.2.4.	Are hoses in use tested annually, repaired or replaced as needed, and records kept accordingly ?	RCimp	-
12.2.2.5.	Are conveyors equipped with appropriate gangways to allow safe crossing for the operator ?		-
12.2.2.6.	**When filling is automated, is the filling machine equipped with :**		
12.2.2.6a.	- a system to close line valves and stop the machine automatically in an emergency?		-
12.2.2.6b.	- an overflow protection detecting a high liquid level in the drum, independent from the weigh scale ?		-
12.2.2.6c.	- vapour return lines (and/or adequate exhaust lines) to capture vapours from product being drummed and to take these away from the drumming area ?	RCimp	-
12.2.2.6d.	- sub-surface filling lances to avoid static electricity accumulation and foaming of the liquids ?		-
12.2.2.6e.	- all parts (e.g. piping/hoses/seals) resistant to or compatible with the products to be handled ?	RC	-
12.2.2.7.	Does the filling system incorporate an automatic shut-off driven by the measurement of the product dispensed ?	RCimp	-
12.2.2.8.	Is the measuring system calibrated regularly ?		-
12.2.2.9.	Are the loading lines and valves identified with clear, easy to read markings indicating contents or line number ?		-
12.2.2.10.	**For flammable products :**		
12.2.2.10a.	- are all filling/blending equipment, scales, drum rollers, pumps and tanks earthed ?		-
12.2.2.10b.	- is earthing equipment (mechanism) in good condition ?		-
12.2.2.10c.	- is earthing equipment regularly tested ?	RC	-
12.2.2.10d.	- does the filling system incorporate an earthing safety interlock system ?		-
12.2.2.10e.	- is the conductivity to earth measured to confirm resistance is within		-

	acceptable limits and recorded at regular intervals ?		
12.2.2.11.	Are there facilities for lifting drums/bags to the blending vessels without risk of injury ?		-
12.2.2.12.	In case of an emergency, can the drumming / blending operation be shut down immediately by a manual emergency stop?		-
12.2.2.13.	In case of an emergency, can the drumming / blending operation be shut down from a safe location ?		-
12.2.2.14.	Is an alarm system available in the area, so that an operator can call for help if needed ?		-
12.2.2.15.	Are emergency showers present near to the working area and ready to use?		-
12.2.3.	**Environment**		
12.2.3.1.	Is there a liquid-tight floor in the drumming/blending area ?		-
12.2.3.2.	Does the filling area have a system of spill containment ?		-
12.2.3.3.	Is any spilled material disposed of safely?		-
12.2.3.4.	Is exposure to product vapours adequately controlled ?	RCimp	-
12.2.3.5.	Is the vapour vent outlet connected to a vapour treatment unit, if required ? (e.g. for acids, alkalis and highly toxics.)	RCimp	-
12.2.3.6.	Are areas around pumps, valves and fittings free from any evidence of leaks ?		-
12.2.3.7.	Is the exterior of the packaging clean and free of product contamination ?		-
12.2.3.8.	Is there a procedure to handle wastes generated from site filling activities and are they properly classified and stored in appropriate packaging that comply with local legislation?		-
12.2.4.	**Bulk Storage Tanks (Including Waste Storage)**		
12.2.4.1.	Are the tanks approved for the goods stored and identified/labelled accordingly ?		-
12.2.4.2.	For above ground tanks, is the spill containment (e.g. bunding) in good condition and in compliance with local regulations ?	RC	-
12.2.4.3.	Are high level alarms on storage tanks installed and periodically inspected / maintained ?		-
12.2.4.4.	Is there no visible evidence of leaks (fittings, pumps, tanks, valves etc.) or spills ?		-
12.2.4.5.	Does the company do periodic inspection of underground storage in compliance with local regulations?		-
12.2.5.	**Operations**		
12.2.5.1.	Is a documented procedure for filling and/or blending by designated operators in place that includes the correct specification of packaging to be used and pre-filling inspection, cleanliness and integrity ?		-
12.2.5.2.	Is the drum flushed with inert gas prior to filling, if required ?		-
12.2.5.3.	Is initial velocity of liquid entering the drum limited until the inlet nozzle is well covered ?		-
12.2.5.4.	Is the maximum filling ratio/degree defined and controlled ?		-
12.2.5.5.	Is a venting or vapour treatment system installed for vapours in the filling area ?	RCimp	-
12.2.5.6.	Are individual plugs removed from each drum put back into the same drum after filling ?		-
12.2.5.7.	Are closures applied in accordance with the UN test certificate/ manufacturers recommendations (torque) ?		-
12.2.5.8.	Are product safety labels used and applied according to legislative requirements?		-
12.2.5.9.	Are filled drums stored in a safe and proper way ?		-
12.2.5.10.	Are empty drums stored in a safe and proper way ?		-
12.2.5.11.	Are all blending vessels stable and supported ?		-
12.2.5.12.	Is there a procedure in place for the legal disposal of packages ?	RCimp	-
12.2.5.13.	Is a safe drum line installation cleaning process in place?		-
12.3.	**Loading and/or unloading of bulk solids**		
12.3.1.	**Equipment**		
12.3.1.1.	**Are silos equipped with:**		
12.3.1.1a.	- manhole including hatch cover with dripping rim?		-
12.3.1.1b.	- access ladder/railings ?		-
12.3.1.1c.	- "bird" free vents ?		-
12.3.1.1d.	- long radius pipe bends ?		-
12.3.1.1e.	- pipelines that are adequately supported ?		-
12.3.1.1f.	- bottom valves at minimum 4.10 meter clearance ?		-
12.3.1.2.	Is content/level measurement installed on each silo ?		-
12.3.1.3.	Are blowers oil free ?		-
12.3.1.4.	Is there a filter on blower air intake ?		-
12.3.1.5.	Is conveying temperature max. 60 deg. C ?		-

