

Template Name	<b>PACKED and BULK Solids 2015</b>
Questionnaire	Transport Service (2015)
Cefic Master Ten	No
Companyname	Ineos O&P
Location	
Country	Belgium

		<b>PACKED</b>	<b>BULK</b>
<b>1.</b>	<b>Management</b>		
<b>1.1.</b>	<b>Management Responsibility</b>		
<b>1.1.1.</b>	<b>Company Policies</b>		
<b>1.1.1.1.</b>	<b>Does the company have a current written policy reflecting management's active commitment to:</b>		
1.1.1.1.a.	- Safety & Health, Environment, Quality/customers requirements, Security, Behaviour Based Safety, Prohibited drugs narcotics and Alcohol, Training development, Non conformance reporting?	Yes	Yes
1.1.1.1.b.	- Corporate Social Responsibility (CSR) requirements?	No	No
1.1.1.2.	Are senior managers sufficiently visible and engaged in carrying forward the SHEQ&Sec message?	No	Yes
1.1.1.3.	Does the line management interact and constructively encourage employees to be actively engaged in SHEQ&Sec performance improvement?	No	Yes
<b>1.1.2.</b>	<b>Roles &amp; Responsibilities</b>		
1.1.2.1.	Is there an organisation chart and associated job description defining each individual's role within the organisation, including their responsibilities for SHEQ&Sec and CSR	Yes	Yes
<b>1.1.3.</b>	<b>Legislation and other requirements</b>		
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?	Yes	Yes
1.1.3.2.	Is there a procedure present which describes how legislative changes as detailed in the register of legal requirements are communicated and implemented in the company?	Yes	Yes
1.1.3.3.	Is a regular review made of the system for compliance with legal requirements ?	Yes	Yes
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?	No	No
<b>1.2.</b>	<b>Personnel</b>		
<b>1.2.1.</b>	<b>Recruitment</b>		
1.2.1.1.	Is there a written recruitment procedure which takes into account relevant experience, competence and education for all employees, including temporary staff?	Yes	Yes
1.2.1.2.	Have all operating personnel (drivers, operators, etc.) undergone a periodic medical examination where required by law or the nature of the job?	No	No
1.2.1.3.	Is there a written grievance and disciplinary procedure?	Yes	Yes
<b>1.2.2.</b>	<b>Training</b>		
1.2.2.1.	Is there a training programme in place for all personnel that results in an individual training plan and Is the training plan reviewed annually?	Yes	Yes
<b>1.2.2.2.</b>	<b>Are the following subjects covered in the training programme :</b>		
1.2.2.2a.	- incident reporting, investigation and analysis ?	Yes	Yes
1.2.2.2b.	- dangerous goods handling	No	No
1.2.2.2c.	- specific product or handling needs ?	No	No
1.2.2.2d.	- use of PPE (Personal Protective Equipment) ?	No	Yes
1.2.2.2e.	- company emergency procedures ?	Yes	Yes
1.2.2.2f.	- spill prevention and control ?	Yes	Yes
1.2.2.2g.	- Behaviour Based Safety (BBS) principles ?	Yes	Yes
1.2.2.2h.	- security awareness proportionate to the risk and their role within the business (Security of information should be included)?	No	No

1.2.2.2i.	- risk Assessment and risk Management?	No	No
1.2.2.2j.	- Communication skills?	Yes	Yes
1.2.2.2k.	- All aspects related to prevention of bribery and corruption?	No	No
1.2.2.2l.	- Training in awareness of fatigue and tiredness	Yes	Yes
1.2.2.2m.	- Company ethics policy / code of ethics?	No	No
1.2.2.3.	Is a first aid training programme defined for identified persons and implemented ?	Yes	Yes
1.2.2.4.	Are records available to support the delivery of the training plan?	Yes	Yes
1.2.2.5.	Are variances from the plan effectively followed up?	Yes	Yes
1.2.2.6.	Is the effectiveness of the training checked for each employee ?	No	No
<b>1.2.3.</b>	<b>Behaviour Based Safety (BBS)</b>		
1.2.3.1.	Has a BBS implementation plan, or an established programme, been set up with targets, resourcing and timeline?	Yes	Yes
1.2.3.2.	Have the respective responsibilities of all personnel in the implementation of BBS been identified ?	Yes	Yes
<b>1.3.</b>	<b>SHEQ&amp;Sec &amp; CSR Performance Analysis</b>		
<b>1.3.1.</b>	<b>Non-conformance reporting, investigation, analysis and corrective action</b>		
<b>1.3.1.1.</b>	<b>Is there a documented system in place for recording non-conformances regarding :</b>		
1.3.1.1a.	- accidents & incidents ?	Yes	Yes
1.3.1.1b.	- breaches of security and threats?	No	No
1.3.1.1c.	- unsafe behaviour & unsafe conditions ?	Yes	Yes
1.3.1.1d.	- regulatory compliance?	Yes	Yes
1.3.1.1e.	- product contamination ?	No	Yes
1.3.1.1f.	- product discrepancies and shortshipments ?	No	No
1.3.1.1g.	- quality of services ?	Yes	Yes
1.3.1.1h.	- corruption & bribery	No	No
1.3.1.1i.	- grievance and disciplinary findings?	No	No
1.3.1.2.	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?	Yes	Yes
1.3.1.3.	After an incident/accident are the employees and contractors concerned informed and if necessary trained with the aid of a Root Cause analysis?	Yes	Yes
1.3.1.4.	Is the customer informed promptly of all non-conformances involving his shipments/products?	Yes	Yes
1.3.1.5.	Is the DGSA involved after an incident where dangerous goods were involved?	No	No
<b>1.3.2.</b>	<b>SHEQ&amp;Sec &amp; CSR Objectives and Trend Analysis</b>		
1.3.2.1.	Is there a process in place to monitor and analyze SHEQ&Sec & CSR data to identify trends and to set objectives and is there an action plan in place to achieve these objectives ?	Yes	Yes
1.3.2.2.	Is there a programme in place to measure and improve the use of electricity by the company?	No	No
1.3.2.3.	Is there a programme in place to measure and improve the use of natural gas by the company?	No	No
1.3.2.4.	Is there a programme in place to measure and optimize the use of water by the company?	No	No
1.3.2.5.	Is there a programme in place to measure and optimize the use of gasoil by the company?	No	No
1.3.2.6.	Is a programme in place to measure and improve the output of emissions?	Yes	Yes
1.3.2.7.	Is a programme in place to measure and to reduce the waste generated by the company activities?	No	Yes
1.3.2.8.	Has the Safety, Health, Environment action plan of the company been reviewed against the applicable Responsible Care Programme ?	No	No
1.3.2.9.	Does the company promote the principles of Responsible Care to logistic partners?	No	No
<b>1.4.</b>	<b>Management Review</b>		
<b>1.4.1.</b>	<b>Management Meetings</b>		
1.4.1.1.	Is a formal management meeting held at least once a year to review the management system?. This includes the SHEQ&Sec and CSR requirements	Yes	Yes
1.4.1.2.	Does senior management monitor progress versus targets on SHEQ&Sec & CSR matters at relevant management meetings?	No	No

