



# H. W. Coates Limited Newmarket, Cambridgeshire

on 01-12-2020

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

<b>Report:</b>	88218b (Submitted)	<b>Module:</b>	Warehouse
<b>Companyname:</b>	H. W. Coates Limited	<b>Re-assessment:</b>	01-12-2020 by Nielsen, D.
<b>Location:</b>	Newmarket, Cambridgeshire (United Kingdom)	<b>Expires on:</b>	01-12-2023
<b>Website:</b>	<a href="http://www.hwcoates.co.uk">www.hwcoates.co.uk</a>	<b>Company type:</b>	Stand-alone, 10-50 employees

The SQAS assessment report is a statement of facts and this attestation does not express any appreciation of the company's performance. The SQAS Assessment is valid for 3 years.



**0. Assessment Information and Scope**

**0.1. Assessment Information**

**0.1.1. Assessed Company**

Company Name	H. W. Coates Limited
Location (=Town/City)	Newmarket, Cambridgeshire
Country	GB
Postal code	CB8 7LG
Postal Address	The Pines, Fordham Road, Newmarket
Phone	+44 (0) 1638 720160
Website	www.hwcoates.co.uk
1. Contact Person	Andy Colbourne
Email	acolbourne@hwcoates.co.uk
2. Contact Person	Ashley Harriman
Email	aharriman@hwcoates.co.uk
3. Contact Person	Robert Crozier
Email	rcrozier@hwcoates.co.uk
Headquarter's Name	H W Coates Ltd
Headquarter's Address	Ladywood House, Ladywood Works, Lutterworth, Leicestershire, LE17 4HD
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 - ... CBA - RHA - UKWA

Total number of employees for all assessed activities (In a transport company the number of fully integrated drivers has to be included) 10-50

**0.1.2. Assessor**

**Lead Assessor**

Name	Nielsen, D.
Assessment Agency	Transmarine Ltd.
Address	-
Country	GB
Phone	+44 (0)7504 305 127
Mobile Phone	
Email	sqas@transmarine.uk

**Other Assessors**

Name(s)  
-

**Observers**

1. Name	
Company	
2. Name	
Company	

**0.1.3. Activities Assessed**

Road transport	Y
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	N
Re-assessment	Y
1. Report number	86116a
2. Report number	86116b
3. Report number	

**0.1.5. Assessment dates and duration**

Assessment dates and duration

	Date	Duration (number of days)
<b>Core or ESAD Di assessment</b>	30-11-2020	1

<b>Specific assessment 1</b>	01-12-2020	1
<b>Specific assessment 2</b>	02-12-2020	1
<b>Previous Core or ESAD Di assessment</b>		
<b>Previous Specific assessment 1</b>		
<b>Previous Specific assessment 2</b>		

**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**

	<b>Name</b>	<b>Location</b>
<b>General Manager</b>	Ashley Harriman	Newmarket
<b>Operations Manager</b>	Robert Crozier	Newmarket
<b>Quality Assurance Manager</b>	Andy Colbourne	Hinckley
<b>Safety &amp; Health Manager</b>	Andy Colbourne	Hinckley
<b>Environmental Manager</b>	Andy Colbourne	Hinckley
<b>Dangerous Goods Safety Advisor</b>	Robert Symes	Hinckley
	Number Certificate DGSA	Valid until
	2927429/200113	14-01-2025
<b>Security Advisor</b>	Robert Symes	Hinckley

0.2.2.

**Systems Certifications**

<b>Type</b>	<b>Accredited Certification Body</b>	<b>Scope</b>	<b>Registration Number</b>	<b>Expiry Date</b>
Quality (ISO 9001, etc)	WQA	Warehousing, repackaging, national distribution and transport of packaged goods both hazardous and non-hazardous.	QS3343	31-07-2021
Environment (ISO 14001, etc)				
Occupational Health and Safety (OHSAS 18001, etc)				
Business ethics or other CSR system (SA 8000, etc)				
Energy (ISO 50001, 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) 0

0.2.3.

**Responsible Care**

Is the company a member of an approved Responsible Care Programme?  Y

	If yes, which?	CBA
	For Other, specify	
<b>0.2.4.</b>	<b>Infrastructure</b>	
	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	Y
	Canteen present for visiting operators/drivers	N
	Temporary storage of packaged products	Y
	Fuel storage and refuelling	Y
	Waste storage/treatment	N
	Railway connection	N
	Waterway connection	N
<b>0.2.5.</b>	<b>Incident response</b>	
	Description of onsite incident response team and equipment	There are trained persons on site for first aid and fire. Spill kits available and fire extinguishers.
	Description of the local fire brigade (manpower, equipment, response time)	Newmarket fire station is within a 7 minute response time and is operating 24/7.
<b>0.2.6.</b>	<b>Emergency equipment</b>	
	Description of emergency equipment that can be used for off-site emergencies.	Off-site transport emergency would be handled by contractors through the HERS scheme.
<b>0.2.7.</b>	<b>Valid Operating License</b>	
	Number	OF0203365
	Scope	Standard National
	Validity until	28/02/2022
	Are all activities within the scope of the assessment mentioned in the operating licence?	Y
	If not 'Yes' please specify	
<b>0.6.</b>	<b>Warehouse activities</b>	
<b>0.6.1.</b>	<b>Activities</b>	
	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	N
	Handling of Cosmetic products	N
	Allergen free business	N
	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
<b>0.6.2.</b>	<b>Type of operators</b>	
	Own company operators	Y
	Number of own company operators	13
	Temporary operators	N
	Average of Temporary operators	
	Number of office employees	8
	Number of employees	21

**Assessment Information and Scope - Part II WH 1-5**

0.

**Reference list**

WH1	1
WH2	2
WH3	3
WH4	4
WH5	5
WH6	6
WH7	8
WH8	10
WH9	11
WH10	12
WH11	13
WH12	24
WH13	25
WH14	
WH15	

1.

**General site data**

Is the warehouse owned ?	Y
Is the warehouse leased ?	N
Total warehouse space (sq. meters) ?	16875
Total silo space (cubic meters) ?	
Open air packed storage space (sq. meters) ?	300
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**

Warehouse space (sq. meters)	WH1	WH2	WH3	WH4	WH5
	2000	2000	1500	1200	2000

3.

**Category of products permitted to be stored**

	WH1	WH2	WH3	WH4	WH5
Foodstuffs	0	0	0	0	0
Solid chemicals (non - classified goods)	1	1	1	1	1
Liquid chemicals (non - classified goods)	1	1	1	1	1

3.4.

**Chemicals - classified as dangerous goods per Transport Classification (specify):**

	WH1	WH2	WH3	WH4	WH5
Class 1 - Explosive substances & articles	0	0	0	0	0
Class 2 - Gases	0	0	0	0	0
Class 3 - Flammable liquids	0	0	0	1	0
Class 4.1 - Flammable solids	0	0	0	1	0
Class 4.2 - Substances liable to spontaneous combustion	0	0	0	0	0
Class 4.3 - Substance, which in contact with water emit flammable gases	0	0	0	0	0
Class 5.1 - Oxidising substances	0	1	0	0	0
Class 5.2. - Organic peroxides	0	0	0	0	0
Class 6.1 - Toxic substances	1	1	1	1	1
Class 6.2 - Infectious substances	0	0	0	0	0
Class 7 - Radioactive material	0	0	0	0	0
Class 8 - Corrosive substances	1	1	1	0	1
Class 9 - Miscellaneous dangerous substances & articles	1	1	1	1	1

3.5.

**Chemicals - classified as hazardous substances/ preparations (specify):**

	WH1	WH2	WH3	WH4	WH5
Explosive (H200, H201, H202, H203, H204, H205)	0	0	0	0	0
Flammable gases (H220, H221)	0	0	0	0	0
Flammable aerosol (H222, H223)	0	0	0	0	0
Oxidising gases (H270)	0	0	0	0	0
Gases under pressure (H280, H281)	0	0	0	0	0
Flammable liquids (H224, H225, H226)	0	0	0	1	0
Flammable solids (H228)	0	0	0	1	0
Self-reactive substances or mixtures (H240, H241, H242)	0	0	0	0	0
Pyrophoric liquids (H250)	0	0	0	0	0
Pyrophoric solids (H250)	0	0	0	0	0
Self-heating substance or mixtures (H251, H252)	0	0	0	0	0
Substances or mixtures which in contact with water emit flammable gases (H260, H261)	0	0	0	0	0
Oxidising liquids (H271, H272)	0	1	0	0	0
Oxidising solids (H271, H272)	0	1	0	0	0

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

**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 ?  Y

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

- Municipal ?  Y

- Volunteer ?  N

- 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)	
1		2000	2300	rack	6.1, 8, 9		Y	Y	Y	
2		2000	2300	rack	5.1, 6.1, 8, 9		Y	Y	Y	
3		1500	2000	rack	6.1, 8, 9		Y	Y	Y	
4	1	600	750	rack	3, 6.1, 9		Y	Y	Y	
4	2	600	750	rack	3, 6.1, 9		Y	Y	Y	
5		2000	2500	block	6.1, 8, 9		Y	Y	Y	
6		1500	1300	rack / block	6.1, 8, 9		Y	Y	Y	
8		150	300	block	-		N	Y	N	
10		1200	500	rack	6.1, 8, 9		Y	Y	Y	
11		800	1000	rack	9		Y	Y	N	
12		1000	500	rack	6.1, 8, 9		Y	Y	Y	
13		80	40	rack	Aerosols		Y	Y	N	
24		1500	1500	rack	6.1, 8, 9		Y	Y	Y	
25		1000	1000	rack	6.1, 8, 9		Y	Y	Y	

**4.2.2. Warehouse access**

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)

WH1	WH2	WH3	WH4	WH5
1	1	1	1	1

**4.2.3. Retention measurements**

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) ?

WH1	WH2	WH3	WH4	WH5
1	1	1	1	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	1	1	1	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	1	1	1	1
<b>4.2.4.</b>	<b>Constructional fire protection</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	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	1	1	1	1
	Are structural components like pillars, girders, floors and roof structure made of fire resistant materials (e.g. reinforced concrete) ?	1	1	1	1	1
	Are insulation and nonstructural components made of noncombustible materials ?	1	1	1	1	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	1	1	1	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) ?	1	1	1	1	1
<b>4.2.5.</b>	<b>Technical fire protection</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	Is the warehouse equipped with an overall fire and smoke detection system with direct connection to a permanently manned office that will notify the local fire department without delay or if not, with a direct connection to the local fire department ?	1	1	1	1	1
	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	1	1	1	1
	Is the warehouse equipped with an audible alarm system easily audible throughout the work area ?	1	1	1	1	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	1	1	1	1
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	1	1	1	1	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	1	1	1	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	1	1	1	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	1	1	1	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	1	1	1	1
	Is the heating system in warehouses where flammable products are stored a hot-water heating system ?	-	-	-	-	-
	Is the surface temperature of the heating system lower than the ignition temperature of the product stored ?	-	-	-	-	-
<b>5.</b>	<b>Warehouse security</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	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	1	1	1	1
	Are windows or other glass areas appropriately secured (e.g. by fixed grills) ?	1	1	1	1	1
	Is the warehouse secured with a burglar alarm system or by security personnel on-site ?	1	1	1	1	1
	Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?	1	1	1	1	1
<b>6.</b>	<b>Warehouse construction</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
<b>6.1.</b>	<b>Warehouse level:</b>					
	single story	1	1	1	1	1
	multi story (above ground floor)	0	0	0	0	0
	underground	0	0	0	0	0
<b>6.2.</b>	<b>Supporting construction:</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	concrete/bricks	1	1	1	1	1
	fire protected steel	0	0	0	0	0