12.3.1.6.	Are conveying pressure and velocity controlled ?		-
12.3.1.7.	Are all rotating parts protected ?		-
12.3.1.8.	Are product hose requirements defined and are they compliant ?		-
12.3.1.9.	Are flexible hoses used for loading/unloading in good condition and clean?		-
12.3.1.10.	Are all inlet and outlet connections capped, clearly identified and in good condition ?		-
12.3.1.11.	Is bottom outlet construction such that no remaining product is left in the system ? (i.e. "dead end piece")		-
12.3.1.12.	Is the measuring system (weighbridge) calibrated according to legal requirements ?		-
12.3.1.13.	Is the electrical equipment in good conditions and well maintained ?		-
12.3.1.14.	Are bonding/earthing wires and clamps in good condition ?		-
12.3.1.15.	Is earthing equipment regularly tested ?		-
12.3.1.16.	Is there a separate earth connection for each silo to the main earthing grid ?		-
12.3.1.17.	Has the filling process and storage areas been ATEX assessed, have the resultant zones been clearly identified on site, and has a site plan been developed and communicated to all relevant personnel ?		-
12.3.1.18.	Are all conveying equipment components used in zoned areas suitable and explosion proof ?		-
12.3.1.19.	Is fire fighting equipment with adequate capacity present near the loading/unloading area ?		-
12.3.1.20.	Are emergency stop buttons present, easily accessible and clearly marked ?		-
12.3.1.21.	Is an alarm system available in the area, so that an operator can call for help if needed ?		-
12.3.1.22.	Is the emergency button tested regularly?		-
12.3.1.23.	Are emergency warnings present and visible ?		-
12.3.2.	**Operations**		
12.3.2.1.	Is a documented procedure in place for loading from and/or unloading into silos by designated operators?		-
12.3.2.2.	Is it ensured that the driver and/or the operator stay in control during the full loading/discharge operation ?		-
12.3.2.3.	Are the reception silo and the vehicle readily visible to the driver/operator ?		-
12.3.2.4.	Are procedures in place to ensure that the right product goes into the right silo and that sufficient space is available?	RC	-
12.3.2.5.	Are filling points capped and locked and is a procedure implemented to issue keys for loading operators or drivers?		-
12.3.2.6.	Is there enough clearance around silos for truck manoeuvring ?		-
12.3.2.7.	Is the (un)loading area well surfaced ?		-
12.3.2.8.	Is sufficient clearance available for tipping trucks and containers (if applicable) ?		-
12.3.2.9.	Is there an adequate sewer system in place in the loading / unloading area to allow the collection of rinse water ?		-
12.3.2.10.	Is there a clear escape route from the (un)loading area to the defined assembly point?		-
12.3.2.11.	Is the gantry and vehicle covered by a weatherproof roof ?		-
12.3.2.12.	Is equipment available to get safely on top and to work safely at the silo area?	RC	-
12.3.2.13.	Are stairs/ladders clean and free from obstruction ?		-
12.3.2.14.	Is the gantry floor constructed to prevent slipping ?		-
12.3.2.15.	Are pipelines regularly inspected, maintained and actions recorded ?		-
12.3.2.16.	Are gantries and pipelines protected against collisions ?		-
12.3.2.17.	Can the truck be filled without moving the vehicle ?		-
12.3.2.18.	Are the silos, the loading lines, and the valves identified with clear, easy to read markings, indicating the contents and/or identification numbers ?	RCimp	-
12.3.2.19.	If applicable, are silos and all equipment (hoses, pipes, pumps, etc.) cleaned to avoid cross contamination?		-
12.3.2.20.	Are connecting flanges equipped with safety devices to avoid opening due to vibrations during product transfer ?		-
12.3.2.21.	Are (un)loading procedures available and are they known by operators?		-
12.3.2.22.	Are procedures in place to avoid the dangerous formation of dust ?	RCimp	-
12.3.2.23.	Are manholes/hatches kept tightly closed when not in use ?		-
12.3.2.24.	Can vehicle(s) easily leave the unloading area in the event of emergency and is the escape route unobstructed ?		-
12.3.3.	**Environment**		
12.3.3.1.	Is any spilled material disposed of safely?		-