1.4.1.3.	Is there evidence that learning points from SHEQ&Sec issues are shared with the workforce ?	Yes	Yes
<b>1.4.2.</b>	<b>Internal Audit</b>		
1.4.2.1.	Is there a documented plan for internal auditing of all areas referred to in SQAS and covering compliance with applicable legislation and permits?	No	Yes
1.4.2.2.	For non-conformances identified in the audits, are action plans developed and are corrective actions taken ?	No	Yes
1.4.2.3.	Do those carrying out auditing have training and/or competence in auditing and evaluation techniques ?	No	No
1.4.2.4.	Are safety walk abouts carried out and documented by appropriate managers on a periodical basis?	No	Yes
<b>2.</b>	<b>Safety, Health, Environment &amp; Security &amp; CSR</b>		
<b>2.1.</b>	<b>Risk assessment and management</b>		
<b>2.1.1.</b>	<b>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 ?</b>		
2.1.1.a.	- start-up of new operations/activities (e.g. new products, new routes) ?	No	No
2.1.1.b.	- change of operations/activities (Management of Change) ?	No	No
2.1.1.c.	- periodic review of risks on current activities?	No	No
2.1.2.	Has a risk assessment been conducted regarding computer information on customers, products and operations and are measures taken to mitigate identified risks?	No	No
2.1.3.	Are measures taken to control/mitigate all identified risks ?	No	No
2.1.4.	Does the medical examination take into consideration the result of the risk assessment?	No	No
<b>2.2.</b>	<b>Safety</b>		
<b>2.2.1.</b>	<b>Personal Protective Equipment (PPE)</b>		
2.2.1.1.	Is there a written procedure defining what PPE has to be used under what circumstances ?	Yes	Yes
2.2.1.2.	Is the PPE regularly checked (before use and at set intervals) and replaced when required ?	No	Yes
2.2.1.3.	Are instructions and training provided when category III PPE or other specific precautions are needed and used?	No	No
<b>2.2.2.</b>	<b>On site Emergency Preparedness and Response</b>		
2.2.2.1.	Is there a written plan for dealing with on-site emergencies and potential crises?	No	No
<b>2.2.2.2.</b>	<b>Does this written plan contain the following information :</b>		
2.2.2.2a.	- individual responsibilities ?	No	No
2.2.2.2b.	- arrangements for 24/7 hours coverage by trained responders ?	No	No
2.2.2.2c.	- a list of the different parties to be informed with their contact details (customers, authorities) ?	No	No
2.2.2.2d.	- a procedure for handling the information towards the neighbourhood, the press and other interested parties of serious accidents/incidents that happened on site?	No	No
2.2.2.3.	Is the emergency equipment maintained, tested or checked on a regular basis?	No	No
2.2.2.4.	Has there been a comprehensive test of the emergency plan for on-site emergencies during the past 12 months ?	No	No
2.2.2.5.	Is there a documented business continuity plan and does this plan contain the customer contacts to be informed ?	No	No
<b>2.3.</b>	<b>Health</b>		
2.3.1.	Is the operating site informed about the relevant regulations for all products transported and/or handled ?	No	No
2.3.2.	Are current Safety Data Sheets available on site from the manufacturers for all products transported and/or handled?	No	No
<b>2.4.</b>	<b>Security</b>		
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 ?	No	No
2.4.2.	Is there a procedure in place, requiring documented periodical inspections, to identify breaches in the security of the buildings/premises?	No	No
2.4.3.	Is a system in place to ensure that communication dialogue and information exchange on security issues is appropriate?	No	No

2.4.4.	Is a system in place to ensure that response to security threats and incident are defined?	No	No
<b>2.5.</b>	<b>Labour Policy and human rights</b>		
2.5.1.	Are specific mechanisms in place to ensure effective implementation of your company's Career Management and training policy?	No	No
2.5.2.	Are specific mechanisms in place to ensure effective implementation of your company's non discrimination policy	No	No
<b>2.6.</b>	<b>Fair business practices</b>		
2.6.1.	Has the company formalized the fair business practices ?	No	No
2.6.2.	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)	No	No
2.6.3.	Are there mechanisms in place to ensure effective implementation of the anti-competitive practices policy?	No	No
<b>3.</b>	<b>Procurement of services</b>		
<b>3.1.</b>	<b>Service partners</b>		
3.1.1.	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?	No	No
3.1.2.	Has the company a documented process for the evaluation and performance monitoring of all its service partners ?	Yes	Yes
3.1.3.	Are annual SHEQ&Sec & CSR targets set for, and communicated to all involved service providers in the supply chain ?	No	No
3.1.4.	Does the company actively monitor the service providers actions to ensure achievement of all these targets ?	No	No
3.1.5.	Is there a documented plan for assessing subcontractors in all areas referred to in SQAS and their compliance with legal requirements?	No	Yes
<b>3.2.</b>	<b>Contractors</b>		
3.2.1.	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?	No	No
<b>4.</b>	<b>Supply chain management and subcontracting</b>		
<b>4.1.</b>	<b>Supply chain management</b>		
4.1.1.	Is the segregation of goods checked and controlled from the planning through to the loading stage ?	No	No
4.1.2.	Has the company a documented process to control its services from loading point to delivery at the final consignee ?	Yes	Yes
4.1.3.	Are all customer instructions and requirements followed through the complete supply chain?	Yes	Yes
4.1.4.	Does the company have a formal process in place enabling on-time delivery reporting and follow-up at all stages of the supply chain (including the identity of any person and the reason for causing or requesting changes) ?	Yes	Yes
<b>4.2.</b>	<b>Subcontracting services</b>		
<b>4.2.1.</b>	<b>Subcontracting policy</b>		
4.2.1.1.	Does the company have a written policy for subcontracting transport and transport related services (including the selection process, performance assessment and monitoring) ?	Yes	Yes
4.2.1.2.	Are the requirements and restrictions of the customer chemical companies including spot subcontracting, reflected in the subcontracting policy ?	Yes	Yes
<b>4.2.2.</b>	<b>Fully integrated subcontractors/drivers</b>		
4.2.2.1.	Does the company maintain an up-to-date list of fully integrated subcontractors/drivers ?	Yes	Yes
4.2.2.2.	Are procedures in place to ensure that fully integrated subcontractors/drivers are covered in each part of the company's management system?	Yes	Yes
<b>4.2.3.</b>	<b>Non-integrated subcontractors</b>		
4.2.3.1.	Does the company maintain an up-to-date list of approved non-integrated subcontractors ?	Yes	Yes
4.2.3.2.	Does the company hand out Driver Handbooks to drivers of non-integrated subcontractors or check that the subcontractor's handbook is consistent with its own ?	No	No
<b>4.2.4.</b>	<b>Unplanned spot services by subcontractors</b>		