	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.3.</b>	<b>External walls:</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	concrete/bricks	1	1	1	1	1
	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.4.</b>	<b>Internal walls:</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	concrete/bricks	1	1	1	1	1
	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.5.</b>	<b>Roof and supporting construction material:</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	tiles	0	0	0	0	0
	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	Cement sheet	Cement sheet	Cement sheet	Cement sheet	Cement sheet
<b>6.6.</b>	<b>Floor:</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	concrete	1	1	1	1	1
	asphalt	0	0	0	0	0
	paved	0	0	0	0	0
	impervious	1	1	1	1	1
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.7.</b>	<b>Insulation - walls:</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	polyurethane	0	0	0	0	0
	asbestos	0	0	0	0	0
	glass fiber	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.8.</b>	<b>Insulation - roof:</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	polyurethane	1	1	1	1	1
	asbestos	0	0	0	0	0
	glass fiber	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
	Is the warehouse construction code in line with "natural disaster guidelines", if any ?	-	-	-	-	-
<b>7.</b>	<b>Electrical equipment</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	Is the electrical installation in accordance with the local regulations and standards ?	1	1	1	1	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	1	1	1	1
	Are safety lights installed in storage areas with safety lamps at least 1.5 m away from the product ?	1	1	1	1	1
	Is lightning protection installed ?	1	1	1	1	1
<b>8.</b>	<b>Handling equipment</b>					
<b>8.1.</b>	<b>Forklift type :</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	gasoil	0	0	0	0	0
	LPG	-	-	-	-	-
	electric	1	1	1	1	1
<b>9.</b>	<b>Fixed storage tanks for liquids</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	Total capacity of storage tanks available (cubic meters) ?	0	0	0	0	0
<b>9.2.</b>	<b>If available:</b>					
<b>9.2.0.</b>	<b>Construction material of:</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	stainless steel	-	-	-	-	-
	carbon steel	-	-	-	-	-
	aluminum	-	-	-	-	-
	polyester/plastic	-	-	-	-	-
	Internal coating ?	-	-	-	-	-
<b>10.</b>	<b>Fixed storage silos for solids</b>	<b>WH1</b>	<b>WH2</b>	<b>WH3</b>	<b>WH4</b>	<b>WH5</b>
	Total capacity of storage silos available (cubic meters) ?	0	0	0	0	0



10.1a.

**If available:**

10.2.

**Construction material of:**

	WH1	WH2	WH3	WH4	WH5
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 ?	N/A	N/A	N/A	N/A	N/A
Are drumming lines available ?					
Are bagging lines available ?					

**Assessment Information and Scope - Part II WH 6-10**

0.

**Reference list**

WH1	1
WH2	2
WH3	3
WH4	4
WH5	5
WH6	6
WH7	8
WH8	10
WH9	11
WH10	12
WH11	13
WH12	24
WH13	25
WH14	
WH15	

1.

**General site data**

Is the warehouse owned ?	Y
Is the warehouse leased ?	N
Total warehouse space (sq. meters) ?	16875
Total silo space (cubic meters) ?	
Open air packed storage space (sq. meters) ?	300
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**

Warehouse space (sq. meters)	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	1500	150	1200	800	1000

3.

**Category of products permitted to be stored**

	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
Foodstuffs	0	0	0	0	0
Solid chemicals (non - classified goods)	1	0	1	1	1
Liquid chemicals (non - classified goods)	1	0	1	1	1

3.4.

**Chemicals - classified as dangerous goods per Transport Classification (specify):**

	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
Class 1 - Explosive substances & articles	0	0	0	0	0
Class 2 - Gases	0	0	0	0	0
Class 3 - Flammable liquids	0	0	0	0	0
Class 4.1 - Flammable solids	0	0	0	0	0
Class 4.2 - Substances liable to spontaneous combustion	0	0	0	0	0
Class 4.3 - Substance, which in contact with water emit flammable gases	0	0	0	0	0
Class 5.1 - Oxidising substances	0	0	0	0	0
Class 5.2. - Organic peroxides	0	0	0	0	0
Class 6.1 - Toxic substances	1	0	1	0	1
Class 6.2 - Infectious substances	0	0	0	0	0
Class 7 - Radioactive material	0	0	0	0	0
Class 8 - Corrosive substances	1	0	1	0	1
Class 9 - Miscellaneous dangerous substances & articles	1	0	1	1	1

3.5.

**Chemicals - classified as hazardous substances/ preparations (specify):**

	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
Explosive (H200, H201, H202, H203, H204, H205)	0	0	0	0	0
Flammable gases (H220, H221)	0	0	0	0	0
Flammable aerosol (H222, H223)	0	0	0	0	0
Oxidising gases (H270)	0	0	0	0	0
Gases under pressure (H280, H281)	0	0	0	0	0
Flammable liquids (H224, H225, H226)	0	0	0	0	0
Flammable solids (H228)	0	0	0	0	0
Self-reactive substances or mixtures (H240, H241, H242)	0	0	0	0	0
Pyrophoric liquids (H250)	0	0	0	0	0
Pyrophoric solids (H250)	0	0	0	0	0
Self-heating substance or mixtures (H251, H252)	0	0	0	0	0
Substances or mixtures which in contact with water emit flammable gases (H260, H261)	0	0	0	0	0
Oxidising liquids (H271, H272)	0	0	0	0	0
Oxidising solids (H271, H272)	0	0	0	0	0

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

**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 ?  Y

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

- Municipal ?  Y

- Volunteer ?  N

- 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, Y 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 ?

**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)	
1		2000	2300	rack	6.1, 8, 9		Y	Y	Y	
2		2000	2300	rack	5.1, 6.1, 8, 9		Y	Y	Y	
3		1500	2000	rack	6.1, 8, 9		Y	Y	Y	
4	1	600	750	rack	3, 6.1, 9		Y	Y	Y	
4	2	600	750	rack	3, 6.1, 9		Y	Y	Y	
5		2000	2500	block	6.1, 8, 9		Y	Y	Y	
6		1500	1300	rack / block	6.1, 8, 9		Y	Y	Y	
8		150	300	block	-		N	Y	N	
10		1200	500	rack	6.1, 8, 9		Y	Y	Y	
11		800	1000	rack	9		Y	Y	N	
12		1000	500	rack	6.1, 8, 9		Y	Y	Y	
13		80	40	rack	Aerosols		Y	Y	N	
24		1500	1500	rack	6.1, 8, 9		Y	Y	Y	
25		1000	1000	rack	6.1, 8, 9		Y	Y	Y	

**4.2.2. Warehouse access**

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)

WH6	WH7	WH8	WH9	WH10
1	1	1	1	1

**4.2.3. Retention measurements**

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) ?

WH6	WH7	WH8	WH9	WH10
1	-	1	1	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	-	1	1	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	1	1	1	1
<b>4.2.4.</b>	<b>Constructional fire protection</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	Is the warehouse separated by a safe distance from adjacent buildings in compliance with local regulations (eg. not less than 10 m or not less than 5 m in combination with an external fire wall) ?	1	1	1	1	1
	Are structural components like pillars, girders, floors and roof structure made of fire resistant materials (e.g. reinforced concrete) ?	1	1	1	1	1
	Are insulation and nonstructural components made of noncombustible materials ?	1	1	1	1	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	1	1	1	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) ?	1	1	1	1	1
<b>4.2.5.</b>	<b>Technical fire protection</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	Is the warehouse equipped with an overall fire and smoke detection system with direct connection to a permanently manned office that will notify the local fire department without delay or if not, with a direct connection to the local fire department ?	1	1	1	1	1
	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	1	1	1	1
	Is the warehouse equipped with an audible alarm system easily audible throughout the work area ?	1	1	1	1	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	-	1	0	1
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	1	-	1	-	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	1	1	1	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	-	1	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	-	1	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	1	1	1	1
	Is the heating system in warehouses where flammable products are stored a hot-water heating system ?	-	-	-	-	-
	Is the surface temperature of the heating system lower than the ignition temperature of the product stored ?	-	-	-	-	-
<b>5.</b>	<b>Warehouse security</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	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	1	1	1	1
	Are windows or other glass areas appropriately secured (e.g. by fixed grills) ?	1	1	1	1	1
	Is the warehouse secured with a burglar alarm system or by security personnel on-site ?	1	1	1	1	1
	Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?	1	1	1	1	1
<b>6.</b>	<b>Warehouse construction</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
<b>6.1.</b>	<b>Warehouse level:</b>					
	single story	1	1	1	1	1
	multi story (above ground floor)	0	0	0	0	0
	underground	0	0	0	0	0
<b>6.2.</b>	<b>Supporting construction:</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	concrete/bricks	1	1	1	1	1
	fire protected steel	0	0	0	0	0

	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.3.</b>	<b>External walls:</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	concrete/bricks	1	1	1	1	1
	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.4.</b>	<b>Internal walls:</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	concrete/bricks	1	1	1	1	1
	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.5.</b>	<b>Roof and supporting construction material:</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	tiles	0	0	0	0	0
	metal	1	1	0	1	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	Cement sheet	N/A	Cement sheet
<b>6.6.</b>	<b>Floor:</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	concrete	1	1	1	1	1
	asphalt	0	0	0	0	0
	paved	0	0	0	0	0
	impervious	1	1	1	1	1
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.7.</b>	<b>Insulation - walls:</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	polyurethane	0	0	0	0	0
	asbestos	0	0	0	0	0
	glass fiber	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
<b>6.8.</b>	<b>Insulation - roof:</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	polyurethane	0	0	0	0	0
	asbestos	0	0	0	0	0
	glass fiber	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
	Is the warehouse construction code in line with "natural disaster guidelines", if any ?	-	-	-	-	-
<b>7.</b>	<b>Electrical equipment</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	Is the electrical installation in accordance with the local regulations and standards ?	1	1	1	1	1
	Is the electrical installation (inclusive lighting) in accordance to the explosion protection regulations ?	-	-	-	-	-
	Is the coverage of lighting 100 % ? (yes and/or indicate %)	1	1	1	1	1
	Are safety lights installed in storage areas with safety lamps at least 1.5 m away from the product ?	1	1	1	1	1
	Is lightning protection installed ?	1	1	1	1	1
<b>8.</b>	<b>Handling equipment</b>					
<b>8.1.</b>	<b>Forklift type :</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	gasoil	0	0	0	0	0
	LPG	-	-	-	-	-
	electric	1	1	1	1	1
<b>9.</b>	<b>Fixed storage tanks for liquids</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	Total capacity of storage tanks available (cubic meters) ?	0	0	0	0	0
<b>9.2.</b>	<b>If available:</b>					
<b>9.2.0.</b>	<b>Construction material of:</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	stainless steel	-	-	-	-	-
	carbon steel	-	-	-	-	-
	aluminum	-	-	-	-	-
	polyester/plastic	-	-	-	-	-
	Internal coating ?	-	-	-	-	-
<b>10.</b>	<b>Fixed storage silos for solids</b>	<b>WH6</b>	<b>WH7</b>	<b>WH8</b>	<b>WH9</b>	<b>WH10</b>
	Total capacity of storage silos available (cubic meters) ?	0	0	0	0	0



**Report:** 88218b (Submitted)  
**Companyname:** H. W. Coates Limited  
**Location:** Newmarket, Cambridgeshire (United Kingdom)  
**Website:** www.hwcoates.co.uk

**Module:** Warehouse  
**Re-assessment:** 01-12-2020 by Nielsen, D.  
**Expires on:** 01-12-2023  
**Company type:** Stand-alone, 10-50 employees

10.1a.

**If available:**

10.2.

**Construction material of:**

	WH6	WH7	WH8	WH9	WH10
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 ?	N/A	N/A	N/A	N/A	N/A
Are drumming lines available ?					
Are bagging lines available ?					

**Assessment Information and Scope - Part II WH 11-13**

0.

**Reference list**

WH1	1
WH2	2
WH3	3
WH4	4
WH5	5
WH6	6
WH7	8
WH8	10
WH9	11
WH10	12
WH11	13
WH12	24
WH13	25
WH14	
WH15	

1.

**General site data**

Is the warehouse owned ?	Y
Is the warehouse leased ?	N
Total warehouse space (sq. meters) ?	16875
Total silo space (cubic meters) ?	
Open air packed storage space (sq. meters) ?	300
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**

Warehouse space (sq. meters)	80	1500	945
------------------------------	----	------	-----

3.

**Category of products permitted to be stored**

	WH11	WH12	WH13
Foodstuffs	0	0	0
Solid chemicals (non - classified goods)	0	1	1
Liquid chemicals (non - classified goods)	0	1	1

3.4.

**Chemicals - classified as dangerous goods per Transport Classification (specify):**

	WH11	WH12	WH13
Class 1 - Explosive substances & articles	0	0	0
Class 2 - Gases	1	0	0
Class 3 - Flammable liquids	0	0	0
Class 4.1 - Flammable solids	0	0	0
Class 4.2 - Substances liable to spontaneous combustion	0	0	0
Class 4.3 - Substance, which in contact with water emit flammable gases	0	0	0
Class 5.1 - Oxidising substances	0	0	0
Class 5.2. - Organic peroxides	0	0	0
Class 6.1 - Toxic substances	0	1	1
Class 6.2 - Infectious substances	0	0	0
Class 7 - Radioactive material	0	0	0
Class 8 - Corrosive substances	0	1	1
Class 9 - Miscellaneous dangerous substances & articles	0	1	1

3.5.

**Chemicals - classified as hazardous substances/ preparations (specify):**

	WH11	WH12	WH13
Explosive (H200, H201, H202, H203, H204, H205)	0	0	0
Flammable gases (H220, H221)	0	0	0
Flammable aerosol (H222, H223)	0	0	1
Oxidising gases (H270)	0	0	0
Gases under pressure (H280, H281)	1	0	0
Flammable liquids (H224, H225, H226)	0	0	0
Flammable solids (H228)	0	0	0
Self-reactive substances or mixtures (H240, H241, H242)	0	0	0
Pyrophoric liquids (H250)	0	0	0
Pyrophoric solids (H250)	0	0	0
Self-heating substance or mixtures (H251, H252)	0	0	0
Substances or mixtures which in contact with water emit flammable gases (H260, H261)	0	0	0
Oxidising liquids (H271, H272)	0	0	0
Oxidising solids (H271, H272)	0	0	0
Organic peroxides (H240, H241, H242)	0	0	0
Substances or mixtures corrosive to metals (H290)	0	1	1
Acute toxicity (H300, H301, H302, H310, H311, H312, H330, H331, H332)	1	1	1

Skin corrosion/irritation (H314, H315)	1	1	1
Serious eye damage/eye irritation (H318, H319)	1	1	1
Respiratory/skin sensitization (H334, H317)	1	1	1
Germ cell mutagenicity (H340, H341)	1	1	1
Carcinogenicity (H350, H351)	1	1	1
Reproductive toxicity (H360, H361, H362)	1	1	1
Specific target organ toxicity - single exposure (H370, H371, H335, H336)	1	1	1
Specific target organ toxicity - repeated exposure (H372, H373)	1	1	1
Aspiration hazard (H304)	1	1	1
Hazardous to the aquatic environment (H400, H410, H411, H412, H413)	1	1	1
Hazardous for the ozone layer (EUH059)	1	1	1

**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 ? Y

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

- Municipal ? Y  
 - Volunteer ? N  
 - 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)	
1		2000	2300	rack	6.1, 8, 9		Y	Y	Y	
2		2000	2300	rack	5.1, 6.1, 8, 9		Y	Y	Y	
3		1500	2000	rack	6.1, 8, 9		Y	Y	Y	
4	1	600	750	rack	3, 6.1, 9		Y	Y	Y	
4	2	600	750	rack	3, 6.1, 9		Y	Y	Y	
5		2000	2500	block	6.1, 8, 9		Y	Y	Y	
6		1500	1300	rack / block	6.1, 8, 9		Y	Y	Y	
8		150	300	block	-		N	Y	N	
10		1200	500	rack	6.1, 8, 9		Y	Y	Y	
11		800	1000	rack	9		Y	Y	N	
12		1000	500	rack	6.1, 8, 9		Y	Y	Y	
13		80	40	rack	Aerosols		Y	Y	N	
24		1500	1500	rack	6.1, 8, 9		Y	Y	Y	
25		1000	1000	rack	6.1, 8, 9		Y	Y	Y	

**4.2.2. Warehouse access**

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) WH11|WH12|WH13  
0 | 1 | 1

**4.2.3. Retention measurements**

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) ? WH11|WH12|WH13  
1 | 1 | 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 | 1 | 1

Are measures taken on transport ways and loading/unloading areas to adequately contain 1 | 1 | 1



spilled product (eg. liquid proof surface, volume of retention at least equal to the biggest package to be transported or loaded/unloaded) ?

<b>4.2.4.</b>	<b>Constructional fire protection</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	Is the warehouse separated by a safe distance from adjacent buildings in compliance with local regulations (eg. not less than 10 m or not less than 5 m in combination with an external fire wall) ?	1	1	1
	Are structural components like pillars, girders, floors and roof structure made of fire resistant materials (e.g. reinforced concrete) ?	1	1	1
	Are insulation and nonstructural components made of noncombustible materials ?	1	1	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	1	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) ?	1	1	1
<b>4.2.5.</b>	<b>Technical fire protection</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	Is the warehouse equipped with an overall fire and smoke detection system with direct connection to a permanently manned office that will notify the local fire department without delay or if not, with a direct connection to the local fire department ?	1	1	1
	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	1	1
	Is the warehouse equipped with an audible alarm system easily audible throughout the work area ?	1	1	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 ?	0	1	1
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	0	1	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	1	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	1	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	1	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	1	1
	Is the heating system in warehouses where flammable products are stored a hot-water heating system ?	-	-	-
	Is the surface temperature of the heating system lower than the ignition temperature of the product stored ?	-	-	-
<b>5.</b>	<b>Warehouse security</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	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	1	1
	Are windows or other glass areas appropriately secured (e.g. by fixed grills) ?	1	1	1
	Is the warehouse secured with a burglar alarm system or by security personnel on-site ?	1	1	1
	Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?	1	1	1
<b>6.</b>	<b>Warehouse construction</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
<b>6.1.</b>	<b>Warehouse level:</b>			
	single story	1	1	1
	multi story (above ground floor)	0	0	0
	underground	0	0	0
<b>6.2.</b>	<b>Supporting construction:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	concrete/bricks	1	1	1
	fire protected steel	0	0	0
	metal	0	0	0
	wood	0	0	0
	other (please indicate)	N/A	N/A	N/A
<b>6.3.</b>	<b>External walls:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	concrete/bricks	1	1	1
	metal	0	0	0
	wood	0	0	0
	other (please indicate)	N/A	N/A	N/A

6.4.	<b>Internal walls:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	concrete/bricks	1	1	1
	metal	0	0	0
	wood	0	0	0
	other (please indicate)	N/A	N/A	N/A
6.5.	<b>Roof and supporting construction material:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	tiles	0	0	0
	metal	1	1	1
	wood	0	0	0
	other (please indicate)	N/A	N/A	N/A
6.6.	<b>Floor:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	concrete	1	1	1
	asphalt	0	0	0
	paved	0	0	0
	impervious	1	1	1
other (please indicate)	N/A	N/A	N/A	
6.7.	<b>Insulation - walls:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	polyurethane	0	0	0
	asbestos	0	0	0
	glass fiber	0	0	0
	other (please indicate)	N/A	N/A	N/A
6.8.	<b>Insulation - roof:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	polyurethane	0	0	0
	asbestos	0	0	0
	glass fiber	0	0	0
	other (please indicate)	N/A	N/A	N/A
7.	<b>Electrical equipment</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	Is the electrical installation in accordance with the local regulations and standards ?	1	1	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	1	1
	Are safety lights installed in storage areas with safety lamps at least 1.5 m away from the product ?	1	1	1
8.	Is lightning protection installed ?	1	1	1
	<b>Handling equipment</b>			
8.1.	<b>Forklift type :</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	gasoil	0	0	0
	LPG	-	-	-
	electric	1	1	1
9.	<b>Fixed storage tanks for liquids</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	Total capacity of storage tanks available (cubic meters) ?	0	0	0
9.2.	<b>If available:</b>			
9.2.0.	<b>Construction material of:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	stainless steel	-	-	-
	carbon steel	-	-	-
	aluminum	-	-	-
	polyester/plastic	-	-	-
	Internal coating ?	-	-	-
10.	<b>Fixed storage silos for solids</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	Total capacity of storage silos available (cubic meters) ?	0	0	0
10.1a.	<b>If available:</b>			
10.2.	<b>Construction material of:</b>	<b>WH11</b>	<b>WH12</b>	<b>WH13</b>
	stainless steel	-	-	-
	carbon steel	-	-	-
	aluminum	-	-	-
	polyester/plastic	-	-	-
	Internal coating?	-	-	-
11.	<b>Operations</b>			
	Are hazardous substances handled (filling/blending) in open systems in the warehouses ?			
	Which classes of hazardous substances are handled in these open systems ?	N/A	N/A	N/A
	Are drumming lines available ?			
	Are bagging lines available ?			

C	1.	<b>Management System and Responsibility</b>			Y/N
C	1.1.	<b>Management Responsibility</b>			
C	1.1.1.	<b>Company Policies</b>			
C	1.1.1.1.	<b>Does the company have a current written policy reflecting management's active commitment to:</b>			
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? <i>Assessor: All policy statements were signed by the Managing Director, Tom Coates, and were last revised in Jan. 2020 and March 2020: Quality Policy and Objectives, includes training statement, audit statement, customer complaints, and non-conformance reporting; Health &amp; Safety Policy; Drug &amp; Alcohol Policy; Environmental Policy; Security Policy. BBS policy statement which includes drivers, forklift drivers and office staff, signed Jan. 2020</i>	RC		1
C	1.1.1.1b.	- Corporate Social Responsibility (CSR) requirements? <i>Assessor: The policy statement is signed by the Managing Director, Tom Coates, and was last revised in January 2020. The CSR policy states that no person under the legal minimum age can be employed. A separate policy statement for the elimination of discrimination on the grounds of race, sex, marriage, and disability and the promotion of equality of opportunity in employment with Coates was last revised in Jan. 2020. Modern slavery statement up-to-date. The responsible care policy was last revised in Jan. 2020. The ethical procurement policy was last revised Jan. 2020.</i>	RC		1
C	1.1.1.2.	Are senior managers sufficiently visible and engaged in carrying forward the SHEQ&Sec message? <i>Assessor: The Director with responsibility for Newmarket is based on site. The minutes of the Management review meetings were available at request, and demonstrated the involvement of senior managers. The Safety, Health, Environment and Quality Committee meets abt. 4 times a year, although this has been curtailed during 2020 due to the Covid-19 restrictions. The minutes of the last meeting were made available for a review. The meetings are attended by: Director, Warehouse Manager, Transport manager, HSEQ manager, plus depending on the topics office staff or warehouse operatives or drivers. This ensures that issues raised by drivers or operatives are addressed and also that conclusions are shared with the workforce.</i>	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? <i>Assessor: The main interaction route is through employees reporting near misses to the Director. All employees are encouraged to report near misses or non-conformances and any issues would then be discussed during the annual training and performance review. The Executive Director in charge of Newmarket conducts frequent site walkabouts and keeps records in his daily diary.</i>	RC		1
C	1.1.2.	<b>Roles &amp; Responsibilities</b>			
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? <i>Assessor: The organization chart was available for a review. All jobs have a job description, samples were available at request for a review.</i>			1
C	1.1.3.	<b>Legislation and other requirements</b>			
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? <i>Assessor: The Group HSE Manager has been tasked with maintaining the legal register. A data-base is maintained on the intranet, which is accessible to staff. The company subscribes to Croners, the HSE, RHA, CBA, CSSC and the Motor Transport Magazine.</i>	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? <i>Assessor: procedure 4.6.2.1 applies</i>			1
C	1.1.3.3.	Is a regular review made of the system for compliance with legal requirements ? <i>Assessor: last review in Feb. 2020</i>			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? <i>Assessor: The DGSA reports are covering all of H. W. Coates' depots, and include</i>			1



<b>Report:</b>	88218b (Submitted)	<b>Module:</b>	Warehouse
<b>Companyname:</b>	H. W. Coates Limited	<b>Re-assessment:</b>	01-12-2020 by Nielsen, D.
<b>Location:</b>	Newmarket, Cambridgeshire (United Kingdom)	<b>Expires on:</b>	01-12-2023
<b>Website:</b>	www.hwcoates.co.uk	<b>Company type:</b>	Stand-alone, 10-50 employees

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*Newmarket.  
2019 report iss. 19.02.2020; 2018 report: iss. 7.05.2019; 2017 report iss.  
19.03.2018*

					Y/N
C	2.	<b>Risk management</b>			
C	2.1.	<b>Risk assessment and mitigation measures</b>			
C	2.1.1.	<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>			
C	2.1.1.a.	- start-up of new operations/activities (e.g. new products, new routes) ? <i>Assessor: Recent examples were available at request for a review. The company uses a detailed pro-forma, which also addresses the issues of COMAH tier limits and includes an SDS review.</i>	RC		1
C	2.1.1.b.	- change of operations/activities (e.g. new products, new routes) <i>Assessor: The management of change procedure is in place. Recent examples were made available at request for a review.</i>	RCimp		1
C	2.1.1.c.	- periodic review of risks on current activities? <i>Assessor: Risk assessments are reviewed at least every two years, or earlier, if deemed necessary. The library of risk assessments is maintained online in the company repository. Input from other Coates' depots is considered by the Group HSE Manager.</i>	RC		1
C	2.1.2.	Are measures taken to control/mitigate all identified risks ? <i>Assessor: Based on the risk assessment matrix and list, the company has taken measures to address and mitigate the risks identified by them.</i>	RC		1
C	2.2.	<b>Safety</b>			
C	2.2.1.	<b>Personal Protective Equipment (PPE)</b>			
C	2.2.1.1.	Is there a written procedure defining what PPE has to be used under what circumstances ? <i>Assessor: A generic statement on PPE is included in the staff handbook. Additional instructions are included in the driver handbook and the warehouse operative handbook. Any additional product specific PPE would be included in the transport job cards or the picking notes. At the time of this SQAS assessment, no products were stored or transported in Newmarket, which required specific PPE.</i>	RC		1
C	2.2.1.2.	Is the PPE regularly checked (before use and at set intervals) and replaced when required ? <i>Assessor: Employees check their own PPE. In addition, monthly warehouse walk about checks are conducted which include PPE. All drivers arriving for loading, which includes Coates drivers have their ADR equipment and PPE checked before loading.</i>			1
C	2.2.1.3.	Are instructions and training provided when category III PPE or other specific precautions are needed and used? <i>Assessor: Filter masks are provided and warehouse operatives and drivers have been trained in the use. Training is provided through the Coates internal online training website, "Safety Hub"</i>	RC		1
C	2.3.	<b>Health</b>			
C	2.3.1.	Are current Safety Data Sheets, available on site from the manufacturers for all products transported and/or handled? <i>Assessor: An annual stock check is used to identify products stored on site. SDS for products not stored at this point in time will be removed and the product will be frozen in the planning software. If these products are then again stored, a review of the risk assessment would be conducted, incl. an up-to-date SDS.</i>	RC		1
C	2.4.	<b>Security</b>			
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 ? <i>Assessor: Single point of barrier access and egress for the site. The gates are locked after normal working hours. 2m high palisade fencing of perimeter. Warehouses are fitted with intruder alarms. Keypad access to the office. Office access is controlled through the single access door. Visitors would first report to the office, sign in, and are issued a badge. Visitors are accompanied at all times. Contractors are signed in, site inducted and issued a work permit. Drivers stop in front of the gate, report to the office, and are given instructions which bay to park as well as site rules.. Coates drivers have key cards to gain access. The site is CCTV controlled. During normal working hours, the cameras are monitored from the site office. Out of normal working hours, the CCTV is monitored from the Byley (Middlewich) office where a security guard is stationed. In the areas between the warehouses and along the perimeter fence PIR laser beams are installed, which would record any movements.</i>			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? <i>Assessor: Monthly warehouse checks are conducted, which include security checks and checks of the perimeter.</i>	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			1

operations and are measures taken to mitigate identified risks?

*Assessor: On an annual basis, the IT risks are reviewed and audited. Reports are archived. A detailed IT risk assessment of the group has been documented, which is reviewed annually to incorporate any recommendations, NC or OFI identified in the IT audit.*

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? <i>Assessor: This is part of the Coates group security plan.</i>		1
C	2.4.7.	Is a system in place to ensure that communication dialogue and information exchange on security issues is appropriate? <i>Assessor: Coates Newmarket are members of the regional COMAH forum. Regular contact with counter terrorism officers. Regular exchange of information with the other Coates depots.</i>		1
C	2.4.8.	Is a system in place to ensure that response to security threats and incident are defined? <i>Assessor: Any security incident would be reported and analysed during the safety committee meeting.</i>		1
<b>C</b>	<b>2.5.</b>	<b>Fair business practices</b>		
C	2.5.1.	Has the company formalized the fair business practices ? <i>Assessor: An ethical procurement policy is in place. All employees have been given the staff handbook, which includes a section on fair business practices. After a review of the staff handbook, all employees have to sign again that they have received and read the revised handbook. A business risk assessment is part of the quality manual.</i>		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)? <i>Assessor: All capital expenditure has to be signed off by the Managing Director. Smaller purchases can be authorized by e.g. the Depot Manager or by the Executive Director. Usually three quotes would be requested for most purchases. The staff handbook contains a chapter "Code of conduct for employees" which addresses: ethics, conflict of interest, gifts and hospitality, sale of scrap or damaged or surplus material. An asset register is in place. The reporting channel is detailed. The company does not have a whistle blower hotline. The group management have reviewed the possibility of corruption or bribery and have classed it as negligible</i>	RC	1
C	2.5.3.	Are there mechanisms in place to ensure effective implementation of the anti-competitive practices policy? <i>Assessor: An internal financial audit also addresses fraud and anti-competitive practices. Every employee is issued the staff handbook and signs for the receipt. The staff handbook would be revised regularly and if re-issued, staff would sign again. A chapter in the employee handbook addresses anti-competitive practices.</i>		1
<b>C</b>	<b>2.6.</b>	<b>Environment</b>		
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? <i>Assessor: If e.g. chemical waste has to be disposed of, the customer would instruct a waste disposal company to prepare the product for transport. Coates would then transport it to the disposal site. Waste disposal notes are archived. Other waste, e.g. cardboard or wooden pallets etc. are disposed of through recycling companies.</i>		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? <i>Assessor: A site risk assessment is in place. The site is fully bunded, and the site drainage system leads to a large containment pit that requires active pumping to remove liquid from the site. A flashing beacon indicates when there is power to the pump so that operatives are aware of the risk.</i>		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? <i>Assessor: The driver handbook and the warehouse operatives' handbook have been up-dated.</i>		1
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? <i>Assessor: Coates Newmarket have encouraged them to sign up, but have so far not been successful.</i>		1
<b>C</b>	<b>2.6.5.</b>	<b>Is there a programme in place to measure and reduce pro rata</b>		

C	2.6.5a.	<p><b>the use of the following resources in fixed installations?:</b></p> <p>- electricity</p> <p><i>Assessor: Coates have started a programme to convert all lighting in the warehouse to LED and motion activation. The newly refurbished office, which will be coming into use in 1st quarter 2021 has been equipped with LED lighting and motion activated lights.</i></p> <p><i>The company has set a target of reducing electricity consumption by 5%.</i></p>	1
C	2.6.5b.	<p>- fuel</p> <p><i>Assessor: The company has set a target of reducing fuel consumption by 5% but it is too early to comment on the results. The ESOS audit has established a baseline. New freight vehicles must comply with the latest Euro emission class. Drivers have undergone training in fuel efficient driving. Company cars are now replaced with hybrid cars when the car is due to be replaced.</i></p> <p><i>Forklift trucks are electric, where possible. The old office building had a new boiler fitted abt. 2 years ago, the boiler of the new office building has been checked to ensure it is up to standard. The air condition in the new office building also heats.</i></p>	0
C	2.6.5c.	<p>- water</p> <p><i>Assessor: Water consumption is monitored.</i></p>	0
C	2.6.6.	<p>Is a programme in place to measure and reduce pro rata the output of emissions?</p> <p><i>Assessor: The environmental objectives of the Coates Group are defined in Doc. 4.1.1.1. These objectives address: general issues; transport issues and warehouse issues. Examples are: purchase new vehicles with latest EURO fuel efficient engines, fit aerodynamics or monthly review of telematics to ensure that consumption is efficient; purchase electric FLT where possible, purchase FLT with fuel efficient engines, fit LED lighting with motion sensors, install renewable energy sources, recycle waste. The emissions of the transport unit are measured, emissions of forklifts, or heaters are presently not measured or calculated.</i></p>	0
C	2.6.7.	<p>Is a programme in place to measure and to reduce pro rata the waste generated by the company activities?</p> <p><i>Assessor: The amount of waste generated is measured, the company has set a target to recycle 80% of waste and defines this as its reduction programme. Results are not yet available.</i></p>	0

				Y/N
<b>C</b>	<b>3.</b>	<b>Human Resources</b>		
<b>C</b>	<b>3.1.</b>	<b>Recruitment</b>		
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? <i>Assessor: Procedure 5.1.3 applies, because of the low turnover of staff, there was no recent example of a new recruit.</i>		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? <i>Assessor: At the time of the SQAS assessment, there was no legal requirement in the UK for a medical examination. Coates pay for eye sight tests for employees working with computer screens, and they reimburse the drivers who have to undergo a medical examination for their 45+ license renewal.</i>		-
C	3.1.3.	Is there a written grievance and disciplinary procedure? <i>Assessor: The procedure is in the staff handbook and all new employees were trained during induction.</i>		1
<b>C</b>	<b>3.2.</b>	<b>Training</b>		
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? <i>Assessor: Training programme for: office staff, warehouse operators and drivers. Individual training plans in place. Training records are archived online and locally in more detail in hard copy for individual employees and samples were made available at request for a review.</i>	RC	1
<b>C</b>	<b>3.2.2.</b>	<b>Are the following subjects being trained:</b>		
C	3.2.2a.	- incident reporting, investigation and analysis? <i>Assessor: Included in the driver handbook and the warehouse operations handbook. Drivers and warehousemen will complete a quiz on the contents of the respective handbook.</i>	RC	1
C	3.2.2b.	- dangerous goods handling?		1
C	3.2.2c.	- specific product or handling needs? <i>Assessor: This training has been rolled out by department, warehousemen will have been authorised to use specific lifting equipment.</i>		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? <i>Assessor: Office staff attend a BBS awareness training, warehouse operators/ forklift operators attend a specific training course and lorry drivers will be BBS trained and are currently trained and assessed in defensive driving skills.</i>	RC	0
C	3.2.2h.	- security awareness proportionate to the risk and their role within the business (Security of information should be included)?		1
C	3.2.2i.	- risk Assessment and risk Management? <i>Assessor: The Executive Director has attended a training module as part of his IOSH qualification. The Group HSE Manager is Nebosh qualified and this includes training in risk assessments. This is presently offered on a one-to-one basis when a revised risk assessment or a new risk assessment is disseminated.</i>		1
C	3.2.2j.	- communication skills? <i>Assessor: Employees are either native English speakers or are proficient in English.</i>		1
C	3.2.2k.	- all aspects related to prevention of bribery and corruption? <i>Assessor: The staff handbook is part of the employment contract, and the handbook has recently been up-dated and all employees sign for the receipt.</i>		1
C	3.2.2l.	- training in awareness of fatigue and tiredness? <i>Assessor: The driver handbook contains a chapter on fatigue awareness for drivers. Some office staff and warehouse men have attended a fatigue awareness training courses for other employees. Coates have recently developed and inaugurated an online training system, and training in fatigue awareness is one of the courses offered and the roll-out is ongoing.</i>	RC	0
C	3.2.2m.	- company ethics policy / code of ethics? <i>Assessor: As part of the induction training covering the staff handbook. After a revision, staff have to sign that they have read and understood the handbook.</i>		1
C	3.2.2n.	- training and Awareness about impact of plastic/flakes/powder loss, where the company transport/handle these products <i>Assessor: The spill training module is generic and the company plans to expand the module to cover these issues.</i>		0
C	3.2.3.	Is a first aid training programme defined for identified persons and implemented? <i>Assessor: First aiders are on-site, their qualifications are documented and the validity is monitored.</i>		1



C	3.2.4.	Are variances from the plan effectively followed up? <i>Assessor: The annual performance review would identify variances from the training plan. To improve on this system, the data is presently compiled and entered into a spreadsheet. Once the data is complete, this will better enable the Director to monitor variances.</i>		1
C	3.2.5.	Is the effectiveness of the training checked for each employee ? <i>Assessor: The effectiveness is checked during the annual performance review session.</i>		1
<b>C</b>	<b>3.3.</b>	<b>Behaviour Based Safety (BBS)</b>		
C	3.3.1.	Has a BBS implementation plan, or an established programme, been set up with targets, resourcing and timeline? <i>Assessor: The driver BBS programme is outlined in QM document 6.6.19, and the fork lift truck BBS programme is outlined in QM document 6.6.28. Office staff attend a BBS awareness module. The company is at level 2.</i>	RC	1
C	3.3.2.	Have the respective responsibilities of all personnel in the implementation of BBS been identified ? <i>Assessor: Drivers are trained by an external driver trainer. The warehouse manager conducts the training of forklift drivers.</i>		1
<b>C</b>	<b>3.4.</b>	<b>Labour Policy and human rights</b>		
C	3.4.1.	Are specific mechanisms in place to ensure effective implementation of your company's Career Management and training policy? <i>Assessor: The recruitment process is transparent, assessments are conducted at least annually, but might be done in shorter intervals. The company clearly prefers in-house recruitment and development and would only recruit external candidates if they need special skills.</i>		1
C	3.4.2.	Are specific mechanisms in place to ensure effective implementation of your company's non discrimination policy <i>Assessor: The policy statement clearly spells out the company commitment. The workforce in the office is well balanced in terms of gender distribution.</i>	RC	1
C	3.4.3.	Are specific mechanisms in place to ensure effective implementation of the company's policy about child labour? <i>Assessor: A young workers risk assessment is in use. At the time of the assessment, the youngest employee is 28 years of age.</i>		1
C	3.4.4.	Does the company ensure that no forced, bonded or involuntary prison labor is employed? <i>Assessor: This depot has a very low turnover of staff, and no new employee has been hired in the last 3 years. A new recruit would have to submit: a P45, a National Insurance number, references will be checked and verified, the address will be checked, if not British, the right to work will be verified, all wages and salaries are paid into bank accounts, drivers have their driving history checked.</i>		1

<b>C</b>	<b>4.</b>	<b>On/Off Site Emergency Preparedness and Response</b>		<input type="text" value="Y/N"/>
C	4.1.	Is there a written plan for dealing with on-site and off-site emergencies and potential crises?	RC	<input type="text" value="1"/>
<b>C</b>	<b>4.2.</b>	<b>Does this written plan contain the following information :</b>		
C	4.2a.	- individual responsibilities ?		<input type="text" value="1"/>
C	4.2b.	- arrangements for 24/7 hours coverage by trained responders ?		<input type="text" value="1"/>
C	4.2c.	- a list of the different parties to be informed with their contact details (customers, authorities) ?		<input type="text" value="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?		<input type="text" value="1"/>
C	4.3.	Is the emergency equipment maintained, tested or checked on a regular basis?		<input type="text" value="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 ? <i>Assessor: 3.12.2019: COMAH external emergency plan exercise. The exercise is designed to demonstrate how a small internal emergency can develop into an external emergency. A shared learning exercise was conducted together with the Coates Grangemouth depot using the incident on 8. July 2020.</i>		<input type="text" value="1"/>
C	4.5.	Is there a documented business continuity plan and does this plan contain the customer contacts to be informed ? <i>Assessor: The plan must be read in conjunction with the emergency plan.</i>		<input type="text" value="1"/>

C	5.	<b>Performance Analysis and Management Review</b>			Y/N
C	5.1.	<b>Non-conformance reporting, investigation, analysis and corrective action</b>			
C	5.1.1.	<b>Is there a documented system in place for recording non-conformances regarding :</b>			
C	5.1.1a.	- accidents & incidents ? <i>Assessor: Records are kept at depot level, the investigation reports are also archived at depot level. All of this is reported to the Group HSE manager who prepares KPI reports for the board meeting.</i>	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? <i>Assessor: The would be recorded as an incident and investigated and reported.</i>			1
C	5.1.1e.	- product contamination ? <i>Assessor: Would be reported on the damaged goods form.</i>	RC		1
C	5.1.1f.	- product discrepancies and shortshipments ?			1
C	5.1.1g.	- corruption & bribery ? <i>Assessor: The file is empty.</i>			1
C	5.1.1h.	- grievance and disciplinary findings? <i>Assessor: The documentation was available at request and a sample was reviewed.</i>			1
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? <i>Assessor: Examples were made available. The customer would be informed immediately by phone or e-mail.</i>			1
C	5.1.5.	Is the DGSA involved after an incident where dangerous goods were involved? <i>Assessor: The investigation report has a box which confirms that the DGSA has been involved and the annual DGSA report dwells on incidents.</i>			1
C	5.2.	<b>SHEQ&amp;Sec &amp; CSR Objectives and Trend Analysis</b>			
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 ? <i>Assessor: This is discussed during the local site safety committee meetings and a summary is then reported to the group executive meetings. The minutes of the site safety committee meetings are circulated to the Managing Director.</i>	RC		1
C	5.2.2.	Has the Safety, Health, Environment action plan of the company been reviewed against the applicable Responsible Care Programme ? <i>Assessor: The company have won the Responsible Care award three times.</i>	RC		1
C	5.2.3.	Does the company promote the principles of Responsible Care to logistic partners? <i>Assessor: This is part of the haulage sub-contractor agreement. The company does not sub-contract other logistics partners.</i>	RC		1
C	5.3.	<b>Internal Audit</b>			
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? <i>Assessor: An audit plan covering all group sites and departments was made available for a review.</i>	RC		1
C	5.3.2.	For non-conformances identified in the audits, are action plans developed and are corrective actions taken ? <i>Assessor: In the audit report, the action plan and rectification time is defined. The Group HSE Manager in conjunction with the Exec. Director would monitor the action plan.</i>	RCimp		1
C	5.3.3.	Do those carrying out auditing have training and/or competence in auditing and evaluation techniques ? <i>Assessor: The Group HSE manager has had auditor training through his NEBOSH qualification. The other internal auditors have attended internal auditor training courses, or have additional IOSH qualifications.</i>			1
C	5.3.4.	Are safety walkabouts carried out and documented by appropriate managers on a periodical basis?	RCimp		1
C	5.4.	<b>Management Review Meetings</b>			
C	5.4.1.	<b>Is a formal management review meeting held at least once a</b>	RC		

**year to review the management system that includes, as minimum, the following inputs?:**

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 <i>Assessor: The ESOS results were discussed and reviewed. Reduction programmes are in place for part of the questions in sect. 2.6.5</i>		0
C	5.4.1i.	- the effectiveness of the programmes about emission reduction required by questions 2.6.6		1
C	5.4.1j.	- the effectiveness of the programme about waste reduction required by question 2.6.7		0
C	5.4.1k.	- the outcome of the last SQAS assessment (if applicable)		1
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
<b>6.</b>	<b>Fire Protection Management</b>	
<b>6.1.</b>	<b>General</b>	
<b>6.1.1.</b>	<b>Fire Plan</b>	
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 ? <i>Assessor: The Fire Risk Assessment was available at request for a review.</i>	RC <input type="text" value="1"/>
6.1.1.2.	Is the fire protection management system in compliance with the requirements of the operating permit ? <i>Assessor: As an upper tier COMAH site, the depot complies with legal requirements.</i>	<input type="text" value="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 ?	RC <input type="text" value="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 ? <i>Assessor: Annual reviews are conducted.</i>	RC <input type="text" value="1"/>
<b>6.1.2.</b>	<b>Storage and segregation requirements related to Fire Protection</b>	
6.1.2.1.	Is segregation applied between the different products as per national permit, guidance and/or regulations? <i>Assessor: Goods are segregated in accordance with HSG71 requirements. A separate flammable storage area and an aerosol storage area is in use. Both these areas are ATEX zone 2 classified. A DSEAR assessment has been conducted and documented.</i>	RC <input type="text" value="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) ? <i>Assessor: The operating permit does not specify products, these are defined by the warehouse operator, H.W. Coates Ltd. The product acceptance procedure ensures that only products registered in the warehouse management IT system are accepted. If a customer requests storage of a new product, the 'new product acceptance procedure' is triggered.</i>	RC <input type="text" value="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 ? <i>Assessor: As an upper tier COMAH site, aggregation reports are generated by the planning software.</i>	RC <input type="text" value="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 ? <i>Assessor: A dedicated aerosol storage area is located on site.</i>	<input type="text" value="1"/>
6.1.2.5.	Are flammable products, or products which contain flammable gases, not stored in basements ? <i>Assessor: No basements on site.</i>	<input type="text" value="-"/>
6.1.2.6.	Are filling and blending operations only taking place in areas separated from the storage area by fire resistant walls ?	<input type="text" value="-"/>
<b>6.1.3.</b>	<b>Access and emergency exits</b>	
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) ? <i>Assessor: On activation of the fire alarm, the access gate will open automatically.</i>	<input type="text" value="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 ? <i>Assessor: Checked during the site tour and with the help of the site plan. During the site tour it was confirmed that exits are accessible and unobstructed.</i>	<input type="text" value="1"/>
<b>6.1.4.</b>	<b>Fire water supply</b>	
6.1.4.1.	Does the Fire Plan address the required fire water supply for the warehouse in terms of volume, pressure and reliability ? <i>Assessor: Four hydrants are on site, plus a water storage tank.</i>	<input type="text" value="1"/>
<b>6.1.5.</b>	<b>Retention measurements</b>	
6.1.5.1.	Are measures taken to adequately contain contaminated fire water ? <i>Assessor: The site is fully bunded, and the site drainage system leads to a large containment pit that requires active pumping to remove liquid from the site. A flashing beacon indicates when there is power to the pump so that operatives are aware of the risk.</i>	<input type="text" value="1"/>
6.1.5.2.	Are measures taken on transport ways and loading/unloading areas to adequately contain spilled product ? <i>Assessor: The whole site is concreted and the drains empty into the large containment pit (see 6.1.5.1) and the valves are kept closed by default.</i>	RC <input type="text" value="1"/>
<b>6.2.</b>	<b>Constructional fire protection</b>	

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 ? <i>Assessor: As an upper tier COMAH site, the competent authority is the Environment Agency and the HSE (Health and Safety Executive), and details of the constructional fire protection have been submitted to them and were reviewed by both agencies. As required for an upper tier COMAH site, a COMAH internal emergency plan, a fire risk assessment and an internal emergency plan is available. The last 5-yearly exercise was conducted on 03.12.2019</i>		1
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<b>6.3.</b>	<b>Technical fire protection</b>		
6.3.1.	Does the technical fire protection of the warehouse (e.g. smoke detection, fixed extinguishing system, smoke and heat vents, fire extinguishers) comply with the local regulations and standards and is it documented in certificates ? <i>Assessor: Smoke and heat detectors are fitted, sprinklers are installed on site either to the roof or in the storage racks, natural ventilation only, fire extinguishers are available in the warehouses.</i>		1
6.3.2.	If deviations from regulations are implemented, are there signed permissions by local authorities for the deviations ? <i>Assessor: No deviations were documented.</i>		-
6.3.3.	Is fire protection equipment maintained, tested and checked on a regular basis ? <i>Assessor: Weekly tests are conducted by Coates staff and documented. 6-monthly tests of the sprinkler system, the smoke detection system and the pumps are conducted by contractors and documented.</i>	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 ? <i>Assessor: Warehouse no. 12 has two heaters fitted, which are located outside the warehouse. Only warm air is blown into the warehouse no. 12. Portable equipment is not in use. If a contractor brings such equipment onto the site, then a permit to work would have to be issued.</i>	RC	-
6.3.5.	Are products and combustible material stored away from ignition sources at a distance of at least 1.5 m ? <i>Assessor: see comment 6.3.4</i>		-
6.3.6.	Is the restriction for non smoking respected?		1
<hr/>			
<b>6.4.</b>	<b>Administrative fire protection</b>		
6.4.1.	In case of emergency, is there a procedure for safe evacuation ? <i>Assessor: last evacuation exercise: 30.06.2020</i>		1
<hr/>			
<b>6.5.</b>	<b>Fire fighting</b>		
6.5.1.	Are nominated persons available who have received specific training in the use of fire protection devices ? <i>Assessor: All warehousemen and some office staff have received training as fire warden which includes training in the use of fire extinguishers.</i>		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) ? <i>Assessor: This is available from the company's Roadrunner System of inventory management.</i>		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 ? <i>Assessor: The details of the response time, equipment availability and which station would assume control in the event of a fire is documented in the H. W. Coates Newmarket Safety Report 2020.</i>		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?		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
<b>7.</b>	<b>Storage and Handling Practices</b>	
<b>7.1.</b>	<b>General</b>	
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 ?	1
7.1.5.	Are diesel powered fork lift trucks excluded from the warehouse ? <i>Assessor: Only electric powered forklift trucks are permitted.</i>	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 ? <i>Assessor: The whole site is concreted, including all loading/ unloading areas.</i>	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? <i>Assessor: All warehouses have natural ventilation with sufficient roof vents.</i>	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? <i>Assessor: Goods are not normally stored outside.</i>	-
7.1.13.	Are the conditions for outside storage of products defined and met? <i>Assessor: see comment 7.1.12</i>	-
7.1.14.	Are external storage areas adequately maintained? <i>Assessor: see comment 7.1.12</i>	-
7.1.15.	Can the forklifts operate easily and safely inside and outside the warehouse ?	1
7.1.16.	Are traffic flow directions clearly marked ? <i>Assessor: The traffic flow is quite simple and self-explanatory. No markings.</i>	0
7.1.17.	Is traffic controlled on site ? <i>Assessor: The gate is kept closed and drivers use the intercom to gain access. The driver would then stop in front of the traffic office, receive his instructions on where to load/ discharge and will be met by a warehouseman at his assigned location.</i>	1
7.1.18.	Is vehicle reversing controlled on site ? <i>Assessor: All of the warehousemen have banksman training.</i>	RCimp 1
7.1.19.	Is the warehouse equipped with mirrors in areas without good views or are claxon/horns used?	1
7.1.20.	Are yards, roads, paths and steps, properly surfaced, in good condition, clean and free from obstructions ?	1
<b>7.1.21.</b>	<b>Is the following waste segregated for disposal/recycling in a safe and practical way and are waste bins available and emptied regularly?</b>	
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) <i>Assessor: Product waste would be collected immediately, bagged/ drummed etc. as appropriate and then transported with own vehicles to the disposal or incineration site.</i>	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. <i>Assessor: Three emergency showers are on site.</i>	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 ? <i>Assessor: There is no water treatment unit on site. Drainage water can be contained and then pumped out under controlled conditions.</i>	-
<b>7.2.</b>	<b>Storage conditions</b>	
7.2.1.	Are the racking systems in accordance with local requirements, in good	1

7.2.2.	condition, protected from vehicle collision and from weathering ? Is storage racking operated within maximum loading limits? <i>Assessor: Display cards with instructions and load restrictions are fitted to the racks.</i>		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)? <i>Assessor: The racking documentation and the report of the annual external rack inspection contain advice on proper and safe storage on the racks. Display cards are fitted to the racks. Reports of the internal and annual external rack inspections are archived and were available at request for a review.</i>		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 ?		1
7.2.6.	Are empty pallets stored outside the warehouse at a safe location ?		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 ? <i>Assessor: Warehouse 12 has heaters fitted to control the temperature inside the warehouse. The heaters are located outside and warm air is blown into the warehouse.</i>		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 ? <i>Assessor: A DSEAR assessment has been completed by the HSEQ Manager, who holds a NEBOSH qualification, which includes training in conducting ATEX and DSEAR assessments. The forklifts used in the flammable store have air protection system fitted, which detect if the atmosphere is exceeding the LEL limits. This system is calibrated annually by Flametec, who have an ISO 9001:2015 accredited quality management system in operation.</i>	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 ? <i>Assessor: No samples are stored or retained on site.</i>		-
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? <i>Assessor: see comment 7.2.14</i>		-
<b>7.3.</b>	<b>Material Handling Equipment (MHE)</b>		
<b>7.3.1.</b>	<b>Is a procedure implemented to ensure :</b>		
7.3.1a.	- that MHE operators are trained by a qualified specialist ? <i>Assessor: All warehousemen are trained by an external trainer, and training is refreshed every 3 years.</i>	RC	1
7.3.1b.	- that newly appointed MHE drivers are subject to an initial training program ? <i>Assessor: The procedure is in place. This is a company with low staff turnover and the last time a new driver was hired was approx. 7 years ago.</i>		1
7.3.1c.	- that a driver refresher training program is in place ? <i>Assessor: All forklift drivers attend a refresher training every 3 years.</i>	RCimp	1
7.3.1d.	- that MHE operators are protected (by e.g. wearing seatbelts, closed cabin, re-enforcements) ? <i>Assessor: seat belts and cabin</i>		1
7.3.1e.	- that rules are established on the interface between forklifts and pedestrians (including truck drivers) ? <i>Assessor: honking, new FLT's have a blue spot light when reversing</i>	RCimp	1
7.3.1f.	- that protection measures are in place driving upon mobile ramps ? <i>Assessor: The mobile ramp is chained to the chassis and the wheels are chocked. document 6.6.30 applies</i>		1
7.3.1g.	- that the MHE ignition key is secured to prevent unauthorised use? <i>Assessor: The driver keeps the key of his allocated FLT, removes it when the FLT is not in use and would also keep it at the end of his shift.</i>		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) ?		1
7.3.1j.	- are MHE lifting equipment such as big bag lifting frames, drum lifting		1



7.3.1k.	frames etc. marked with maximum capacity and tested (certificate)? - 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)? <i>Assessor: Only ATEX classed FLT can be used in the ATEX zones.</i>	1
7.3.2.	Are pre-start checks done and documented by the MHE operator on daily/shift basis ? <i>Assessor: Checklists are archived in hard-copy, and are destroyed after 2 years.</i>	1
7.3.3.	Is a procedure in place for battery recharging and/or the refuelling of Material Handling Equipment ? <i>Assessor: Risk assessment is in place.</i>	1
7.3.4.	Is the recharge area defined, indicated, ventilated and are PPE requirements specified ? <i>Assessor: Battery recharging is done in a separate building, which is located away from the warehouses. Warehouses 24 and 25 have additional battery chargers. These warehouses are high level warehouses, which allows for dilution of any gases generated. The shutter doors provide additional ventilation.</i>	1
7.3.5.	Is the driving behaviour of MHE drivers safe and checked frequently ? <i>Assessor: Both, the Executive Director and the Warehouse manager are often conducting ad-hoc checks, which would not usually be documented. However, if an NC or an incident is noted, this would be reported and processed.</i>	0

RCimp

			Y/N
<b>8.</b>	<b>Behaviour Based Safety</b>		
<b>8.1.</b>	<b>BBS programme</b>		
8.1.1.	Does the company have a BBS programme in place for warehouse operations? <i>Assessor: Initial training is provided as part of the induction training. Warehousemen are assessed every three years by an external FLT trainer. The assessment reports are reviewed by the Warehouse Manager and if short-comings have been identified, a revision or re-training programme would be defined. Examples of the assessment sheets of FLT drivers were available at request.</i>	RC	1
<b>8.2.</b>	<b>BBS Training</b>		
8.2.1.	Is BBS taken into account when reviewing the training requirements of managers and planners ? <i>Assessor: document 6.4.28 is the syllabus for admin staff BBS training. The initial training is part of the induction training. A refresher would be offered every 3 years.</i>		1
8.2.2.	Have internal or external persons been formally selected and designated as qualified BBS trainers ? <i>Assessor: The driving skills are taught by an external trainer, the BBS awareness training module is taught by the Warehouse Manager. Coates have recently set up an online training library and BBS awareness training is part of the modules offered.</i>		1
8.2.3.	Has the BBS warehouse operator training content and format (based on observation, coaching and interactive communication) been developed ? <i>Assessor: The company is presently at BBS level 2.</i>		1
8.2.4.	Has the BBS warehouse operator training frequency been defined and is it implemented ? <i>Assessor: The regular frequency of BBS training for warehousemen is three years. If an incident investigation or a BBS assessment identifies the need for re-training, this would be taken into account.</i>		1
8.2.5.	Is a personal BBS-record kept on each warehouse operator with the observations made on their behavioural skills ? <i>Assessor: All BBS records are kept in hard-copy in the respective warehouse operative file, and samples were made available for a review.</i>		1
<b>8.3.</b>	<b>BBS Results, Analysis and Monitoring</b>		
8.3.1.	Are individual results from the BBS training communicated to the warehouse operators, preventive actions agreed, recorded and implemented ?		1
<b>8.3.2.</b>	<b>Are annual key performance indicators (individual or group) identified and measured, such as :</b>		
8.3.2a.	- Number of lost time accidents and personal injuries?	RC	1
8.3.2b.	- Lost Time Injury Rate? <i>Assessor: This is part of the responsible care report.</i>		1
8.3.2c.	- Average days of training per year ?		1
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	1
8.3.3.	Are the overall results and trends on above indicators analysed and are causes identified ? <i>Assessor: Based on the minutes of the safety committee meetings.</i>		1
8.3.4.	Are these results, the structural trends and issues reported and discussed with the warehouse operators at regular intervals ? <i>Assessor: The results, trends and issues discussed during the safety committee meetings are communicated through e.g. the warehouse operative sitting on the committee or the warehouse manager.</i>	RCimp	1
8.3.5.	Are the results and learning from BBS reflected in the refresher programmes ? <i>Assessor: The regular BBS assessment has been defined by the company as the refresher training. The BBS warehousemen refresher addresses the KPI results.</i>	RCimp	1

<b>9.</b>	<b>Security in Warehousing</b>	<input type="text" value="Y/N"/>
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? <i>Assessor: The security plan was available at request for a review during the assessment.</i>	<input type="text" value="1"/>
9.2.	Are doors of the warehouses closed and locked to prevent unauthorised access when there are no operations?	<input type="text" value="1"/>
9.3.	Do visitors to the site have to sign in and sign out?	<input type="text" value="1"/>
9.4.	Are visitors accompanied?	<input type="text" value="1"/>
9.5.	Are warehouse operators provided with company work wear?	<input type="text" value="1"/>
9.6.	If a CCTV system is required by customer(s) or other parties, is it in place?	<input type="text" value="1"/>
9.7.	Is the CCTV data storage protected against loss and tampering?	<input type="text" value="1"/>
9.8.	Is the CCTV data storage area protected against unauthorised access? <i>Assessor: Access control system to the office, intruder alarm, password protected</i>	<input type="text" value="1"/>
9.9.	Is it clearly indicated with signs that camera surveillance is applied?	<input type="text" value="1"/>
9.10.	Is a checking system in place to ascertain that camera positioning is maintained and that cameras are properly working?	<input type="text" value="1"/>
9.11.	If required by customer(s) or third parties, are there other security control systems installed? <i>Assessor: PIR system at the perimeter fence, alarm system fitted in the office. The fire doors and shutters have magnetic contact alarms fitted. Intruder alarms are fitted in the warehouses.</i>	<input type="text" value="1"/>
9.12.	Is there a procedure in place to identify if stored products have been tampered with, or/and are missing ? <i>Assessor: Stock taking and stock reconciliation is done regularly. The frequency depends on the respective customer. It could be daily, weekly or monthly. If items have been found to be damaged, an incident report would be issued and this would be investigated.</i>	<input type="text" value="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 ? <i>Assessor: Seal discrepancies would be investigated, and instructions would be requested from the customer.</i>	<input type="text" value="1"/>
9.14.	Does the site have adequate security lighting?	<input type="text" value="1"/>

			Y/N
<b>10.</b>	<b>Site Operating Procedures and Customer Interface</b>		
<b>10.1.</b>	<b>Site Operating instructions and practices</b>		
10.1.1.	Does the site have all the required operating licenses in line with the activities carried out ? <i>Assessor: At the time of the assessment, there was no requirement for a formal operating licence in the UK. HW Coates have completed the necessary documentation for an upper tier COMAH site, which is monitored by the HSE and the Environment Agency. The documentation was made available at request during the assessment for a review.</i>	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? <i>Assessor: The procedure for investigating non-conformances is in use.</i>		1
<b>10.1.4.</b>	<b>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 :</b>		
10.1.4a.	- entry into confined spaces ? <i>Assessor: A permit to work for entry into a confined space would be issued. The only confined spaces are the water tank for the sprinkler system and the fire water holding tank. Should a tank have to be entered, Coates would appoint a qualified contractor to carry out the work.</i>	RC	1
10.1.4b.	- breaking of containment (pumps/compressors/lines) ? <i>Assessor: This work is not done on site.</i>	RC	-
10.1.4c.	- hot work ?		1
10.1.4d.	- work on electrical equipment ?		1
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 ? <i>Assessor: No gas bottles are being used on site by Coates employees. If a contractor brings such tools, this would have to be authorised in a work permit.</i>		-
<b>10.1.7.</b>	<b>Are there also comprehensive procedures / instructions at the facility for following operations :</b>		
10.1.7a.	- use of nitrogen ? <i>Assessor: not in use on site</i>		-
10.1.7b.	- working at height (based on risk assessment) reflecting the hierarchy of requirements? <i>Assessor: A generic risk assessment for Coates employees is available and up-to-date. A work permit has to be issued to authorise the task. If contractors have to work at height, they would have to submit their risk assessment and mission statement for approval, so that a work permit can be issued.</i>	RC	1
<b>10.1.8.</b>	<b>Is there a documented programme for preventive inspection and maintenance covering the following items :</b>		
10.1.8a.	- warehouse equipment ?		1
10.1.8b.	- emergency alarm systems (audible and/or visual) ? <i>Assessor: tested every week</i>		1
10.1.8c.	- fire doors?		1
10.1.8d.	- interior lighting system, electrical installation?		1
10.1.8e.	- lightning and earthing systems? <i>Assessor: Annual checks of the lightning and earthing system are conducted and documented. The documentation was made available at request for a review.</i>		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 <i>Assessor: not in use on site</i>		-
10.1.9.	Are waiting areas at cross docks clearly indicated and are drivers visible by wearing high visibility / retroreflective clothing? <i>Assessor: No cross dock areas are on site.</i>		-

			Y/N
<b>11.</b>	<b>Order Process and Operations</b>		
<b>11.1.</b>	<b>Planning and Communication</b>		
<b>11.1.1.</b>	<b>Does the planning section communicate all relevant information and instructions to the warehouse operators, including but not limited to :</b>		
11.1.1.a.	- any additional PPE to be used ? <i>Assessor: No decanting or processing is done on site. Any additional or special PPE requirement would be identified through the product acceptance procedure. Since all products arrive packaged and are not processed, this PPE would only be required in case of an accident or incident. Warehousemen would follow procedure to first report to the office to be briefed on how to handle e.g. a spillage of this particular product.</i>	RC	-
11.1.1.b.	- any additional storage instructions (incl. stacking height) ? <i>Assessor: Storage instructions for rack storage are clear and are followed.</i>	RC	1
11.1.1.c.	- designated storage place ? <i>Assessor: The warehouse acceptance procedure defines the warehouse in which the product can be stored. This is then documented on the job sheet. The warehouse operative selects the space and marks the location on the job sheet. For some customers, the storage locations are identified with bar codes.</i>		1
11.1.1.d.	- 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? <i>Assessor: The SULID document is not in use.</i>	RCimp	0
<b>11.2.</b>	<b>Operations</b>		
<b>11.2.1.</b>	<b>Operator instructions</b>		
11.2.1.1.	Are there comprehensive procedures / instructions to the operators on safe loading/unloading practices ? <i>Assessor: procedure 6.6.30 applies The procedures are in place and this was confirmed through interviews with warehouse men.</i>	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 ? <i>Assessor: This can be verified using the Road Runner planning software.</i>		1
11.2.1.3.	Are procedures in place for checking cargo securing ? <i>Assessor: The primary responsibility rests with the driver. Warehousemen will check the cargo securing when the driver has completed his work. A check box on the loading report confirms that the vehicle has been loaded to the satisfaction of the driver, and he signs this; a check box confirms that the warehouseman has checked the load securing, and he signs this.</i>		1
<b>11.2.1.4.</b>	<b>Are container or truck unloading conditions clearly defined, regarding</b>		
11.2.1.4a.	- weather conditions ?		1
11.2.1.4b.	- unloading requirements (temperature, pressure, time) ? <i>Assessor: Temperature and pressure requirements are irrelevant to the goods stored on site. The warehouse handbook has instructions on recording of the time.</i>		1
11.2.1.4c.	- fumigated or gassed compartments <i>Assessor: The company report that they do not accept fumigated containers on site. The container must have been ventilated prior to arrival and certified safe to enter.</i>	RC	-
11.2.1.5.	Does the warehouse use a pre-loading checklist for trucks /containers ?		1
<b>11.2.1.6.</b>	<b>Does the pre-loading checklist include the following verifications :</b>		
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 ? <i>Assessor: no liquid cargo is received in road tanks or containers</i>		-
11.2.1.6i.	- sampling responsibilities and safe sampling practices ? <i>Assessor: no liquid cargo is received in road tanks or containers</i>		-
<b>11.2.1.7.</b>	<b>Are all trucks/containers checked after loading for :</b>		
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.			

11.2.1.8.	- product compatibility and segregation ? Are all operational personnel involved in stowage and cargo securing, trained in appropriate technologies for securing of packaged goods ?	RCimp	<table border="1"><tr><td>1</td></tr><tr><td>1</td></tr></table>	1	1
1					
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<b>11.2.1.9.</b>	<b>Does the warehouse procedure contain detailed instructions regarding the following aspects and are they implemented?</b>				
11.2.1.9a.	- inventory control on regular basis ?		<table border="1"><tr><td>1</td></tr></table>	1	
1					
11.2.1.9b.	- product shelf-life conditions and stock rotation?		<table border="1"><tr><td>1</td></tr></table>	1	
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11.2.1.9c.	- product & transportation regulatory labelling requirements?	RCimp	<table border="1"><tr><td>1</td></tr></table>	1	
1					
11.2.1.9d.	- notifying customs and other law enforcement agencies in case anomalies or illegal activities are detected and/or suspected ?	RCimp	<table border="1"><tr><td>1</td></tr></table>	1	
1					
11.2.1.9e.	- notifying affected customers of any irregularities which might occur ?		<table border="1"><tr><td>1</td></tr></table>	1	
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11.2.1.9f.	- use of mobile phone inside the warehouse ?		<table border="1"><tr><td>1</td></tr></table>	1	
1					
11.2.1.9g.	- before loading, verification that the vehicle is furnished with the required equipment (ADR goods) ?		<table border="1"><tr><td>1</td></tr></table>	1	
1					
11.2.1.9h.	- prevention of uncontrolled vehicle movement or drive away (e.g.. wheel chocks) ?	RCimp	<table border="1"><tr><td>1</td></tr></table>	1	
1					
11.2.1.9i.	- use of a support system to replace the tractor during loading and unloading (e.g.. "elephant leg") ?		<table border="1"><tr><td>1</td></tr></table>	1	
1					
<b>11.3.</b>	<b>Administration</b>				
<b>11.3.1.</b>	<b>Record control</b>				
11.3.1.1.	Are record keeping requirements defined and is compliance checked regularly? <i>Assessor: A traceability exercise was conducted on 30.06.2019, and the documentation was available at request. During the internal audit on 16.07.2019 a traceability exercise was conducted. Another traceability check was conducted during the ISO 9001:2015 audit on 13. October 2015.</i>		<table border="1"><tr><td>1</td></tr></table>	1	
1					

		Y/N
<b>12.</b>	<b>Specific types of Warehousing Activities</b>	
<b>12.1.</b>	<b>Shuttle Service</b>	
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
<b>12.2.</b>	<b>Filling and/or Blending Operations of Liquid Products (Drums and/or IBC's)</b>	
<b>12.2.1.</b>	<b>General</b>	
<b>12.2.1.1.</b>	<b>Has a risk assessment been carried out for specific risks relating to all products filled or blended and all filling and blending lines, including :</b>	
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?	-
<b>12.2.2.</b>	<b>Equipment</b>	
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 ?	-
<b>12.2.2.6.</b>	<b>When filling is automated, is the filling machine equipped with :</b>	
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 ?	-
<b>12.2.2.10.</b>	<b>For flammable products :</b>	
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	-

12.2.2.11.	acceptable limits and recorded at regular intervals ? 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?		-
<b>12.2.3.</b>	<b>Environment</b>		
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?		-
<b>12.2.4.</b>	<b>Bulk Storage Tanks (Including Waste Storage)</b>		
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?		-
<b>12.2.5.</b>	<b>Operations</b>		
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?		-
<b>12.3.</b>	<b>Loading and/or unloading of bulk solids</b>		
<b>12.3.1.</b>	<b>Equipment</b>		
<b>12.3.1.1.</b>	<b>Are silos equipped with:</b>		
12.3.1.1.a.	- manhole including hatch cover with dripping rim?		-
12.3.1.1.b.	- access ladder/railings ?		-
12.3.1.1.c.	- "bird" free vents ?		-
12.3.1.1.d.	- long radius pipe bends ?		-
12.3.1.1.e.	- pipelines that are adequately supported ?		-
12.3.1.1.f.	- 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 ?		-
<b>12.3.2.</b>	<b>Operations</b>		
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 ?		-
<b>12.3.3.</b>	<b>Environment</b>		
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 ?	<input type="text" value="-"/>
12.3.3.3.	Where the warehouse handles plastics: are there measures in place designed to prevent pellet /flake/powder loss?	<input type="text" value="-"/>
12.3.3.4.	Is the company carrying out inspection for pellet/flakes/powder loss?	<input type="text" value="-"/>
<b>12.4.</b>	<b>Bagging and/or Packaging Operations of Solid Products (Bags, Big Bags, and/or Octabins)</b>	
<b>12.4.1.</b>	<b>General</b>	
12.4.1.1.	Is the packaging area protected/covered against adverse weather ?	<input type="text" value="-"/>
12.4.1.2.	Is the floor area clean, dry and free from obstacles ?	<input type="text" value="-"/>
12.4.1.3.	Are emergency exits from the packaging area clearly marked, immediately accessible and free from obstacles ?	<input type="text" value="-"/>
12.4.1.4.	When bagging or packaging is done directly from the bulk vehicle, is it done via a fixed installation ?	<input type="text" value="-"/>
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 ?	<input type="text" value="-"/>
<b>12.4.2.</b>	<b>Equipment</b>	
12.4.2.1.	Is there a preventive maintenance programme on the packaging equipment ?	<input type="text" value="-"/>
12.4.2.2.	Are conveyors equipped, if required, with appropriate gangways to allow safe crossing for the operator ?	<input type="text" value="-"/>
12.4.2.3.	Is the weighing system calibrated regularly ?	<input type="text" value="-"/>
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 ?	<input type="text" value="-"/>
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?	<input type="text" value="-"/>
12.4.2.6.	In case of an emergency, can the packaging operation be shut down immediately by pushing a red (emergency stop) button ?	<input type="text" value="-"/>
12.4.2.7.	Is an alarm system available in the area, so that an operator can call for help if needed ?	<input type="text" value="-"/>
<b>12.4.3.</b>	<b>Operations</b>	
12.4.3.1.	Is a documented procedure for packaging in place ?	<input type="text" value="-"/>
12.4.3.2.	Is there a procedure in place to check that the correct packaging is selected prior to starting the packaging?	<input type="text" value="-"/>
12.4.3.3.	Are empty packaging materials stored in a safe way ?	<input type="text" value="-"/>
12.4.3.4.	Is there a procedure in place for the legal disposal of classified and unclassified packaging waste?	<input type="text" value="-"/>
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?	<input type="text" value="-"/>
12.4.3.6.	Are product samples traceable and stored in a safe and proper way?	<input type="text" value="-"/>
<b>12.4.4.</b>	<b>Environment</b>	
12.4.4.1.	Is any spilled material disposed of safely?	<input type="text" value="-"/>
12.4.4.2.	Is the exterior of the packaging equipment clean and free of product contamination ?	<input type="text" value="-"/>
12.4.4.3.	Where the warehouse handles plastics: are there measures in place designed to prevent pellet /flake/powder loss?	<input type="text" value="-"/>
12.4.4.4.	Is the company carrying out inspection for pellet/flakes/powder loss?	<input type="text" value="-"/>

<b>13.</b>	<b>Subcontracted Services:</b>		<input type="text" value="Y/N"/>
<b>13.1.</b>	<b>Service partners</b>		
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? <i>Assessor: The warehouse department does not sub-contract service partners.</i>	RCimp	<input type="text" value="-"/>
13.1.2.	Has the company a documented process for the evaluation and performance monitoring of all its service partners ? <i>Assessor: see comment 13.1.1</i>	RC	<input type="text" value="-"/>
13.1.3.	Are annual SHEQ&Sec & CSR targets set for, and communicated to all involved service providers? <i>Assessor: see comment 13.1.1</i>		<input type="text" value="-"/>
13.1.4.	Does the company actively monitor the service providers actions to ensure achievement of all these targets ? <i>Assessor: see comment 13.1.1</i>	RCimp	<input type="text" value="-"/>
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? <i>Assessor: see comment 13.1.1</i>	RCimp	<input type="text" value="-"/>
<b>13.2.</b>	<b>Contractors</b>		
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? <i>Assessor: This is included in site induction when the work permit is issued. Samples of the documentation was available at request for a review.</i>	RCimp	<input type="text" value="1"/>

<b>14.</b>	<b>Handling practices of Food, Food contact and Feed Products ingredients</b>	<input type="text" value="Y/N"/>
<b>14.1.</b>	<b>Is the company applying GMP, GMP+ and/or HACCP principles to the operations ?</b>	
14.1.1.	Are there GMP/GMP+/HACCP (or similar) principles part of the quality system ?	<input type="text" value="-"/>
14.1.2.	Is there an adequate contamination and degradation prevention procedure implemented and maintained, based upon a risk assessment ?	<input type="text" value="-"/>
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?	<input type="text" value="-"/>
14.1.4.	Are critical control points (CCPs) identified?	<input type="text" value="-"/>
14.1.5.	Has a HACCP plan been documented?	<input type="text" value="-"/>
14.1.6.	Is there a monitoring system for each CCP identified?	<input type="text" value="-"/>
<b>14.2.</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>	
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?	<input type="text" value="-"/>
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 ?	<input type="text" value="-"/>
<b>14.3.</b>	<b>Are traceability and product conformity issues sufficiently implemented in all processes ?</b>	
14.3.1.	Is the company able to provide full traceability from receipt to product dispatch ?	<input type="text" value="-"/>
<b>14.4.</b>	<b>Are there procedures in place and documentation available to ensure consistency of product quality ?</b>	
14.4.1.	Is it ensured that bulk transport equipment and containers received and delivered are properly sealed (if so required)?	<input type="text" value="-"/>
14.4.2.	Are banned lists for particular products available?	<input type="text" value="-"/>
<b>14.5.</b>	<b>Are there written procedures for sampling in place and maintained ?</b>	
14.5.1.	Are utensils and sampling devices cleaned and stored in a manner to prevent contamination ?	<input type="text" value="-"/>
<b>14.6.</b>	<b>Are there appropriate precautions taken to avoid cross-contaminations and degradation during operations ?</b>	
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?	<input type="text" value="-"/>
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 ?	<input type="text" value="-"/>
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?	<input type="text" value="-"/>
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?	<input type="text" value="-"/>
14.6.5.	Is a suitable pest control program implemented and maintained ?	<input type="text" value="-"/>
<b>14.7.</b>	<b>Are procedures in place for complaint handling, product recall and incident management?</b>	
14.7.1.	Is there a contamination response procedure in place?	<input type="text" value="-"/>
14.7.2.	Are there measures in place to ensure that non-conforming or recalled products are not released without proper authorisation?	<input type="text" value="-"/>
14.7.3.	Is there a product recall procedure?	<input type="text" value="-"/>
14.7.4.	Is the product recall procedure tested?	<input type="text" value="-"/>
<b>14.8.</b>	<b>Are procedures in place for internal audits?</b>	
14.8.1.	Is there a documented plan for internal auditing of all areas referred to the GMP/GMP+ and HACCP questionnaire?	<input type="text" value="-"/>
<b>14.9.</b>	<b>Storage in silos</b>	
14.9.1.	Are all pieces of equipment coming in contact with the product compatible with the product and in compliance with requirements ?	<input type="text" value="-"/>
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?	<input type="text" value="-"/>

14.9.3.	Is the quality of the blanketing gas, if used, compatible with the Product ?	<input type="text" value="-"/>
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 ?	<input type="text" value="-"/>
14.9.5.	Do you ensure that your sampling installation is able to provide a representative sample ?	<input type="text" value="-"/>
<b>14.10.</b>	<b>Loading and unloading of unpacked products</b>	
<b>14.10.1.</b>	<b>Are appropriate loading and unloading procedures in place ?</b>	
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 ?	<input type="text" value="-"/>
14.10.1.2.	Is the loading / unloading equipment in contact with products dedicated, or, are validated cleaning procedures applied between loadings ?	<input type="text" value="-"/>
14.10.1.3.	Is all the equipment in contact with products identified ?	<input type="text" value="-"/>
14.10.1.4.	Is all the equipment in contact with products capped and/or properly stored after the operation, according to written procedures ?	<input type="text" value="-"/>
14.10.1.5.	Do you seal all valves and openings after loading ?	<input type="text" value="-"/>
14.10.1.6.	Do you check the integrity of the seals before unloading ?	<input type="text" value="-"/>
14.10.1.7.	Do you seal all valves and openings after cleaning ?	<input type="text" value="-"/>
14.10.1.8.	Do you check the integrity of the cleaning seals before loading ?	<input type="text" value="-"/>
<b>14.11.</b>	<b>Packaging</b>	
<b>14.11.1.</b>	<b>Is the environment and the packaging equipment in contact with products designed to protect product quality ?</b>	
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?	<input type="text" value="-"/>
14.11.1.2.	Is the environment of the packaging operation clean and dust free ?	<input type="text" value="-"/>
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 ?	<input type="text" value="-"/>
<b>14.11.2.</b>	<b>Are there packaging operations in place to ensure product quality and traceability?</b>	
14.11.2.1.	Are there written procedures and records in place for all packaging and labelling operations ?	<input type="text" value="-"/>
14.11.2.2.	Is each packed lot linked to a retained sample, if required by the customer?	<input type="text" value="-"/>
<b>14.11.3.</b>	<b>Are there control procedures in place to ensure appropriate quality of packaging materials ?</b>	
14.11.3.1.	Is the assessed company controlling the cleanliness of containers prior to filling ?	<input type="text" value="-"/>
14.11.3.2.	For each cleanliness inspection, does the assessed company keep a written report ?	<input type="text" value="-"/>
<b>14.11.4.</b>	<b>Are there appropriate procedures in place for processing and re-processing operations ?</b>	
14.11.4.1.	Are there written procedures in place for each processing and reprocessing operation ?	<input type="text" value="-"/>
<b>14.12.</b>	<b>Warehousing and shipments of packed products</b>	
<b>14.12.1.</b>	<b>Are there appropriate warehousing procedures in place to protect product quality ?</b>	
14.12.1.1.	Are containers of sensitive products stored under appropriate storage conditions that are adequately monitored ?	<input type="text" value="-"/>
14.12.1.2.	In case you have to open a container, do you have a written procedure to prevent contamination ?	<input type="text" value="-"/>
14.12.1.3.	Do you re-seal the container after opening ?	<input type="text" value="-"/>
14.12.1.4.	Are there appropriate loading and shipment procedures in place ?	<input type="text" value="-"/>
<b>14.12.2.</b>	<b>Are there appropriate procedures in place for the handling of returned Food Contact products ?</b>	
14.12.2.1.	Are returned products stored separately and appropriately handled, according to written procedures ?	<input type="text" value="-"/>
<b>14.13.</b>	<b>Specific GMP+ Questions</b>	
<b>14.13.1.</b>	<b>Are there appropriate procedures in place in relation to Animal Feed?</b>	
14.13.1.1.	Is there a procedure in place for the cleaning regime in accordance with the GMP+ Animal Feed product database requirements?	<input type="text" value="-"/>
14.13.1.2.	Is there a procedure in place on how to work with the GMP+ Animal Feed Product Database and its updates?	<input type="text" value="-"/>
14.13.1.3.	Is there a procedure in place for the order planning in accordance with the GMP+ Animal Feed product database requirements?	<input type="text" value="-"/>
14.13.1.4.	Is there a procedure in place to establish the Animal Feed product category of a new product to be transported?	<input type="text" value="-"/>

- 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?

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<b>Report:</b>	88218b (Submitted)	<b>Module:</b>	Warehouse
<b>Companyname:</b>	H. W. Coates Limited	<b>Re-assessment:</b>	01-12-2020 by Nielsen, D.
<b>Location:</b>	Newmarket, Cambridgeshire (United Kingdom)	<b>Expires on:</b>	01-12-2023
<b>Website:</b>	www.hwcoates.co.uk	<b>Company type:</b>	Stand-alone, 10-50 employees

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**Comment of assessor:**

**Comments of assessed company:**



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## Improvement Action Program:

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**Website reference:** ---

**Updated on:**