12.3.3.2.	Is the exterior of the loading/unloading equipment clean and free of product contamination ?	-
12.3.3.3.	Where the warehouse handles plastics: are there measures in place designed to prevent pellet /flake/powder loss?	-
12.3.3.4.	Is the company carrying out inspection for pellet/flakes/powder loss?	-
12.4.	**Bagging and/or Packaging Operations of Solid Products (Bags, Big Bags, and/or Octabins)**	
12.4.1.	**General**	
12.4.1.1.	Is the packaging area protected/covered against adverse weather ?	-
12.4.1.2.	Is the floor area clean, dry and free from obstacles ?	-
12.4.1.3.	Are emergency exits from the packaging area clearly marked, immediately accessible and free from obstacles ?	-
12.4.1.4.	When bagging or packaging is done directly from the bulk vehicle, is it done via a fixed installation ?	-
12.4.1.5.	If the risk of an explosive atmosphere was identified, has the packaging area been ATEX assessed, have the resultant zones been clearly identified on site, and has a site plan been developed and communicated to all relevant personnel ?	-
12.4.2.	**Equipment**	
12.4.2.1.	Is there a preventive maintenance programme on the packaging equipment ?	-
12.4.2.2.	Are conveyors equipped, if required, with appropriate gangways to allow safe crossing for the operator ?	-
12.4.2.3.	Is the weighing system calibrated regularly ?	-
12.4.2.4.	For the handling of dry-bulk products : is earthing equipment (mechanism) in good condition, regularly tested and is the conductivity to earth measured to confirm resistance within acceptable limits and recorded at regular intervals ?	-
12.4.2.5.	Are the facilities for lifting packages such as big bags or similar to the packaging machinery taken into account in the risk assessment of the packaging operation?	-
12.4.2.6.	In case of an emergency, can the packaging operation be shut down immediately by pushing a red (emergency stop) button ?	-
12.4.2.7.	Is an alarm system available in the area, so that an operator can call for help if needed ?	-
12.4.3.	**Operations**	
12.4.3.1.	Is a documented procedure for packaging in place ?	-
12.4.3.2.	Is there a procedure in place to check that the correct packaging is selected prior to starting the packaging?	-
12.4.3.3.	Are empty packaging materials stored in a safe way ?	-
12.4.3.4.	Is there a procedure in place for the legal disposal of classified and unclassified packaging waste?	-
12.4.3.5.	For equipment that is not dedicated to one substance, is a procedure in place for decontamination and cleaning, after filling operations, to avoid substance cross contamination?	-
12.4.3.6.	Are product samples traceable and stored in a safe and proper way?	-
12.4.4.	**Environment**	
12.4.4.1.	Is any spilled material disposed of safely?	-
12.4.4.2.	Is the exterior of the packaging equipment clean and free of product contamination ?	-
12.4.4.3.	Where the warehouse handles plastics: are there measures in place designed to prevent pellet /flake/powder loss?	-
12.4.4.4.	Is the company carrying out inspection for pellet/flakes/powder loss?	-