4.2.4.1.	When the company has to deploy unplanned resources in the supply chain, are the minimal service requirements documented and requested of these service partners ?	Yes	Yes
<b>4.3.</b>	<b>Performance monitoring of subcontractors</b>		
<b>4.3.1.</b>	<b>Performance criteria</b>		
<b>4.3.1.1.</b>	<b>Is there a written agreement with each subcontractor that contains the requirements and standards relating to the following criteria:</b>		
4.3.1.1.a.	- compliance with all relevant national and international regulations and laws ? - operating licences consistent with the activities and operations ? - drivers/operators holding valid ADR licenses/certificates? - working/driving hours compliance and keeping records? - drugs and alcohol policy ? - appointment and fulfilment of the duties of the DGSA? - vehicle inspection and testing? - adequate driver selection? - comprehensive insurance coverage ? - PPE/ emergency equipment? - security provisions as required by applicable legislation ?	Yes	Yes
4.3.1.1.b.	- hose monitoring and testing ?	No	Yes
4.3.1.1.c.	- implementation of Behaviour Based Safety (BBS) on driving and loading/unloading according to the Cefic BBS Guidelines for safe driving and (un)loading?	Yes	Yes
4.3.1.1.d.	- Journey Plans including safe and secure vehicle parking?	No	No
4.3.1.1.e.	- carry forward transport and customs documents to all service partners in the chain, including EIR (Equipment Interchange Receipt) if required ?	No	No
4.3.1.1.f.	- use of emergency number / emergency response capabilities ?	Yes	Yes
4.3.1.1.g.	- vehicle preventive maintenance ?	Yes	Yes
4.3.1.1.h.	- use of approved tank cleaning stations ?	No	Yes
4.3.1.1.i.	- compliance with customers site requirements?	Yes	Yes
4.3.1.1.j.	- adequate driver training criteria (e.g. product specific training, legal training, customer specific training)?	No	Yes
4.3.1.1.k.	- no sub-subcontracting of haulage?	Yes	Yes
4.3.1.1.l.	-handling and reporting of non-conformances (transport events)?	Yes	Yes
4.3.1.1.m.	- confidentiality of operational and commercial data ?	No	No
<b>4.3.2.</b>	<b>Performance monitoring process</b>		
4.3.2.1.	Has the company a documented process for the evaluation and performance monitoring of all its service partners ?	Yes	Yes
<b>4.3.2.2.</b>	<b>Are all service partners who are SQAS assessed evaluated on the basis of the following packages :</b>		
4.3.2.2.a.	- SQAS Transport Service for all non-integrated hauliers?	Yes	Yes
4.3.2.2.b.	- SQAS Warehouse for warehousing services?	No	No
4.3.2.2.c.	- SQAS Rail for Rail carriers?	No	No
4.3.2.2.d.	- SQAS Cleaning for cleaning stations ?	No	Yes
4.3.2.2.e.	- When the SQAS reports for the cleaning stations are analysed, have the questions related to entry into a confined space been checked by the transport company?	No	Yes
4.3.2.3.	When SQAS packages are not used, is the company using alternative assessment systems to evaluate its service partners ?	Yes	Yes
<b>4.3.2.4.</b>	<b>When SQAS packages are not used, are the following criteria taken into account to evaluate the service partners:</b>		
4.3.2.4.a.	- Legal requirements as defined in section 4.3.1.1.a	Yes	Yes
4.3.2.4.b.	- implementation of Behaviour Based Safety (BBS) on driving and loading/unloading according to the Cefic BBS Guidelines for safe driving and (un)loading?	Yes	Yes
4.3.2.4.c.	- drugs and alcohol policy ?	Yes	Yes
4.3.2.4.d.	- Journey Plans including safe and secure vehicle parking?	No	No
4.3.2.4.e.	- carry forward transport and customs documents to all service partners in the chain, including the EIR (Equipment Interchange Receipt) if required ?	No	No
4.3.2.4.f.	- use of emergency number / emergency response capabilities ?	Yes	Yes
4.3.2.4.g.	- vehicle preventive maintenance ?	Yes	Yes
4.3.2.4.h.	- use of approved tanker cleaning stations ?	No	Yes
4.3.2.4.i.	- compliance with customers' site requirements	Yes	Yes
4.3.2.4.j.	- adequate driver training criteria (e.g. product specific training, legal training, customer specific training)	No	No

4.3.2.4k.	- no sub-subcontracting of haulage?	Yes	Yes
4.3.2.4l.	-handling and reporting of non-conformances (transport events)	Yes	Yes
4.3.2.4m.	- confidentiality of operational and commercial data ?	No	No
4.3.2.4n.	- security provisions as required by applicable legislation ?	No	No
<b>4.3.2.5.</b>	<b>Do you retain documented evidence that compliance with the performance criteria :</b>		
4.3.2.5a.	- was verified before the agreement was signed with each subcontractor, and repeated regularly ?	Yes	Yes
4.3.2.5b.	- is followed-up on a regular basis through dialogue and improvement action programmes with subcontractors selected based on performance review?	Yes	Yes
<b>5.</b>	<b>Equipment</b>		
<b>5.1.</b>	<b>Equipment specification</b>		
5.1.1.	Is there a procedure covering responsibilities for the purchase of equipment?	No	No
<b>5.1.2.</b>	<b>Is there a written specification for the purchase or lease of each vehicle/tank/tank container and associated equipment including the following items:</b>		
5.1.2a.	- air conditioning ?	No	No
5.1.2b.	- roll-over detection warning system ?	No	No
5.1.2c.	- interlocking of the fifth wheel coupling?	No	No
5.1.2d.	- Electronic Stability Control ?	No	No
5.1.2e.	- retro-reflective back and side markings ?	No	No
5.1.2f.	- forward distance alert system?	No	No
5.1.2g.	- Lane departure system?	No	No
5.1.2h.	- Driver falling asleep guarding systems	No	No
5.1.2i.	- blocking system for communication during rolling?	No	No
5.1.2j.	- supplementary braking system?	No	No
5.1.2k.	- safe access to all loading/unloading equipment?	No	No
5.1.2l.	- truck management system ?	No	No
5.1.2m.	- remote controlled bottom valve?	No	No
5.1.3.	Is a DIN 80 PN 10 flange available between the outlet valve and the cap of every (un)loading connection?	No	No
<b>5.2.</b>	<b>Equipment Inspection, Maintenance and Calibration</b>		
<b>5.2.1.</b>	<b>Statutory Inspection</b>		
5.2.1.1.	Is there documentary evidence that statutory inspections of tractor units and tanks/tank containers/trailers have been carried out?	Yes	Yes
<b>5.2.2.</b>	<b>Equipment Inspection and Maintenance</b>		
<b>5.2.2.1.</b>	<b>Is there a documented programme for preventive inspection and maintenance covering the following items</b>		
5.2.2.1a.	- tractor units ?	Yes	Yes
5.2.2.1b.	- trailers ?	Yes	Yes
5.2.2.1c.	- tanks/tank containers ?	No	Yes
5.2.2.1d.	- pumps ?	No	No
5.2.2.1e.	- compressors ?	No	Yes
5.2.2.1f.	- tyres ?	Yes	Yes
5.2.2.1g.	- earthing points ?	No	Yes
5.2.2.1h.	- twist locks ?	No	Yes
5.2.2.1i.	- cargo securing devices and materials ?	Yes	No
5.2.2.1j.	- ADR equipment?	No	No
5.2.2.1k.	- valves and relief valves ?	No	Yes
5.2.2.1l.	- couplings ?	No	Yes
5.2.2.1m.	- gaskets/seals ?	No	Yes
5.2.2.1n.	- gauges ?	No	Yes
5.2.2.1o.	- temperature control units?	No	No
<b>5.2.2.2.</b>	<b>Is there a procedure and register in place for the periodic (at least annual) testing of flexible hoses, which includes the following elements :</b>		
5.2.2.2a.	- compatibility of the hose and cargo ?	No	No
5.2.2.2b.	- identification of different types and numbering ?	No	No
5.2.2.2c.	- periodic inspection and recording of results ?	No	Yes
5.2.2.2d.	- periodic pressure testing ?	No	Yes
5.2.2.2e.	- electrical continuity?	No	No
<b>5.2.3.</b>	<b>Defect rectification</b>		
5.2.3.1.	Is there a documented defect reporting and rectification system in place for all equipment, which includes the required follow-up?	Yes	Yes
<b>5.2.4.</b>	<b>Identification and Calibration of Measuring Equipment</b>		

5.2.4.1.	Has the assessed company a register of measuring equipment to be calibrated?	No	No
5.2.4.2.	Are calibration procedures and records in place, including the identification of all measuring equipment ?	No	No
<b>5.2.4.3.</b>	<b>Is calibration carried out in accordance with legislation, for the following critical equipment, when applicable :</b>		
5.2.4.3a.	- oxygen meters ?	No	No
5.2.4.3b.	- flammable gas detectors ?	No	No
5.2.4.3c.	- instruments for measuring concentrations of toxic gases and vapours ?	No	No
5.2.4.3d.	- temperature gauges ?	No	No
5.2.4.3e.	- tyre pressure gauges ?	No	No
5.2.4.3f.	- torque wrenches for tightening wheel nuts ?	No	No
<b>5.3.</b>	<b>Purchase and maintenance of equipment by Logistics Partners</b>		
5.3.1.	Does the company have evidence that selected subcontractors have a programme in place that their vehicles/tanks/trailers/containers and their fittings are serviced on a regular basis and meet statutory requirements?	Yes	Yes
<b>6.</b>	<b>Behaviour Based Safety (BBS or equivalent programme)</b>		
<b>6.1.</b>	<b>Behaviour Based Safety for safe driving</b>		
<b>6.1.1.</b>	<b>BBS Training for Safe Driving</b>		
6.1.1.1.	Is BBS taken into account when reviewing the training requirements of managers and planners ?	No	No
6.1.1.2.	Have persons been formally selected and designated as qualified BBS trainers, in accordance with the requirements as defined in the Cefic/ECTA BBS guidelines ?	Yes	Yes
6.1.1.3.	Has the BBS driver training content (or equivalent system) and format (based on observation, coaching and interactive communication) been developed and is it in line with the Cefic/ECTA BBS guidelines?	Yes	Yes
6.1.1.4.	Has the BBS driver training frequency been defined and is it implemented ?	Yes	Yes
6.1.1.5.	Is a personal BBS-record kept on each driver, including the fully integrated subcontractors, with the observations made on their behavioural skills ?	Yes	Yes
<b>6.1.2.</b>	<b>BBS Results, Analysis and Monitoring</b>		
6.1.2.1.	Are individual results from the BBS training communicated to the driver, preventive actions agreed, recorded and followed-up ?	Yes	Yes
<b>6.1.2.2.</b>	<b>Are key performance indicators identified and measured, such as :</b>		
6.1.2.2a.	- accidents and incidents whilst in transit?	Yes	Yes
6.1.2.2b.	- accidents and incidents at loading points?	No	Yes
6.1.2.2c.	- accidents and incidents at unloading points?	No	Yes
6.1.2.2d.	- Lost Time Injury Rate?	No	No
6.1.2.2e.	- Personal Injury Rate?	No	No
6.1.2.2f.	- Average days of training per year?	No	No
6.1.2.2g.	- fuel consumption per ton per km ?	No	No
6.1.2.2h.	- damages ?	Yes	Yes
6.1.2.3.	Is an implementation programme in place for the observation and spot checking of drivers in relation to the performance of the driver?	Yes	Yes
6.1.2.4.	Are the results and learning outcome's from BBS reflected in the refresher programmes ?	Yes	Yes
<b>6.2.</b>	<b>Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles</b>		
6.2.1.	Has the management also adopted the Cefic/ECTA guidelines on "Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles"?	No	Yes
<b>6.3.</b>	<b>Awareness of all service partners</b>		
<b>6.3.1.</b>	<b>Does the company promote and monitor the implementation of the following BBS principles with its service partners :</b>		
6.3.1a.	- driving?	Yes	Yes
6.3.1b.	- loading?	No	No
6.3.1c.	- unloading?	No	No
6.3.1d.	- cleaning?	No	No
<b>7.</b>	<b>Security</b>		
<b>7.1.</b>	<b>Security in transport</b>		

7.1.1.	Has the company developed security provisions regarding its distribution of transport information ?	No	No
<b>7.1.2.</b>	<b>Does the company implement measures to ensure the security of the products and transport information throughout the chain of its service partners, including at :</b>		
7.1.2a.	- depots and vehicle parking?	No	No
7.1.2b.	- cleaning stations ?	No	No
7.1.2c.	- at the interface with any subcontracted road transport company ?	No	No
7.1.2d.	- at the interface with intermodal transport?	No	No
7.1.3.	Is the handover/transfer of security, with the associated responsibilities, signed and documented ?	No	No
7.1.4.	Does each crew member of a vehicle carry with them means of identification, which includes their photograph, during carriage ?	No	No
7.1.5.	Are devices, equipment or arrangements to prevent the theft of vehicles applied and are measures taken to ensure that these are operational and effective at all times ?	No	No
7.1.6.	Are truck cabs fitted with access control systems ?	No	No
7.1.7.	Are trucks fitted with an engine-starting control system ?	No	No
7.1.8.	Are trailers fitted with a locking fifth wheel ?	No	No
7.1.9.	Are decoupled hanger trailers fitted with a locking trailer eye?	No	No
<b>7.2.</b>	<b>Security during handling of Highly Consequence Dangerous Goods</b>		
7.2.1.	Has a security plan been developed and implemented for High Consequence Dangerous Goods (HCDG) in accordance with section 1.10 of ADR ?	No	No
7.2.2.	Best practices for transport security of HCDG : Does the company have measures to monitor the movement of HCDG whilst in transit ?	No	No
7.2.3.	Are all fully loaded freight containers, tank containers, truckload and railcars containing HCDGs, sealed and the seal numbers provided separately (electronically or on paper) ?	No	No
7.2.4.	Are seal discrepancies for HCDG investigated thoroughly, the shipment rejected if necessary, security personnel notified and extreme care taken if there is evidence of seal tampering ?	No	No
7.2.5.	Are drivers (own and FIS) required to call-in periodically ?	No	No
<b>8.</b>	<b>Operating Procedures and Customer Interface</b>		
<b>8.1.</b>	<b>Emergency response</b>		
8.1.1.	Is there a written plan for dealing with off-site emergencies ?	Yes	Yes
<b>8.1.2.</b>	<b>Does this written plan contain the following information :</b>		
8.1.2a.	- individual responsibilities ?	Yes	Yes
8.1.2b.	- arrangements for 24/7 hours coverage by trained responders ?	Yes	Yes
8.1.2c.	- a list of the different parties to be informed with their contact details (customers, authorities) ?	Yes	Yes
8.1.3.	Has there been a comprehensive test of the emergency plan for off-site emergencies during the past 12 months ?	No	Yes
<b>8.2.</b>	<b>Customer Interface</b>		
<b>8.2.1.</b>	<b>Do you have confirmation from the chemical customer to effect a safe collection/delivery? This should include as a minimum :</b>		
8.2.1a.	- the latest version of SDS/instructions in writing?	No	No
8.2.1b.	- site access requirements including PPE?	No	No
8.2.1c.	- the split of responsibilities agreed between driver and operators at (un)loading site (BBS loading/unloading) ?	No	No
8.2.1d.	- handing in the ECD document?	No	No
8.2.1e.	- making the connection between the road tank and the (un)loading point ?	No	No
8.2.1f.	- checking the leakproofness of the closing devices after (un)loading ?	No	No
8.2.1g.	- the documents accompanying the (un)loading process (before/during/after) ?	No	No
8.2.1h.	- equipment requirements?	No	No
8.2.1i.	- cargo securing ?	No	No
8.2.2.	Are the topics of 8.2.1. adequately communicated to the applicable staff?	No	No



8.2.3.	Is there a written proof of the management commitment to support the driver according to the "Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles "	No	No
<b>9.</b>	<b>Order Process and Operations</b>		
<b>9.1.</b>	<b>Planning and Communication</b>		
<b>9.1.1.</b>	<b>Order Planning and Processing</b>		
9.1.1.1.	Is there a written procedure for transport order processing and vehicle scheduling ?	Yes	Yes
<b>9.1.1.2.</b>	<b>Does the planning section communicate relevant information and instructions to the driver/subcontractor, including, but not limited to :</b>		
9.1.1.2a.	- the hazardous nature of the material ?	No	No
9.1.1.2b.	- route criteria (including approved parking locations, tunnel codes) ?	No	No
9.1.1.2c.	- additional national transport regulations in other countries (for international transport) ?	No	No
9.1.1.2d.	- consignor/consignee details ?	Yes	Yes
9.1.1.2e.	- product compatibility (multi loads) ?	No	No
9.1.1.2f.	- product compatibility (previous loads) ?	No	Yes
9.1.1.2g.	- customer specific HSE requirements?	Yes	Yes
9.1.1.3.	Does the company have, for all journeys exceeding 4,5 driving hours, a Journey Risk Assessment system in place that supports the driver to manage his journey, via a documented Journey Plan that contains the authorised route, known route hazards, safe and secure vehicle parking and authorised rest stops?	No	No
9.1.1.4.	Are there procedures in place to ensure that the maximum allowable weight in the various countries is not exceeded?	Yes	Yes
9.1.1.5.	Is there a procedure in place to ensure that when drivers are requested by consignors or consignees to draw a sample from the top of the vessel that feedback is initiated to the consignor and that this communication has been followed up?	No	Yes
9.1.1.6.	Is there a procedure in place to ensure that when drivers are requested by consignors or consignees to work on top of the vessel and no (proper) fall protection is available that feedback is initiated to the consignor and that this communication has been followed up?	No	Yes
9.1.1.7.	Is there a procedure in place to ensure that, when drivers are requested by consignors or consignees, to discharge a bulk truck or container directly into Drums or IBC's, that feedback is initiated to the consignor and that this communication has been followed up?	No	Yes
<b>9.1.2.</b>	<b>Order instructions for multimodal shipments</b>		
9.1.2.1.	Do you receive and forward to all of your supply chain partners all the necessary instructions for multimodal shipments?	Yes	Yes
<b>9.1.3.</b>	<b>Tank Cleaning</b>		
9.1.3.1.	Have all cleaning stations of tankers/tank containers been assessed against SQAS for Cleaning Stations (or equivalent assessment system) ?	No	Yes
9.1.3.2.	Has the company analysed the assessment reports of the cleaning stations used and agreed an improvement action plan, with defined responsibilities ?	No	Yes
9.1.3.3.	Is it ensured that all the cleaning stations used have permits for the products cleaned ?	No	No
9.1.3.4.	Is there evidence that relevant information about the previous load is provided to the cleaning station as a formal order?	No	Yes
<b>9.2.</b>	<b>Operations</b>		
<b>9.2.1.</b>	<b>Driver instructions (Driver Manual)</b>		
9.2.1.1.	Is there a drivers manual that is distributed to all drivers (own and FIS) in a language they can understand ?	Yes	Yes
9.2.1.2.	Have drivers (own and FIS) been trained in the content of the drivers manual ?	Yes	Yes
9.2.1.3.	Is the drivers manual updated regularly ?	Yes	Yes
<b>9.2.1.4.</b>	<b>Is a driver manual available that contains detailed instructions regarding:</b>		
9.2.1.4a.	- BBS principles?	Yes	Yes
9.2.1.4b.	- incident reporting?	Yes	Yes
9.2.1.4c.	- near miss reporting?	Yes	Yes
9.2.1.4d.	- use of seat belt ?	Yes	Yes

9.2.1.4e.	- use of mobile phone ?	Yes	Yes
9.2.1.4f.	- use of drugs and alcohol ?	Yes	Yes
9.2.1.4g.	- actions to be taken in an emergency ?	Yes	Yes
9.2.1.4h.	- security ?	No	No
9.2.1.4i.	- inspection prior to loading ?	No	Yes
9.2.1.4j.	- loading procedures ?	No	Yes
9.2.1.4k.	- verification that all prescribed documentation, including the instructions in writing for drivers, is on board the transport unit ?	Yes	Yes
9.2.1.4l.	- verification of the presence of all the (safety) equipment as required by legislation and the prescribed instructions in writing for the drivers (ADR goods) ?	No	No
9.2.1.4m.	- after loading, verification that vehicle and loads have no obvious defects, leakages, cracks, missing equipment ?	Yes	Yes
9.2.1.4n.	- after loading, verification that the vehicles are not overloaded ?	Yes	Yes
9.2.1.4o.	- after loading, verification that danger labels and markings (orange plates) prescribed for the vehicles, have been affixed (ADR and IMDG goods) ?	No	No
9.2.1.4p.	- operating/driving restrictions during bad weather conditions ?	Yes	Yes
9.2.1.4q.	- actions to be taken if, during the journey, an infringement which could jeopardize the safety of the transport, is observed (ADR goods) ?	No	No
9.2.1.4r.	- unloading procedures ?	No	Yes
9.2.1.4s.	- observation of instructions/practices at loading and unloading sites and reporting of unsafe conditions ?	Yes	Yes
9.2.1.4t.	- use of wheel chocks (to avoid uncontrolled vehicle movement) ?	No	Yes
9.2.1.4u.	- pre-start checklist?	Yes	Yes
9.2.1.4v.	- the use of standard PPE ?	Yes	Yes
9.2.1.4w.	- fall arrest harness?	No	Yes
9.2.1.4x.	- PPE for specific products?	No	No
9.2.1.4y.	- entry into confined space?	No	Yes
<b>9.2.1.5.</b>	<b>Does the drivers manual contain, in addition, specific detailed instructions for BULK GOODS, regarding :</b>		
9.2.1.5a.	- visual inspection of tanks, valves and hoses for cleanliness ?	No	Yes
9.2.1.5b.	- correct hose connection and valve operation ?	No	Yes
9.2.1.5c.	- correct operation of any transfer equipment ?	No	Yes
9.2.1.5d.	- equipotential electrostatic bonding/earthing ?	No	Yes
9.2.1.5e.	- the use of correct equipment to tighten couplings?	No	Yes
9.2.1.6.	Is there a check on gaskets and seals prior to use?	No	Yes
<b>9.2.1.7.</b>	<b>Does the drivers manual contain, in addition, specific detailed instructions for PACKAGED GOODS, regarding :</b>		
9.2.1.7a.	- inspection of the cargo compartment for cleanliness and potential risks (e.g. nails) ?	Yes	No
9.2.1.7b.	- stowage and cargo securing ?	Yes	No
9.2.1.7c.	- product compatibility and segregation ?	No	No
<b>9.2.2.</b>	<b>Pre-Start Checks</b>		
<b>9.2.2.1.</b>	<b>Are at least the following checks included in the pre-start checklist :</b>		
9.2.2.1a.	- inspection of vehicle for damage ?	Yes	Yes
9.2.2.1b.	- lubricating oil level and pressure check ?	Yes	Yes
9.2.2.1c.	- brake operation ?	Yes	Yes
9.2.2.1d.	- condition of tyres ?	Yes	Yes
9.2.2.1e.	- lights ?	Yes	Yes
9.2.2.1f.	- inspection of vehicle for leakage ?	Yes	Yes
9.2.2.1g.	- tightness of wheel nuts ?	Yes	Yes
9.2.2.1h.	- fire extinguishers ?	No	No
9.2.2.1i.	- PPE ?	Yes	Yes
9.2.2.1j.	- Wheel chocks ?	Yes	Yes
9.2.2.1k.	- eye wash bottles?	No	No
9.2.2.1l.	- drain cover and absorption material?	No	No
9.2.2.1m.	- emergency remote controls on bottom valve?	No	No
9.2.2.2.	Are spot checks carried out to confirm that drivers are performing daily checks ?	Yes	Yes
<b>9.3.</b>	<b>Administration</b>		
<b>9.3.1.</b>	<b>Controls of drivers</b>		
9.3.1.1.	Is the driver (own and FIS) required to keep and to sign a daily worksheet that includes that the vehicle is fit for purpose?	Yes	Yes

9.3.1.2.	Is there a system that checks on the maximum allowable number of working hours/driver/week ?	Yes	Yes
9.3.1.3.	Does the company have a system to restrict the driver's use of communication devices during moving (Including message sending, mobile phone, GPS)?	Yes	Yes
<b>9.3.2.</b>	<b>Records</b>		
<b>9.3.2.1.</b>	<b>Are records of all transport orders (receipts and deliveries) kept, including :</b>		
9.3.2.1a.	- order identification ?	No	No
9.3.2.1b.	- vehicle/tank/container identification ?	No	No
9.3.2.1c.	- actual loading date, loading time and loading site ?	No	No
9.3.2.1d.	- quantity received and delivered ?	No	No
9.3.2.1e.	- actual delivery date, delivery time and delivery address ?	Yes	Yes
<b>9.4.</b>	<b>Temporary storage and internal transfer of packaged goods</b>		
9.4.1.	Does the company have a specific written procedure for the transfer and temporary storage of goods ?	No	No
9.4.2.	Are all goods on site stored and segregated in accordance with the local legislation and segregated as per legal requirements ?	No	No
9.4.3.	Are the correct product details available during internal transfer and temporary storage ?	No	No
9.4.4.	Have the employees involved in the transfers of goods received appropriate training ?	No	No
9.4.5.	Do the employees involved in the transfer of goods have adequate personal protection ?	No	No
9.4.6.	Is the transfer and temporary storage of liquid materials carried out in an area with an impervious surface ?	No	No
9.4.7.	Is the transfer of goods carried out by using adequate and safe equipment ?	No	No
9.4.8.	Is there a procedure for cargo securing according to the guidelines?	No	No
<b>10.</b>	<b>Specific types of Transport Services and their activities</b>		
<b>10.1.</b>	<b>Transfer Terminal for Container/Vehicle operations</b>		
10.1.1.	Does the terminal meet the customer's and/or the industry specific security requirements ?	No	No
10.1.2.	Does the terminal's rolling and lifting equipment meet the national legal requirements?	No	No
10.1.3.	Is the terminal's rolling and lifting equipment equipped with safety locking devices ?	No	No
10.1.4.	Is there a documented programme for preventive inspection and maintenance for cranes, rolling and lifting equipment?	Yes	Yes
10.1.5.	Is there documentary evidence that statutory inspections of cranes, rolling and lifting equipment, have been carried out?	Yes	Yes
10.1.6.	Is there a documented programme for the training of drivers/operators of cranes, rolling and lifting equipment ?	Yes	Yes
10.1.7.	Are cargo segregation guidelines in place and complied with ?	No	No
10.1.8.	Is traffic adequately managed (signs, road marks, flow directions, speed limits) and enforced?	Yes	Yes
10.1.9.	Are effective systems in place to ensure that no unauthorised persons are present in container handling areas ?	Yes	Yes
10.1.10.	Is a maximum stack height of tankcontainers / containers defined in a procedure and enforced?	Yes	Yes
10.1.11.	Are unaccompanied transferred units visually inspected for leaks and damage, both on arrival through the EIR (Equipment interchange Receipt) and at regular intervals when temporarily stored ?	Yes	Yes
10.1.12.	Is there a containment system for leaks and spillages, which also allows for isolation from site drainage ?	No	No
10.1.13.	Is adequate spill containment equipment available on site, such as oversized drums and emergency containment ?	No	No
10.1.14.	Is a procedure present to evaluate all specific customers' requirements regarding the transfer and temporary storage of goods?	Yes	Yes
10.1.15.	Is a system in place to follow-up the periodical test dates of tanks approved for the transport of dangerous goods ?	No	No
10.1.16.	Is there a system to monitor the entry and movement of vehicles on the terminal ?	Yes	Yes
<b>11.</b>	<b>Site Inspection and Site operations</b>		

<b>11.1.</b>	<b>Site inspection</b>		
11.1.1.	Is the site properly secured with fences and gates, well lit and not accessible to the general public ?	No	No
11.1.2.	Is there a system to monitor the entry and movement of vehicles on site ?	No	No
11.1.3.	Are emergency exits marked on buildings and unblocked ?	No	No
11.1.4.	Are signs for site identification and public safety in place ?	No	No
11.1.5.	In the event of an emergency, is there an assured method for safe evacuation of all personnel and is this publicly displayed ?	No	No
11.1.6.	Is the emergency assembly point clearly displayed?	No	No
11.1.7.	Are fire extinguishers marked with the inspection and maintenance data ?	No	No
11.1.8.	Are the first aid posts clearly indicated, easily accessible and appropriately stocked to ensure prompt treatment ?	No	No
11.1.9.	Is there a site lighting system ?	No	No
11.1.10.	Is the site paved according to the requirements and the activities that are taking place ?	No	No
11.1.11.	Is the condition of roadways and parking area of an acceptable and safe standard ?	No	No
11.1.12.	Are there designated walkways away from truck traffic ?	No	No
11.1.13.	Is the site location suitable for vehicle access and is easy movement of trucks within the site guaranteed?	No	No
11.1.14.	If loaded trailers are parked at the site, are landing gear support pads used when there are weaknesses in the parking surface?	No	No
11.1.15.	Is there sufficient fire fighting capability if storing/parking flammable chemicals on site ?	No	No
<b>11.2.</b>	<b>Site operations</b>		
<b>11.2.1.</b>	<b>Is there a documented programme for preventive inspection and maintenance covering the following items :</b>		
11.2.1a.	- site compressed air system ?	No	No
11.2.1b.	- site fire fighting equipment (extinguishers, etc.) ?	No	No
11.2.1c.	- storage tanks (including fuel) ?	No	No
11.2.1d.	- electrical installation ?	No	No
11.2.1e.	- fall protection equipment?	No	No
11.2.1f.	- other equipment subject to regulatory requirements such as elevators, forklift trucks, hoisting equipment, emergency equipment and installations, ...?	No	No
<b>11.2.2.</b>	<b>Are there comprehensive procedures at the facility including work permit requirements, to ensure safety and to avoid exposure to hazardous materials, for the following operations :</b>		
11.2.2a.	- entry into confined spaces ?	No	Yes
11.2.2b.	- breaking of containment (pumps/compressors/lines) ?	No	No
11.2.2c.	- hot work ?	No	No
11.2.2d.	- work on electrical circuits/equipment (lock out system) ?	No	No
<b>11.2.3.</b>	<b>Are there also comprehensive procedures / instructions at the facility for the following operations :</b>		
11.2.3a.	- clean up and disposal of chemical spillages ?	No	No
11.2.3b.	- parking segregation for vehicles carrying different classes of hazardous product ?	No	No
11.2.3c.	- safe loading/unloading practices ?	No	No
11.2.3d.	- cargo securing ?	No	No
<b>11.3.</b>	<b>Maintenance workshop</b>		
11.3.1.	Does the maintenance shop area have emergency doors and are these kept clear at all times?	No	No
11.3.2.	Are eyewash bottles and safety shower systems available in determined areas within the work area ?	No	No
11.3.3.	Are caution signs installed (no smoking, eye protection, helmet, etc.) ?	No	No
11.3.4.	Is a fall restraint system in place for workshop operators who carry out repair activities on top of tanks or (tank)containers?	No	No
<b>11.4.</b>	<b>Bulk Storage Tanks (Fuel, Fuelling area and Waste Storage)</b>		
11.4.1.	Are the storage facilities approved for the goods stored, identified/labelled accordingly, monitored and maintained?	No	No
11.4.2.	Is explosion-proof equipment installed if handling flammables ?	No	No

11.4.3.	Is an impervious floor in place at the fuelling area	No	No
<b>11.5.</b>	<b>Vehicles and other equipment (trailers, tank containers, IBC's etc.)</b>		
<b>11.5.1.</b>	<b>Are the following items on the vehicles and equipment of an acceptable standard :</b>		
11.5.1a.	- condition of the tyres ?	Yes	Yes
11.5.1b.	- documentation in the cab ?	Yes	Yes
11.5.1c.	- condition of cargo securing devices ?	Yes	No
<b>12.</b>	<b>Handling practices of Food, Food contact Materials and Feed Products</b>		
<b>12.1.</b>	<b>Is the company applying GMP, GMP+ and/or HACCP principles to the operations ?</b>		
12.1.1.	Are there GMP/GMP+/HACCP (or similar) principles as part of the quality system ?	No	Yes
12.1.2.	Is there an adequate contamination and degradation prevention procedure implemented and maintained based upon a risk assessment ?	No	No
12.1.3.	Does the management of change procedure consider the impact of changes on the final product quality, performance, composition and regulatory compliance status?	No	No
<b>12.2.</b>	<b>Does the company's personnel policy comply with the special requirements for the handling of Food, Food Contact Materials / Animal Feed Products ?</b>		
12.2.1.	Has the company a sufficient number of qualified employees for these operations ?	No	Yes
12.2.2.	Have all (including administrative) personnel, involved in the handling and distribution of Food, Food Contact Materials / Animal Feed products been made aware of the health risks.	No	Yes
12.2.3.	Have all (including administrative) personnel, involved in handling and distribution of Food, Food Contact Materials/ Animal Feed products been formally qualified according to written criteria ?	No	No
12.2.4.	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 ?	No	Yes
<b>12.3.</b>	<b>Are traceability and product conformity issues sufficiently implemented in all processes ?</b>		
12.3.1.	Is the company able to provide full traceability on product origin and its own operations ?	No	Yes
12.3.2.	Is the company able to provide full traceability on product destinations ?	No	Yes
<b>12.4.</b>	<b>Are there procedures in place and documentation available to ensure consistency of product quality ?</b>		
12.4.1.	Is it ensured that bulk transport equipment and containers received and delivered are properly sealed (if so required)?	No	Yes
12.4.2.	Is it ensured that contamination/cross contamination through transport equipment is prevented ?	No	Yes
12.4.3.	Are banned lists for particular products available?	No	Yes
<b>12.5.</b>	<b>Are there appropriate precautions taken to avoid cross-contaminations and degradation during operations ?</b>		
12.5.1.	Is the water and the disinfection products that comes into contact with the food, food contact materials / animal feed materials of a proven suitable quality?	No	Yes
12.5.2.	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 ?	No	Yes
<b>12.6.</b>	<b>Are there adequate and appropriate hygiene measures maintained ?</b>		
12.6.1.	Are sufficient hygiene measures documented, implemented, validated and maintained for personnel, cleaning, warehouses and transportation?	No	Yes
<b>12.7.</b>	<b>Are procedures in place for complaint handling, product recall and incident management?</b>		
12.7.1.	Is there a contamination response procedure in place?	No	Yes
<b>12.8.</b>	<b>Are procedures in place for internal audits?</b>		
12.8.1.	Is there a documented plan for internal auditing of all areas, referenced to the GMP/GMP+ and HACCP questionnaire?	No	Yes

<b>12.9.</b>	<b>Are appropriate loading and unloading procedures in place ?</b>		
12.9.1.	Is there a procedure in place that requires the driver/operator to open only one tanklid at a time during loading ?	No	Yes
<b>12.10.</b>	<b>Is the entire equipment in contact with products designed to protect product quality?</b>		
12.10.1.	Is the loading equipment in contact with products dedicated, or, are validated cleaning procedures applied between loadings ?	No	Yes
12.10.2.	Is the unloading equipment in contact with products dedicated, or are validated cleaning procedures applied between unloadings ?	No	Yes
12.10.3.	Is all the equipment in contact with products identified ?	No	Yes
12.10.4.	Is all the equipment in contact with products capped and/or properly stored after the operation, according to written procedures ?	No	Yes
12.10.5.	Do you seal all valves and openings after loading ?	No	Yes
12.10.6.	Do you seal all valves and openings after cleaning ?	No	Yes
<b>12.11.</b>	<b>Are there appropriate procedures in place in relation to Animal Feed</b>		
12.11.1.	Is there a procedure in place for the cleaning regime in accordance with the GMP+ Animal Feed product database requirements?	No	Yes
12.11.2.	Is there a procedure in place on how to work with the GMP+ Animal Feed Product Database and its updates?	No	Yes
12.11.3.	Is there a procedure in place for the order planning in accordance with the GMP+ Animal Feed product database requirements?	No	Yes
12.11.4.	Is there a procedure in place to establish the Animal Feed product category of a new product to be transported?	No	Yes
12.11.5.	Does the 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?	No	Yes