			Y/N
13.	**Subcontracted Services:**		
13.1.	**Service partners**		
13.1.1.	Is there a documented process defining and choosing the logistics solution and selecting the service partners for each business assigned to the company including a risk assessment covering SHEQ&Sec&CSR elements? *Assessor: Only a small part of the products are transported by a contracted transport company. The companies selected via documented process. Long term cooperation with a few selected company*	RCimp	1
13.1.2.	Has the company a documented process for the evaluation and performance monitoring of all its service partners ? *Assessor: There is a short*	RC	0
13.1.3.	Are annual SHEQ&Sec & CSR targets set for, and communicated to all involved service providers? *Assessor: Targets not formally sets yet, but*		0
13.1.4.	Does the company actively monitor the service providers actions to ensure achievement of all these targets ? *Assessor: no written evidence found*	RCimp	0
13.1.5.	Is there a documented plan for assessing service providers in all applicable areas referred to in SQAS and their compliance with legal requirements? *Assessor: No formal audits in written, planned to rearrange assessing service providers*	RCimp	0
13.2.	**Contractors**		
13.2.1.	Are contractors, working on site other than logistics service contractors, provided with relevant health, safety, security, environmental and CSR information to ensure that on site services are performed safely?	RCimp	1

		Y/N
14.	**Handling practices of Food, Food contact and Feed Products ingredients**	
14.1.	**Is the company applying GMP, GMP+ and/or HACCP principles to the operations ?**	
14.1.1.	Are there GMP/GMP+/HACCP (or similar) principles part of the quality system ?	-
14.1.2.	Is there an adequate contamination and degradation prevention procedure implemented and maintained, based upon a risk assessment ?	-
14.1.3.	Does the management of change procedure consider the impact of changes on the final product quality, performance, composition and regulatory compliance status?	-
14.1.4.	Are critical control points (CCPs) identified?	-
14.1.5.	Has a HACCP plan been documented?	-
14.1.6.	Is there a monitoring system for each CCP identified?	-
14.2.	**Does the company's personnel policy comply with the special requirements for the handling of Food, Food Contact Materials / Animal Feed Products ?**	
14.2.1.	Has the company qualified employees (including administrative personnel) according to a written criteria for the operations of Food, Food Contact Materials / Animal Feed Products?	-
14.2.2.	Is there a person with the specific responsibility, the appropriate education and the appropriate authority to deal with Food, Food(contact) - Feed issues in your company ?	-
14.3.	**Are traceability and product conformity issues sufficiently implemented in all processes ?**	
14.3.1.	Is the company able to provide full traceability from receipt to product dispatch ?	-
14.4.	**Are there procedures in place and documentation available to ensure consistency of product quality ?**	
14.4.1.	Is it ensured that bulk transport equipment and containers received and delivered are properly sealed (if so required)?	-
14.4.2.	Are banned lists for particular products available?	-
14.5.	**Are there written procedures for sampling in place and maintained ?**	
14.5.1.	Are utensils and sampling devices cleaned and stored in a manner to prevent contamination ?	-
14.6.	**Are there appropriate precautions taken to avoid cross-contaminations and degradation during operations ?**	
14.6.1.	Is the water and the disinfection products that come into contact with the food, food contact materials / animal feed materials of a proven suitable quality?	-
14.6.2.	Is each piece of equipment designed and used in a manner that minimizes the potential for contamination or degradation of the product with lubricants, coolants, metal fragments, or other extraneous materials e.g. from pressurised air ?	-
14.6.3.	Are there effective procedures in place such as buffering or cleaning of equipment to monitor or avoid cross contamination when switching/changing between different grades/products?	-
14.6.4.	Is there a physical separation or a control system to segregate products that have been released for use or distribution from products pending release, non-conforming products or product returns?	-
14.6.5.	Is a suitable pest control program implemented and maintained ?	-
14.7.	**Are procedures in place for complaint handling, product recall and incident management?**	
14.7.1.	Is there a contamination response procedure in place?	-
14.7.2.	Are there measures in place to ensure that non-conforming or recalled products are not released without proper authorisation?	-
14.7.3.	Is there a product recall procedure?	-
14.7.4.	Is the product recall procedure tested?	-
14.8.	**Are procedures in place for internal audits?**	
14.8.1.	Is there a documented plan for internal auditing of all areas referred to the GMP/GMP+ and HACCP questionnaire?	-
14.9.	**Storage in silos**	
14.9.1.	Are all pieces of equipment coming in contact with the product compatible with the product and in compliance with requirements ?	-
14.9.2.	Is the storage tank equipped with a monitored nitrogen blanketing system or a drying equipment, if necessary, to protect the product against oxidation and / or moisture?	-

14.9.3.	Is the quality of the blanketing gas, if used, compatible with the Product ?	-
14.9.4.	Is it ensured that the storage temperature is always kept within a defined range and controlled, if necessary, for product quality or stability ?	-
14.9.5.	Do you ensure that your sampling installation is able to provide a representative sample ?	-
14.10.	**Loading and unloading of unpacked products**	
14.10.1.	**Are appropriate loading and unloading procedures in place ?**	
14.10.1.1.	Is there a procedure in place that requires the driver/operator to only open one tanklid at a time during loading ?	-
14.10.1.2.	Is the loading / unloading equipment in contact with products dedicated, or, are validated cleaning procedures applied between loadings ?	-
14.10.1.3.	Is all the equipment in contact with products identified ?	-
14.10.1.4.	Is all the equipment in contact with products capped and/or properly stored after the operation, according to written procedures ?	-
14.10.1.5.	Do you seal all valves and openings after loading ?	-
14.10.1.6.	Do you check the integrity of the seals before unloading ?	-
14.10.1.7.	Do you seal all valves and openings after cleaning ?	-
14.10.1.8.	Do you check the integrity of the cleaning seals before loading ?	-
14.11.	**Packaging**	
14.11.1.	**Is the environment and the packaging equipment in contact with products designed to protect product quality ?**	
14.11.1.1.	Is the packaging equipment in contact with products dedicated, or are validated cleaning procedures applied in case of product changes and is the equipment in contact with products clearly identified?	-
14.11.1.2.	Is the environment of the packaging operation clean and dust free ?	-
14.11.1.3.	If hazardous (e.g. toxic, corrosive etc.) products are present on the site, is there a written procedure for the segregation or prevention of contamination ?	-
14.11.2.	**Are there packaging operations in place to ensure product quality and traceability?**	
14.11.2.1.	Are there written procedures and records in place for all packaging and labelling operations ?	-
14.11.2.2.	Is each packed lot linked to a retained sample, if required by the customer?	-
14.11.3.	**Are there control procedures in place to ensure appropriate quality of packaging materials ?**	
14.11.3.1.	Is the assessed company controlling the cleanliness of containers prior to filling ?	-
14.11.3.2.	For each cleanliness inspection, does the assessed company keep a written report ?	-
14.11.4.	**Are there appropriate procedures in place for processing and re-processing operations ?**	
14.11.4.1.	Are there written procedures in place for each processing and reprocessing operation ?	-
14.12.	**Warehousing and shipments of packed products**	
14.12.1.	**Are there appropriate warehousing procedures in place to protect product quality ?**	
14.12.1.1.	Are containers of sensitive products stored under appropriate storage conditions that are adequately monitored ?	-
14.12.1.2.	In case you have to open a container, do you have a written procedure to prevent contamination ?	-
14.12.1.3.	Do you re-seal the container after opening ?	-
14.12.1.4.	Are there appropriate loading and shipment procedures in place ?	-
14.12.2.	**Are there appropriate procedures in place for the handling of returned Food Contact products ?**	
14.12.2.1.	Are returned products stored separately and appropriately handled, according to written procedures ?	-
14.13.	**Specific GMP+ Questions**	
14.13.1.	**Are there appropriate procedures in place in relation to Animal Feed?**	
14.13.1.1.	Is there a procedure in place for the cleaning regime in accordance with the GMP+ Animal Feed product database requirements?	-
14.13.1.2.	Is there a procedure in place on how to work with the GMP+ Animal Feed Product Database and its updates?	-
14.13.1.3.	Is there a procedure in place for the order planning in accordance with the GMP+ Animal Feed product database requirements?	-
14.13.1.4.	Is there a procedure in place to establish the Animal Feed product category of a new product to be transported?	-

14.13.1.5.	Does the assessed company have a procedure in place to follow the GMP+ Animal Feed required steps that would allow the re-use of cargo compartments, incl. tanks, after the carriage of any product included in the list of forbidden products?	-

Comment of assessor:

Comments of assessed company:

Improvement Action Program:

Website reference: ---

Updated on: