



Rase Distribution Limited Wickenby, Lincolnshire

on 12-02-2019

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

Report:	87119a (Submitted)	Module:	Transport Service
Companyname:	Rase Distribution Limited	Assessment date:	12-02-2019
Country:	United Kingdom	Assessor:	D. Nielsen
Location:	Wickenby, Lincolnshire	First assessment:	No
Website:	www.rase.co.uk	Employees:	More than 50
		Company type:	Stand-alone

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

Name	Rase Distribution Limited
Location (=Town/City)	Wickenby, Lincolnshire
Country	GB
Postal code	LN3 5AX
Postal Address	5AX
Phone	+44 1673 880000
Website	www.rase.co.uk
1. Contact Person	Dale Christie
Email	dalechristie@rase.co.uk
2. Contact Person	Ian Noon
Email	iannoon@rase.co.uk
3. Contact Person	A. Colbourne
Email	acolbourne@hwcoates.co.uk
Headquarter's Name	Rase Distribution LTD
Headquarter's Address	5AX
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, FIAS, RHA, UKWA
Total number of employees for all assessed activities (In a transport company the number of fully integrated drivers has to be included)	More than 50

0.1.2. Assessor

Lead Assessor

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

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	84234a
2. Report number	84234b
3. Report number	

0.1.5. Assessment dates and duration

Assessment dates and duration

	Date	Duration (number of days)
Core or ESAD Di assessment	11-02-2019	1
Specific assessment 1	12-02-2019	1
Specific assessment 2	13-02-2019	1.5
Previous Core or ESAD Di assessment		

Previous Specific assessment 1		
Previous Specific assessment 2		

0.1.6.

Scope of assessment - Core Activity

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

0.2.

Assessed company profile

0.2.1.

Key Contacts

	Name	Location
General Manager	Geoff Hill	Wickenby
Operations Manager	Ian Noon	Wickenby
Quality Assurance Manager	Dale Christie	Wickenby
Safety & Health Manager	Andrew Colbourne	Rugby
Environmental Manager	Andrew Colbourne	Rugby
Dangerous Goods Safety Advisor	Robert Symes	Rugby
	Number Certificate DGSA	Valid until
	2927429/150114	14-01-2020
Security Advisor	Robert Symes	Rugby

0.2.2.

Systems Certifications

Type	Accredited Certification Body	Scope	Registration Number	Expiry Date
Quality (ISO 9001, etc)	WQA	The warehousing and national distribution of packaged goods, both hazardous and non-hazardous to customer order specification.	QS 2394	01-03-2019
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

0.2.4.

Infrastructure

Office building Y

Parking of empty vehicles/tanks/containers Y

Parking of loaded vehicles/tanks/containers Y

Toilets for own employees Y

	Toilets for visiting operators/drivers	Y
	Showers for own employees	Y
	Showers for visiting operators/drivers	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
0.2.5.	Incident response	
	Description of onsite incident response team and equipment	cy Plan
	Description of the local fire brigade (manpower, equipment, response time)	12 minutes
0.2.6.	Emergency equipment	
	Description of emergency equipment that can be used for off-site emergencies.	level 1 advice & response.
0.2.7.	Valid Operating licence	
	Number	OF0208149
	Scope	GOODS VEHICLE STANDARD INTERNATIONAL
	Validity until	31/01/2020
	Are all activities within the scope of the assessment mentioned in the operating licence?	Y
	If not 'Yes' please specify	
0.3.	Transport services	
0.3.1.	Site information	
	Operational activities present at the site	Y
0.3.2.	Main Activities	
	Road transport service bulk liquids	N
	Road transport service bulk solids	N
	Road transport service packed goods	Y
	Intermodal transport	N
	Freight forwarder	N
0.3.3.	Subactivities	
	Temporary storage - transfer	Y
	Maintenance workshop	Y
	Transfer (intermodal) terminal	N
	Fixed storage tanks present (also tanks for fuel station)	Y
	Tankcontainer heating	N
	Tank and/or trailer repair	Y
	Empty container handling	N
	Full container handling	N
	Airfreight (linked)	N
	Shuttle service	Y
0.3.4.	Geographical coverage	
	National transport	Y
	International transport	N
0.3.5.	Categories of drivers	
	Own company drivers	Y
	Number of own company drivers	43
	Fully integrated subcontractors	N
	Number of fully integrated drivers	
	Non-integrated subcontractors	Y
	Average number of non-integrated trucks per year	3
	Spot subcontracting	N
	Average number of shipments per year	
	Number of operators (others than drivers)	12
0.3.6.	Type of equipment	
	Own company trucks	Y
	Own company packed goods trailers	Y
	Own company bulk trailers	N
	Own company containers	N
	Own company container chassis	N
0.3.7.	Subcontractor services includes	
	Trucks	Y
	Trailers /tanks	N
	Containers	N
0.3.8.	Products	
	Tonnage of chemicals transported/handled per year	120500
	Are dangerous goods transported/handled?	Y
	% dangerous goods in regard to the total tonnage	42

Does the company handle/transport HCDG goods (ADR 1.10)?	Y
Classes of products transported	
Class 1 : Explosive substances and articles	N
Are these products High Consequence Dangerous Goods?	
Class 2 : Gases	Y
Are these products High Consequence Dangerous Goods?	Y
Flammable gases : tank > 3000l Toxic gases (excl. Aerosols)	
Class 3 : Flammable liquids	Y
Are these products High Consequence Dangerous Goods?	N
Flammable liquids of packaging groups I and II : tanks > 3000l Desensitized explosives	
Class 4.1. : Flammable solids, self-reactive substances, polymerizing substances and solid desensitised explosives	Y
Are these products High Consequence Dangerous Goods?	N
Desensitized explosives	
Class 4.2. : Substances liable to spontaneous combustion	N
Are these products High Consequence Dangerous Goods?	
Packing group I : Tank > 3000l	
Class 4.3. : Substances which in contact with water, emit flammable gases	N
Are these products High Consequence Dangerous Goods?	
Packing group I : Tank > 3000l	
Class 5.1. : Oxidizing substances	Y
Are these products High Consequence Dangerous Goods?	N
Oxidizing liquids of packing group I : Tank > 3000l Perchlorates, ammonium nitrate, ammonium nitrate fertilisers and ammonium nitrate emulsions or suspensions or gels : Tanks > 3000l or Bulk > 3000l	
Class 5.2. : Organic peroxides	N
Class 6.1. : Toxic substances	Y
Are these products High Consequence Dangerous Goods?	N
Toxic substances of packing group I	
Class 6.2. : Infectious substances	N
Are these products High Consequence Dangerous Goods?	
Infectious substances of Cat A	
Class 7 : Radioactive material	N
Are these products High Consequence Dangerous Goods?	
Radioactive material see ADR table 1.10.3.1.3 for specs	
Class 8 : Corrosive substances	Y
Are these products High Consequence Dangerous Goods?	
Packing group I : Tank > 3000l	
Class 9 : Miscellaneous dangerous substances and articles	Y
Transport/handling substances with specific properties	
CMR : Category carcinogenic, mutagenic and reprotoxical	N
Does the company transport dry products including plastics and polymers?	N
Handling of food contact / food / feed products	Y
The company chooses to be assessed against the Food(contact) &N Feed chapter	
Handling of chlorinated solvents	N
Handling of Pharma products	N
Handling of Cosmetic products	N
Allergen free business	N

0.3.9. Type of transport companies and tonnage transported

Type of transport	Number of subcontracted companies	Tonnage of chemicals transported (in tonnes per year)	% of chemicals transported
Own transport		117500	98%
FIS (Fully Integrated Subcontractors)	0	0	0%
NIS - SQAS assessed	0	0	0%
NIS - non SQAS assessed	2	3000	2%
SPOT - SQAS assessed	0	0	0%
SPOT - non SQAS assessed	0	0	0%



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Companyname: Rase Distribution Limited
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Location: Wickenby, Lincolnshire
Website: www.rase.co.uk

Module: Transport Service
Assessment date: 12-02-2019
Assessor: D. Nielsen
First assessment: No
Employees: More than 50
Company type: Stand-alone

TOTAL		120500	100%
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			Y/N
C	1.	Management System and Responsibility	
C	1.1.	Management Responsibility	
C	1.1.1.	Company Policies	
C	1.1.1.1.	Does the company have a current written policy reflecting management's active commitment to:	
C	1.1.1.1a.	- Safety & Health, Environment, Quality/customers requirements, Security, Behaviour Based Safety, Prohibition of drugs and Alcohol, Training development, Non conformance reporting? <i>Assessor: The following policy statements were presented for a review: Quality Policy; Security Policy; Alcohol & Drugs; BBS; Environment & Waste Management; Health & Safety at Work; In-vehicle technology (incl. use of mobile phones); major accident prevention policy (incl. COMAH); occupational road risk policy; Training Policy; Vulnerable Road Users Policy.</i> <i>All policy statements had been reviewed on 28. Jan. 2019 and are all signed by the Managing Director.</i>	RC 1
C	1.1.1.1b.	- Corporate Social Responsibility (CSR) requirements? <i>Assessor: CSR; anti-bribery and anti-corruption Policy; Ethical Procurement Policy; Modern Slavery Statement, all policy statements were reviewed on 28. Jan. 2019, and are signed by the Managing Director.</i>	RC 1
C	1.1.1.2.	Are senior managers sufficiently visible and engaged in carrying forward the SHEQ&Sec message? <i>Assessor: At least two Joint Safety Committee meetings are conducted annually, which are attended by the Managing Director, Site Directors, Line Managers, Warehouse Foremen, and workshop administrator, the minutes were available for review, driver representatives attend meetings held at least 3 times a year, additionally memos are circulated, and e.g. drivers have to sign a receipt. Noticeboards are in the driver rest area and the general office. The HSEQ Director has spent a full day with a driver, the Transport Manager is based in the transport office and regularly participates in driver debriefing. Line Managers participate and conduct internal audits.</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 minutes of the various meetings were made available for a review and this demonstrated how line managers encourage improvement. The company aims to increase the rate of NC reporting.</i>	RC 1
C	1.1.2.	Roles & Responsibilities	
C	1.1.2.1.	Is there an organization chart and associated job description defining each individual's role within the organization, including their responsibilities for SHEQ&Sec and CSR? <i>Assessor: The organisation chart and samples of job descriptions were reviewed. The organisation chart is revised annually and the latest version was available. Each employee receives a job description, some of which are very detailed, and others, e.g. drivers are more generic. Job descriptions form part of the annual appraisal process, and may be revised as and when found necessary.</i>	1
C	1.1.3.	Legislation and other requirements	
C	1.1.3.1.	Is there proof available that the company stays abreast of all relevant legislation and legislative developments in the area of SHEQ&Sec and CSR and are persons formally designated or a source defined? <i>Assessor: QM procedure 4.6.2.1 applies. The legal register is maintained by the Group HSEQ Director as an online repository, which can be accessed by all managers. The job description of the Group HSEQ Director includes the task to maintain, up-date and communicate the legal register.</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</i>	1
C	1.1.3.3.	Is a regular review made of the system for compliance with legal requirements ?	1
C	1.1.3.4.	Does the Dangerous Goods Safety Advisor produce an annual report to Management on the Companies' activities in the transport of dangerous goods, in accordance with legal requirements and within six months after year end? <i>Assessor: The last three DGSA reports were reviewed and found to be comprehensive. They included a summary of near misses/ accidents/ incidents, as well as any transport related infringements. Report were issued as follows: 31. March 2016 for 2015; 6. Feb. 2017 for 2016; 27. Feb 2018 for 2017;</i>	1

				Y/N
C	2.	Risk management		
C	2.1.	Risk assessment and mitigation measures		
C	2.1.1.	Is there a process to assess and document the Safety, Health, Environmental, Security risks and working conditions , related to all activities of the company, considering following aspects ?		
C	2.1.1.a.	- start-up of new operations/activities (e.g. new products, new routes) ? Assessor: The MoC register at Wickenby is kept by the Warehouse Manager, the MoC Register in Bardney is kept by the Bardney Director and major changes are recorded in both registers. Because of the nature of the business, routes and loading/ unloading sites are constantly changing, and drivers have been trained to conduct on-site risk assessments. This process is integrated into the MoC procedures.	RC	1
C	2.1.1.b.	- change of operations/activities (e.g. new products, new routes) Assessor: MoC procedure, forms and the register were available for a review.	RCimp	1
C	2.1.1.c.	- periodic review of risks on current activities? Assessor: As a consequence of the integration into the H. W. Coates Group, the review period will now be 24 months, unless the respective risk assessment concluded that it should be reviewed in shorter intervals.	RC	1
C	2.1.2.	Are measures taken to control/mitigate all identified risks ? Assessor: Operating procedures and the necessary equipment are covered in the specific risk assessments; the route is part of the road transport security plan; training needs are addressed and covered; emergency response is covered in the respective site fire manual or the driver manual; PPE requirements would be defined through the specific job risk assessments and communicated either through training or the job card.	RC	1
C	2.2.	Safety		
C	2.2.1.	Personal Protective Equipment (PPE)		
C	2.2.1.1.	Is there a written procedure defining what PPE has to be used under what circumstances ? Assessor: The Store Manuals and the Driver Manual define the PPE requirements. The MoC procedure covers this issue and is linked to the MSDS register.	RC	1
C	2.2.1.2.	Is the PPE regularly checked (before use and at set intervals) and replaced when required ? Assessor: Drivers and store men check their PPE daily and report this on their time sheets. Spot checks would include the PPE.		1
C	2.2.1.3.	Are instructions and training provided when category III PPE or other specific precautions are needed and used? Assessor: Self-contained breathing apparatuses are kept on site in Wickenby and Bardney, which can only be used by specially trained staff. Their training records were reviewed. In the respective warehouse, the PPE bags contain escape hoods. Each lorry driver has been issued an escape hood. The training in the use of escape hoods is done through a video presentation. No other cat. III PPE is in use.	RC	1
C	2.3.	Health		
C	2.3.1.	Are current Safety Data Sheets, available on site from the manufacturers for all products transported and/or handled? Assessor: The company regularly reviews the MSDS register to insure that the latest version is in use and sends out e-mails to their customers to remind them of their obligation to supply up-to-date SDS. Procedure SMS-OP10.7 applies. The warehouse management IT system will not accept a booking, if the SDS is not listed in the data-base. For transport/ haulage activities, the ADR classification ensures the availability of the SDS.	RC	1
C	2.4.	Security		
C	2.4.1.	Is there a system to monitor entry, exit and to limit access to restricted areas of all personnel and visitors through positive identification ?		1
C	2.4.2.	Is there a written procedure in place, requiring documented periodical inspections, to identify breaches in the security of the buildings/premises? Assessor: Wickenby or Bardney Maintenance Weekly/ Monthly Checksheet is used to document these checks and inspections.	RCimp	1
C	2.4.3.	Has a risk assessment been conducted in the last twelve months, as a minimum frequency, regarding data on customers, products and operations and are measures taken to mitigate identified risks? Assessor: A cyber security audit was conducted by a Group IT-specialist on 18. Oct. 2018, and documented. Two specialist companies have been contracted to service the IT servers and the remaining IT infrastructure. Only two nominated laptops have been issued which can access the intra-net from outside the premises. Drivers use smartphones to document deliveries, and pre-cautionary measures have been implemented to prevent attacks through this route.		1
C	2.4.4.	Is there an inventory of Information Technology assets containing confidential company data?		1

C	2.4.5.	Is there a proactive maintenance program on Information Technology assets handling information technology? <i>Assessor: Monthly site visits conducted by the contractor.</i>		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: The risk has been evaluated, details are considered confidential.</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: Information is received through the established communication channels, and cascaded down to warehouse staff and drivers and planners.</i>		1
C	2.4.8.	Is a system in place to ensure that response to security threats and incident are defined? <i>Assessor: Regular visits are conducted by Police Counter Terrorism Officers, the DFT conducted an audit in January 2019 and the security plan has a section covering this issue.</i>		1
C	2.5.	Fair business practices		
C	2.5.1.	Has the company formalized the fair business practices ? <i>Assessor: As part of the QMS manual, a risk assessment of business practices has been conducted. The policy pack handed to staff on an annual basis contains the ethical business policy statements. All employees sign for the receipt.</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: Gift acceptance procedure is in place. Capital expenditure has to be approved through the group head office, and will eventually be approved by the CEO. The company handbook defines the whistle blowing procedure. No cash business is conducted. Small cash payment made by e.g. drivers have to be supported by vouchers and are checked by the Wickenby Director. Smaller expenditures can be authorised by nominated staff up to a certain limit through the purchase order process. The finance department includes this issue in their financial audits.</i>	RC	1
C	2.5.3.	Are there mechanisms in place to ensure effective implementation of the anti-competitive practices policy? <i>Assessor: The company deems this to be a minor risk and has therefore decided that the following measures are sufficient: All employees are issued a policy pack, and sign for the receipt. Abt. 2 weeks later, they sign a declaration that they have read and understood the policies and agree to abide by the rules and policies. No training seminars have been conducted. The statutory financial audit addresses this issue.</i>		1
C	2.6.	Environment		
C	2.6.1.	Is the classification, storing, segregation, identification, protection and final destination of any generated waste, done according to legal regulations and only by legally approved waste management companies?		1
C	2.6.2.	Has the company carried out a risk assessment taking into account the impact of company activities on soil and groundwater contamination? <i>Assessor: As part of the acquisition of the company assets by H. W. Coates Group, a risk assessment was conducted, but it is considered confidential and was not available for review.</i>		0
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 company declared that such products are neither stored or transported, and during the site tours, there was no evidence that such products are on site.</i>		-
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: see comment 2.6.3</i>		-
C	2.6.5.	Is there a programme in place to measure and reduce pro rata the use of the following resources in fixed installations?:		
C	2.6.5a.	- electricity <i>Assessor: Electricity is measured, but there is no programme in place to reduce the consumption.</i>		0
C	2.6.5b.	- fuel <i>Assessor: Only the consumption as mpg is monitored.</i>		0
C	2.6.5c.	- water <i>Assessor: consumption is monitored</i>		0
C	2.6.6.	Is a programme in place to measure and reduce pro rata the output of emissions? <i>Assessor: No monitoring programme in place.</i>		0
C	2.6.7.	Is a programme in place to measure and to reduce pro rata the waste		0

generated by the company activities?

Assessor: The amount of waste generated is monitored as a KPI, but there is no programme in place to reduce the amount generated.

C	3.	Human Resources		Y/N
C	3.1.	Recruitment		
C	3.1.1.	Is there a written recruitment procedure which takes into account relevant experience, competence and education for all employees, including temporary staff? <i>Assessor: The procedure is detailed in the COMAH safety report. To comply with the new data protection and confidentiality rules, only selected documentation of newly hired recruits was available for review.</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: In the UK there is no legal requirement for employees to undergo a medical examination. Drivers have to submit their medical examination result to the DVLA for licence renewal at 45+ age. Newly hired employees complete a self-declaration form, which is first reviewed by a HR staff, and if one question is answered as 'yes', the declaration is reviewed by an occupational health practitioner, who will decide on any further action. Employees then complete a self-declaration every 6 months.</i>		0
C	3.1.3.	Is there a written grievance and disciplinary procedure?		1
C	3.2.	Training		
C	3.2.1.	Is there a training programme in place for all personnel that results in an individual training plan and are records available that the training plan has been implemented? Is the training plan reviewed annually? <i>Assessor: The training plan is issued on an annual basis and is specific for different departments.</i>	RC	1
C	3.2.2.	Are the following subjects being trained:		
C	3.2.2a.	- incident reporting, investigation and analysis? <i>Assessor: This is part of the induction training programme and refresher training would be part of the e.g. the BBS training.</i>	RC	1
C	3.2.2b.	- dangerous goods handling? <i>Assessor: As part of the BBS programme, staff are appraised. In addition, the company holds a table top exercise approx. every 3 years, and the review could identify requirements for training or re-training, which could be done in-house or externally.</i>		1
C	3.2.2c.	- specific product or handling needs?		1
C	3.2.2d.	- use of PPE (Personal Protective Equipment)?	RC	1
C	3.2.2e.	- company emergency written procedures? <i>Assessor: Planners and office staff are trained through the table top exercise. Drivers participate in the ADR CPC training, and have been issued the HERS manual.</i>	RC	1
C	3.2.2f.	- spill prevention and control? <i>Assessor: Covered in the table top exercise.</i>	RCimp	1
C	3.2.2g.	- Behaviour Based Safety (BBS) principles? <i>Assessor: Planners and office staff participate in a specific BBS seminar. Drivers receive their BBS induction during the first BBS assessment, and this is then refreshed during subsequent assessments. The company has modified the Cefic guidelines to suit their specific requirements.</i>	RC	1
C	3.2.2h.	- security awareness proportionate to the risk and their role within the business (Security of information should be included)? <i>Assessor: Employees are trained with the help of a DfT security awareness DVD. All employees are made aware of the risks of placing company information on social media.</i>		-
C	3.2.2i.	- risk Assessment and risk Management? <i>Assessor: As part of the induction training, risk assessments and risk management is covered. When reviewing risk assessments, operational staff would be involved in the review process, and this could be called practical training in risk assessment techniques.</i>		1
C	3.2.2j.	- communication skills?		1
C	3.2.2k.	- all aspects related to prevention of bribery and corruption? <i>Assessor: The policy pack is issued annually and employees sign the receipt, and declare that they have understood the policies and will abide by them. No specific training course has been conducted.</i>		1
C	3.2.2l.	- training in awareness of fatigue and tiredness? <i>Assessor: These issues are covered in the induction training. In addition, fatigue awareness is covered in the driver handbook. The BBS evaluation does not specifically cover fatigue awareness.</i>	RC	1
C	3.2.2m.	- company ethics policy / code of ethics? <i>Assessor: As part of the induction training.</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 company reports that no such products are transported or warehoused, and this is confirmed through interviews with drivers and store men.</i>		-
C	3.2.3.	Is a first aid training programme defined for identified persons and		1

		implemented ? <i>Assessor: The first aid qualifications are monitored with the help of the training matrix.</i>		
C	3.2.4.	Are variances from the plan effectively followed up?		1
C	3.2.5.	Is the effectiveness of the training checked for each employee ? <i>Assessor: performance appraisal or BBS evaluation</i>		1
C	3.3.	Behaviour Based Safety (BBS)		
C	3.3.1.	Has a BBS implementation plan, or an established programme, been set up with targets, resourcing and timeline? <i>Assessor: The BBS programme has now been in place for approx. 6 years. Targets are defined and evaluated. Trainers have been nominated for drivers and storemen. The Wickenby and Bardney Directors are participating in the review meetings and are also involved in resource planning.</i>	RC	1
C	3.3.2.	Have the respective responsibilities of all personnel in the implementation of BBS been identified ? <i>Assessor: Job descriptions of employees with BBS responsibilities were reviewed and found to include this task. Trainers execute the training and also complete the assessment reports.</i>		1
C	3.4.	Labour Policy and human rights		
C	3.4.1.	Are specific mechanisms in place to ensure effective implementation of your company's Career Management and training policy? <i>Assessor: As part of the performance appraisal, career management is discussed. Examples of storemen starting an apprenticeship to qualify as a driver. With Rase Distribution now being part of the Coates Group, new possibilities of career progression have opened up, and this could be seen in the future.</i>		1
C	3.4.2.	Are specific mechanisms in place to ensure effective implementation of your company's non discrimination policy <i>Assessor: Several persons are involved in the selection process, interviews are attended by at least two Rase staff, and judging from the interviews conducted, it would seem that the workforce is of mixed gender.</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: No employee can be below 18 years, the youngest employee currently is 21 years.</i>		1
C	3.4.4.	Does the company ensure that no forced, bonded or involuntary prison labor is employed? <i>Assessor: The new employee has to submit a P45, the job history is checked, references are spot checked, right to work check, NI number, HMRC start-up form, salaries are paid into a bank account, the driving licence is copied, holders of a foreign driving licence must exchange this into a UK licence.</i>		1

				Y/N
C	4.	On/Off Site Emergency Preparedness and Response		
C	4.1.	<p>Is there a written plan for dealing with on-site and off-site emergencies and potential crises?</p> <p><i>Assessor: Emergency plans for on-site emergencies are available for both sites, Wickenby and Bardney. The respective plan covers i.e fire procedures, PPE, spill procedures, emergency response procedures, designated emergency roles, team leaders and team members, access control team, communications team as well a site plans.</i></p> <p><i>Off-site emergencies are covered in a separate plan, which includes capacities supplied by the HERS emergency services network.</i></p>	RC	1
C	4.2.	Does this written plan contain the following information :		
C	4.2a.	- individual responsibilities ?		1
C	4.2b.	- arrangements for 24/7 hours coverage by trained responders ?		1
C	4.2c.	- a list of the different parties to be informed with their contact details (customers, authorities) ?		1
C	4.2d.	- a written procedure for handling the information towards the neighbourhood, the press and other interested parties of serious accidents/incidents that happened on site?		1
C	4.3.	Is the emergency equipment maintained, tested or checked on a regular basis?		1
C	4.4.	<p>Has there been a comprehensive test of the emergency plan for on-site and off site emergencies during the past 12 months ?</p> <p><i>Assessor: An incident was recorded on 4. Feb 2019, when an IBC was found leaking. The driver identified this after his break at a motorway services station. The full report was still being prepared.</i></p> <p><i>The regular test interval is 3 years, in line with COMAH regulations, and the next comprehensive desktop exercise is planned for 19. Feb. 2019.</i></p>		1
C	4.5.	Is there a documented business continuity plan and does this plan contain the customer contacts to be informed ?		1

				Y/N
C	5.	Performance Analysis and Management Review		
C	5.1.	Non-conformance reporting, investigation, analysis and corrective action		
C	5.1.1.	Is there a documented system in place for recording non-conformances regarding :		
C	5.1.1.a.	- accidents & incidents ? <i>Assessor: Different systems are in place for recording accidents and incidents, e.g. motor accidents, 'safety cards' = minor safety observations, near miss reports, and serious occupational accidents. The safety card reports are compiled in a logsheet, which summarises the details, root cause, immediate action as well as future action. LTI accidents are analysed separately and the frequency is benchmarked against CBA and Cefic LTI rates.</i>	RC	1
C	5.1.1.b.	- breaches of security and threats? <i>Assessor: A policy and a procedure are in place. No breaches of security had been recorded by the company in the last 3 years. Input is received from the Transec and DfT, through the Coates Group HQ, as well as the Police Counter Terrorism unit.</i>	RCimp	1
C	5.1.1.c.	- unsafe behaviour & unsafe conditions ?	RCimp	1
C	5.1.1.d.	- regulatory compliance? <i>Assessor: The DGSA annual report includes a section on regulatory compliance. HSE interventions would investigate this, and there were no HSE prohibition notices during the last 3 years.</i>		1
C	5.1.1.e.	- product contamination ?	RC	1
C	5.1.1.f.	- product discrepancies and shortshipments ? <i>Assessor: Written QM procedures are in use, as is the 'goods inward - permit to work' procedure. A written QM procedure deals with customer complaints. All of these are monitored as KPIs.</i>		1
C	5.1.1.g.	- corruption & bribery ? <i>Assessor: The file was empty and no such cases had been recorded.</i>		1
C	5.1.1.h.	- grievance and disciplinary findings? <i>Assessor: No grievances had been recorded. A sample of anonymised disciplinary findings was made available, so as to comply with GDPR regulations.</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? <i>Assessor: The report would be discussed at the Safety Committee meetings and then presented to the Management Review Meeting.</i>	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: As part of the 'goods inward - permit to work procedure' or the delivery procedure. The customer would be informed by phone, or e-mail with photos, if deemed appropriate.</i>		1
C	5.1.5.	Is the DGSA involved after an incident where dangerous goods were involved?		1
C	5.2.	SHEQ&Sec & CSR Objectives and Trend Analysis		
C	5.2.1.	Is there a process in place to monitor and analyse SHEQ&Sec & CSR data to identify trends, to set objectives and is there an action plan in place to achieve these objectives ? <i>Assessor: Trends are analysed and discussed at management review meetings. Rase Distribution Ltd. is part of the Coates Group but remains a legally independent company. The trends are also analysed on Group level. Action plans are developed to address specific issues, and examples were presented.</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 ?	RC	1
C	5.2.3.	Does the company promote the principles of Responsible Care to logistic partners? <i>Assessor: No active promotion to encourage logistics partners to join the RC programme.</i>	RC	0
C	5.3.	Management Review		
C	5.3.1.	Internal Audit		
C	5.3.1.1.	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: At the beginning of each year, an audit plan is developed. Auditors are appointed, who come from different depots, to insure they are independent of the area audited. All internal auditors have either attended an internal auditor training course, or have been trained by the Coates Group SHEQ Director.</i>	RC	1

C	5.3.1.2.	For non-conformances identified in the audits, are action plans developed and are corrective actions taken ? <i>Assessor: Action plans with time lines are developed, and the progress is monitored by the Coats SHEQ Director.</i>	RCimp	1
C	5.3.1.3.	Do those carrying out auditing have training and/or competence in auditing and evaluation techniques ? <i>Assessor: Auditors are appointed, who come from different depots, to insure they are independent of the area audited. All internal auditors have either attended an internal auditor training course, or have been trained by the SHEQ Director.</i>		1
C	5.3.1.4.	Are safety walkabouts carried out and documented by appropriate managers on a periodical basis? <i>Assessor: The reports were sampled and reviewed. The records are archived for at least 3 years.</i>	RCimp	1
C	5.4.	Management Review Meetings		
C	5.4.1.	Is a formal management review meeting held at least once a year to review the management system that includes, as minimum, the following inputs?:	RC	
C	5.4.1a.	- the status of actions of previous Management review meetings		1
C	5.4.1b.	- the DGSA Annual report (if applicable)		1
C	5.4.1c.	- the performance of subcontractors		1
C	5.4.1d.	- the effectiveness of the training programme		1
C	5.4.1e.	- the audit results		1
C	5.4.1f.	- the monitoring of trends of SHEQ, Sec &CSR KPIs, BBS KPIs and Responsible Care KPIs (if applicable)		1
C	5.4.1g.	- the extent of which SHEQ, Sec &CSR objectives have been met		1
C	5.4.1h.	- the effectiveness of the programmes about resources consumption optimization required by question 2.6.5		0
C	5.4.1i.	- the effectiveness of the programmes about emission reduction required by questions 2.6.6		0
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
6.	Management of Subcontractors		
6.1.	Subcontracting services		
6.1.1.	Subcontracting policy		
6.1.1.1.	Does the assessed company have a written process for subcontracting road transport and road transport related services (including the selection process, performance assessment and monitoring) ? <i>Assessor: Two written procedures apply. A sample of the approval and assessment file of a haulage sub-contractor was reviewed.</i>	RC	1
6.1.1.2.	Are the requirements and restrictions of the customer chemical companies (including spot subcontracting), reflected in the subcontracting written process?		1
6.1.2.	Fully integrated road transport subcontractors/drivers (FIS)		
6.1.2.1.	Are the fully integrated subcontractors used by the assessed company listed in an approved subcontractors/drivers list?		-
6.1.2.2.	Are written procedures in place to ensure that fully integrated subcontractors/drivers are covered in each part of the company's management system?	RC	-
6.1.3.	Non-integrated road transport subcontractors		
6.1.3.1.	Are the non-integrated subcontractors used by the assessed company listed in an approved subcontractors/drivers list? <i>Assessor: Only sub-contractors who are on the approved list can be allocated work through the planning software.</i>	RC	1
6.1.3.2.	Does the assessed company hand out a driver manual as defined in 11.3.1 to drivers of non-integrated subcontractors or check that the subcontractor's handbook is consistent with its own ? <i>Assessor: Rase Distribution hands out their own manual, the two owner drivers have signed for the receipt and declared that they understand the rules and will observe them</i>		1
6.1.4.	Unplanned spot services by road transport subcontractors		
6.1.4.1.	When the assessed company has to deploy unplanned resources in the supply chain, are the minimum service requirements documented and requested of these road transport companies?	RCimp	-
6.2.	Performance monitoring of subcontractors		
6.2.1.	Performance criteria for Road Transport subcontractors		
6.2.1.1.	Is there a written agreement with each road transport subcontractor (FIS and non integrated subcontractors) that contains the requirements and standards relating to the following criteria:		
6.2.1.1a.	- compliance with all relevant national and international regulations and laws ? - operating licenses consistent with the activities and operations ? - drivers/operators holding valid ADR licenses/certificates? - working/driving hours compliance and keeping records? - drugs and alcohol policy ? - appointment and fulfilment of the duties of the DGSA? - vehicle inspection and testing? - adequate driver selection? - comprehensive insurance coverage ? - PPE/ emergency equipment? - security provisions as required by applicable legislation ? <i>Assessor: Rase distribution currently contracts with 2 owner drivers. The documentation kept was made available for review, and found to address all positions on the list.</i>		1
6.2.1.1b.	- hose monitoring and testing ?	RCimp	-
6.2.1.1c.	- implementation of Behaviour Based Safety (BBS) on driving and loading/unloading according to the Cefic BBS Guidelines for safe driving and (un)loading? <i>Assessor: As part of the Rase Distribution BBS system, the two owner drivers are assessed in the same way and with a similar frequency as company drivers. The assessment reports are kept on file, and samples were available for review.</i>	RC	1
6.2.1.1d.	- Journey Plans including safe and secure vehicle parking?		1
6.2.1.1e.	- carry forward transport and customs documents to all service partners in the chain, including EIR (Equipment Interchange Receipt) if required ?		1
6.2.1.1f.	- use of emergency number / emergency response capabilities ? <i>Assessor: The two sub-contracted owner drivers will use the Rase emergency number and would also use the HERS emergency number.</i>	RC	1
6.2.1.1g.	- vehicle preventive maintenance and statutory inspection of transport equipment ?	RCimp	1
6.2.1.1h.	- use of approved tank cleaning stations ?	RC	-

6.2.1.1i.	- compliance with customers site requirements?			1
6.2.1.1j.	- adequate driver training criteria (e.g. product specific training, legal training, customer specific training)?	RC		1
6.2.1.1k.	- sub-subcontracting of haulage? <i>Assessor: Sub-subcontracting is specifically excluded and is not permitted.</i>			1
6.2.1.1l.	- handling and reporting of non-conformances (transport events)?	RCimp		1
6.2.1.1m.	- confidentiality of operational and commercial data ? <i>Assessor: The sub-contracting agreement contains a confidentiality clause.</i>			1
6.2.1.1n.	- has a system to collect data on transport Greenhouse Gas (GHG) emissions ?			0
6.2.2.	Performance monitoring process			
6.2.2.1.	Has the company a documented process for the evaluation and performance monitoring of all its service partners? <i>Assessor: A recent evaluation report was seen, and any issues identified would be discussed on a one-to-one basis with the owner driver.</i>			1
6.2.2.2.	For all service partners who are SQAS assessed: are they evaluated in their performance on the basis of the following packages :			
6.2.2.2a.	- SQAS Transport Service for all non-integrated road transport subcontractors? <i>Assessor: The two sub-contracted owner drivers are not SQAS assessed.</i>	RCimp		-
6.2.2.2b.	- SQAS Warehouse for warehousing services? <i>Assessor: Warehousing is not sub-contracted.</i>			-
6.2.2.2c.	- SQAS Rail for Rail carriers?			-
6.2.2.2d.	- SQAS Cleaning for cleaning stations ?	RC		-
6.2.2.2e.	- When the SQAS reports for the cleaning stations are analysed, have the questions related to entry into a confined space been checked by the transport company? <i>Assessor: The company operates only dry-cargo rigid trucks and curtain siders, and does not contract tank cleaning stations.</i>			-
6.2.2.3.	When non-integrated road transport subcontractors are not SQAS assessed, is the company using alternative assessment systems to evaluate their performance? <i>Assessor: self-assessment questionnaire and records of BBS performance assessment and monitoring of NC/ incident reports</i>			1
6.2.2.4.	When SQAS packages are not used, are the following criteria taken into account to evaluate the non-integrated road transport subcontractors?:			
6.2.2.4a.	- legal requirements as defined in section 6.2.1.1.a <i>Assessor: A sample of records was seen.</i>			1
6.2.2.4b.	- implementation of Behaviour Based Safety (BBS) on driving and loading/unloading according to the Cefic BBS Guidelines for safe driving and (un)loading <i>Assessor: The owner drivers are BBS assessed by the Rase Distribution BBS trainer, and records and assessment reports are archived.</i>	RC		1
6.2.2.4c.	- drugs and alcohol policy <i>Assessor: self-assessment and framework agreement</i>			1
6.2.2.4d.	- Journey Plans including safe and secure vehicle parking <i>Assessor: No ADR 1.10 cargo would be sub-contracted.</i>			-
6.2.2.4e.	- carry forward transport and customs documents to all service partners in the chain, including the EIR (Equipment Interchange Receipt) if required <i>Assessor: This is defined in the framework agreement, and checked by Rase Distribution.</i>			1
6.2.2.4f.	- use of emergency number / emergency response capabilities <i>Assessor: The sub-contracted owner drivers use the Rase Distribution emergency number.</i>	RC		1
6.2.2.4g.	- vehicle preventive maintenance and statutory inspection of transport equipment <i>Assessor: Records and documentation was reviewed.</i>	RCimp		1
6.2.2.4h.	- use of approved tank cleaning stations	RC		-
6.2.2.4i.	- compliance with customers' site requirements <i>Assessor: self-assessment and framework agreement</i>			1
6.2.2.4j.	- adequate driver training criteria (e.g. product specific training, legal training, customer specific training) <i>Assessor: The two owner drivers are trained and assessed by the Rase Distribution Trainer.</i>	RC		1
6.2.2.4k.	- handling and reporting of non-conformances (transport events) <i>Assessor: self-assessment and framework agreement</i>	RCimp		1
6.2.2.4l.	- confidentiality of operational and commercial data <i>Assessor: self-assessment and framework agreement</i>			1
6.2.2.4m.	- security provisions as required by applicable legislation <i>Assessor: self-assessment and framework agreement</i>			1

6.2.2.4n.	- has a system to collect data on transport GHG emissions? <i>Assessor: no data collected</i>	0
6.2.2.5.	Does the assessed company retain documented evidence that compliance with the performance criteria :	
6.2.2.5a.	- was verified before the agreement, was signed with each road transport subcontractor and was repeated regularly ?	1
6.2.2.5b.	- is followed-up on a regular basis through dialogue and improvement action programmes with road transport subcontractors selected based on performance review? <i>Assessor: As a minimum this would be done on an annual basis and documented in the BBS evaluation sheet. NC/ incident monitoring would be done on an on-going basis.</i>	1

		Y/N
7.	Equipment: Specification, Inspection, Maintenance, and Calibration	
7.1.	Equipment specification	
7.1.1.	Is there a written specification for the purchase or lease of each vehicle/tank/tank container and associated equipment including the following items:	
7.1.1.a.	- air conditioning ?	1
7.1.1.b.	- roll-over detection warning system ?	0
7.1.1.c.	- interlocking of the fifth wheel coupling?	0
7.1.1.d.	- Electronic Stability Control ?	1
7.1.1.e.	- retro-reflective back and side markings ?	1
7.1.1.f.	- forward distance alert system?	1
7.1.1.g.	- lane departure system?	1
7.1.1.h.	- driver falling asleep guarding systems?	0
7.1.1.i.	- blocking system for communication during rolling?	0
7.1.1.j.	- safe access to all loading/unloading equipment? <i>Assessor: The company operates rigid trucks or articulated curtainside trailers, which are loaded using forklift trucks.</i>	-
7.1.1.k.	- truck management system ?	RCimp 1
7.1.1.l.	- remote controlled bottom valve when liquids are transported?	-
7.1.1.m.	- ground operated vent valve? <i>Assessor: No tank containers are transported.</i>	-
7.1.2.	Is a DIN 80 PN 10 flange available between the outlet valve and the cap of every (un)loading connection?	-
7.2.	Equipment Inspection, Maintenance and Calibration	
7.2.1.	Equipment Inspection and Maintenance	
7.2.1.1.	Is there a documented programme for preventive inspection and maintenance covering the following items:	
7.2.1.1.a.	- tractor units ? <i>Assessor: Most tractors are serviced in-house, and are on a 6-weekly schedule. The newest Volvo and Scania are serviced by the main dealers, and are on a 6-weekly schedule. Records of the maintenance inspections are kept in the workshop manager's office and were sampled.</i>	RC 1
7.2.1.1.b.	- trailers ? <i>Assessor: Most trailers are on an 8 weekly schedule, with 2 older trailers on a 6 weekly schedule. Records of the maintenance inspections are kept in the workshop manager's office and were sampled.</i>	RC 1
7.2.1.1.c.	- tanks/tank containers ?	RC -
7.2.1.1.d.	- pumps ?	RC -
7.2.1.1.e.	- compressors ? <i>Assessor: no compressors fitted on tractors or trailers</i>	-
7.2.1.1.f.	- tyres ? <i>Assessor: Rase Distribution have contracted this out to Dixel. The contractor would conduct regular inspections when trucks or trailers are parked in the depot. If a tyre defect is noted during a regular maintenance inspection while in the workshop, the workshop staff would call them so that the tyre could be replaced.</i>	1
7.2.1.1.g.	- earthing points ?	-
7.2.1.1.h.	- twist locks ?	-
7.2.1.1.i.	- cargo securing devices and materials ? <i>Assessor: This is done as part of the regular maintenance inspections and any defects noted would be recorded on the maintenance checks. Repairs/ replacements would be documented.</i>	1
7.2.1.1.j.	- ADR equipment?	RC 1
7.2.1.1.k.	- valves and relief valves ?	-
7.2.1.1.l.	- couplings ?	-
7.2.1.1.m.	- gaskets/seals ? <i>Assessor: not in use</i>	-
7.2.1.1.n.	- gauges ? <i>Assessor: The register of pressure gauges is kept by the workshop manager, and regular calibrations are documented. The calibration certificates are archived in the workshop manager's office.</i>	1
7.2.1.1.o.	- temperature control units? <i>Assessor: no temperature control units in use</i>	-
7.2.1.2.	Is there a written procedure and register in place for the periodic (at least annual) testing of flexible hoses, which includes the following elements :	
7.2.1.2.a.	- compatibility of the hose and cargo ?	-
7.2.1.2.b.	- identification of different types and numbering ?	-

7.2.1.2c.	- periodic inspection and recording of results ?	RCimp	-
7.2.1.2d.	- periodic pressure testing ?	RCimp	-
7.2.1.2e.	- electrical conductivity ?	RCimp	-
7.2.2.	Calibration of Measuring Equipment		
7.2.2.1.	Has the assessed company a register of measuring equipment to be calibrated?		1
7.2.2.2.	Are written calibration procedures and records in place, including the identification of the following measuring equipment ?		
7.2.2.2a.	- oxygen meters ? <i>Assessor: not in use</i>		-
7.2.2.2b.	- flammable gas detectors ? <i>Assessor: not in use</i>		-
7.2.2.2c.	- instruments for measuring concentrations of toxic gases and vapours ? <i>Assessor: not in use</i>		-
7.2.2.2d.	- temperature gauges ? <i>Assessor: not in use</i>		-
7.2.2.2e.	- tyre pressure gauges ? <i>Assessor: Calibrated by a contractor, who is UKAS accredited.</i>		1
7.2.2.2f.	- torque wrenches for tightening wheel nuts ? <i>Assessor: Calibrated by a contractor, who is UKAS accredited.</i>		1

8.	Behaviour Based Safety (BBS or equivalent programme)		Y/N
8.1.	Behaviour based safety for safe driving		
8.1.1.	BBS Training for Safe Driving		
8.1.1.1.	Is BBS taken into account when reviewing the training requirements of managers and planners ?		1
8.1.1.2.	Have persons been formally selected and designated as qualified BBS trainers, in accordance with the requirements as defined in the Cefic/ECTA BBS guidelines ?		1
8.1.1.3.	Has the BBS driver training content (or equivalent system) and format (based on observation, coaching and interactive communication) been developed and is it in line with the Cefic/ECTA BBS guidelines? <i>Assessor: The company has developed the BBS system with the Cefic guidance as a basis, but has over the last 5 years amended it to suit their own needs and requirements.</i>	RC	0
8.1.1.4.	Has the BBS driver training frequency been defined and is it implemented ? <i>Assessor: The practical training is done after 6 months, 1 year, 3 years, 5 years respectively, unless the annual performance review or incidents reveal short-comings. The performance appraisal is held once a year.</i>		1
8.1.1.5.	Is a personal BBS-record kept on each driver, including the fully integrated subcontractors, with the observations made on their behavioural skills ? <i>Assessor: Records were sampled and found to be comprehensive and also complete.</i>		1
8.1.2.	BBS Results, Analysis and Monitoring		
8.1.2.1.	Are individual results from the BBS training communicated to the driver, preventive actions agreed, recorded and followed-up ?	RC	1
8.1.2.2.	Are key performance indicators identified and measured, such as :		
8.1.2.2a.	- accidents and incidents whilst in transit?		1
8.1.2.2b.	- accidents and incidents at loading points?		1
8.1.2.2c.	- accidents and incidents at unloading points?		1
8.1.2.2d.	- Lost Time Injury Rate? <i>Assessor: Both with CBA and Cefic denominator respectively.</i>		1
8.1.2.2e.	- Personal Injury Rate?		1
8.1.2.2f.	- average days of training per year?		1
8.1.2.2g.	- damages ?		1
8.1.2.3.	Is an implementation programme in place for the observation and spot checking of drivers in relation to the performance of the driver? Are daily check lists recorded by drivers included in the spot checks? <i>Assessor: Spot checks on vehicle condition and ADR/ PPE equipments</i>		1
8.1.2.4.	Are the results and learning outcomes from BBS reflected in the refresher programmes ?	RCimp	1
8.2.	Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles		
8.2.1.	Has the management also adopted the Cefic/ECTA guidelines on "Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles"?	RC	0
8.3.	Awareness of all service partners		
8.3.1.	Does the company promote and monitor the implementation of the following BBS principles with its service partners :		
8.3.1a.	- driving?		1
8.3.1b.	- loading?		1
8.3.1c.	- unloading?		1
8.3.1d.	- cleaning? <i>Assessor: No tanks are operated.</i>		-

9.	Management of transport greenhouse gas (GHG) emissions	Y/N
9.1.	Does the assessed company have a system to collect data enabling energy (fuel)-based calculation of its transport GHG emissions for all own trucks whose fuel is paid by the company ?	1
9.2.	Does the assessed company have a system to calculate transport GHG emissions (expressed as CO2 equivalent per ton.km) using the data collected in question 9.1? <i>Assessor: The company uses a software package ("Haultech") which calculates the greenhouse gas emissions per load. No details have been made available as to what factors have been used to calculate the emissions.</i>	1
9.3.	Does the assessed company have a system to collect data enabling energy (fuel)-based calculation of the transport GHG emissions from their Fully Integrated Subcontractors (FIS)?	-
9.4.	Does the assessed company have a system to calculate the transport GHG emissions of the FISs based on data collected according to question 9.3?	-
9.5.	Does the assessed company have a programme to reduce its transport GHG emissions, as per 9.2 and 9.4, that includes the following measures:?	
9.5.1.	Educational	
9.5.1.1.	Are transport planners trained in payload optimisation and empty mileage reduction? <i>Assessor: No specific training in payload optimisation.</i>	-
9.5.2.	Transport equipment	
9.5.2.1.	State-of-the-art trucks? <i>Assessor: The company has a fleet of efficient truck engines, wind deflectors are fitted on the cabins</i>	1
9.5.2.2.	Low-resistance tyres?	0
9.5.2.3.	Tyre pressure monitoring system (TPMS)?	0
9.5.3.	Alternative energy sources?	0
9.6.	Does the assessed company collaborate with its customers to reduce transport GHG emissions? <i>Assessor: No programme in place.</i>	0

			Y/N
10.	Security		
10.1.	Security in transport		
10.1.1.	Does the company implement measures to ensure the security of the products and transport information throughout the chain of its service partners, including at :		
10.1.1.a.	- depots and vehicle parking?		1
10.1.1.b.	- cleaning stations ?	RCimp	-
10.1.1.c.	- at the interface with any subcontracted road transport company ?		1
10.1.1.d.	- at the interface with intermodal transport?	RCimp	-
10.1.2.	Is the handover/transfer of security, with the associated responsibilities, signed and documented ?		1
10.1.3.	Are devices, equipment or arrangements to prevent the theft of vehicles applied and are measures taken to ensure that these are operational and effective at all times ?		0
10.1.4.	Are truck cabs fitted with access control systems ?		0
10.1.5.	Are trucks fitted with an engine starting control system ?		1
10.1.6.	Are trailers irrespective of the type fitted with security device(s) preventing theft when they are decoupled? <i>Assessor: Trailers will only be parked unattended at secure parking sites.</i>		-
10.1.7.	Where applicable, has the company developed and implemented security provisions for transport of sensitive products (high value products, explosive precursors, chemical weapons precursors or illicit drug precursors)? <i>Assessor: The company reports that such cargo is not transported.</i>		-
10.1.8.	Is a procedure in place to ensure that security incidents regarding sensitive products are immediately reported to customers and authorities? <i>Assessor: see comment 10.1.7</i>		-
10.2.	Security during handling of High Consequence Dangerous Goods		
10.2.1.	Has a security plan been developed and implemented for High Consequence Dangerous Goods (HCDG) in accordance with section 1.10 of ADR ?	RC	1
10.2.2.	Does the company have measures to monitor the movement of HCDG whilst in transit ? <i>Assessor: Trackers are fitted to the tractors.</i>		1
10.2.3.	Are all fully loaded freight containers, tank containers, truckload and railcars containing HCDGs, sealed and the seal numbers provided separately (electronically or on paper) ? <i>Assessor: No HCDG are transported as full truck loads, and the truck is therefore not sealed.</i>		0
10.2.4.	Are seal discrepancies for HCDG investigated thoroughly, the shipment rejected if necessary, security personnel notified and extreme care taken if there is evidence of seal tampering ? <i>Assessor: see comment 10.2.3</i>		-
10.2.5.	Are drivers (own and FIS) required to call-in periodically if there is no localization by Electronic Tracking and Tracing Tools (e.g. GPS) available? <i>Assessor: The company has a tracking system and drivers are not required to call in.</i>		-

11.	Control of operations		Y/N
11.1.	Customer Interface		
11.1.1.	Do you have information from the chemical customer to effect a safe collection/delivery? This should include as a minimum :		
11.1.1.1a.	- the split of responsibilities agreed between driver and operators at (un)loading site (BBS loading/unloading) ? <i>Assessor: This is specified in the DVSA, HERS & FIAS Manual, which all drivers keep in their cabin.</i>		1
11.1.1.1b.	- handing in the ECD document?		-
11.1.1.1c.	- site access requirements including PPE? - checking the leakproofness of the closing devices after (un)loading ? - the documents accompanying the (un)loading process (before/during/after) ? - equipment requirements? - cargo securing ? <i>Assessor: All of this is covered in the driver handbook which is handed out to each driver. The latest issue dates from April 2017. The manual is reviewed approx. every 2 years.</i>		1
11.1.2.	Is there a written proof of the management commitment to support the driver according to the "Best Practice Guidelines for Safe (Un)Loading of Road Freight Vehicles " <i>Assessor: The Sulid document is referenced in the driver's manual and a copy of the Sulid guidance document is available for drivers in the restroom</i>		1
11.2.	Planning and Communication		
11.2.1.	Order Planning and Processing		
11.2.1.1.	Is there a written procedure for transport order processing , segregation of goods and vehicle scheduling ?		1
11.2.1.2.	Has the company a documented process to control its services from loading point to delivery at the final consignee ? <i>Assessor: A set of samples of inward and outward goods was reviewed, and the transport planners were interviewed, who would plan these shipments. Barcode labels are in use.</i>		1
11.2.1.3.	Are all customer instructions and requirements followed through the complete supply chain?		1
11.2.1.4.	Does the planning section communicate relevant information and instructions to the driver/subcontractor, including, but not limited to : - route criteria (including approved parking locations, tunnel codes) ? - additional national transport regulations in other countries (for international transport) ? - consignor/consignee details ? - product compatibility (multi loads) ? - product compatibility (previous loads) ? - customer specific HSE requirements? <i>Assessor: A sample of instructions/ documentation given to drivers was reviewed, and this issue was also part of the driver interviews.</i>		1
11.2.1.5.	Does the company have, for all journey's exceeding 4,5 driving hours, a Journey Risk Assessment system in place that supports the driver to manage his journey, via a documented Journey Plan that contains the authorized route, known route hazards, safe and secure vehicle parking and authorized rest stops? <i>Assessor: No journey risk assessment is in place, e.g. the decision where to park or which route to take is left to the professional judgement of the driver.</i>		0
11.2.1.6.	Are there written procedures in place to ensure that the maximum allowable weight in the various countries is not exceeded? <i>Assessor: This question does not apply. Rase Distribution only plan national haulage jobs.</i>		-
11.2.1.7.	When drivers are requested by consignors or consignees to draw a sample from the top of the vessel, is there a written procedure to provide feedback to the consignor or consignee, and that this communication is followed up?	RC	-
11.2.1.8.	When drivers are requested by consignors or consignees to work on top of the vessel and no (proper) fall protection is available, is there a written procedure to provide feedback to the consignor or consignee, and that this communication is followed up?	RC	-
11.2.1.9.	When drivers are requested by consignors or consignees to discharge a bulk truck or container directly into Drums or IBCs, is there a written procedure to provide feedback to the consignor or consignee and that this communication is followed up?	RC	-
11.2.1.10.	Do you receive and forward to all of your supply chain partners all the necessary instructions for multimodal shipments?		-
11.2.2.	Tank Cleaning		

11.2.2.1.	Have all cleaning stations of tankers/tank containers been assessed against SQAS for Cleaning Stations (or equivalent assessment system) ?	RC	-
11.2.2.2.	Has the company analysed the assessment reports of the cleaning stations used and agreed an improvement action plan, with defined responsibilities ?	RC	-
11.2.2.3.	Is it ensured that all the cleaning stations used have permits for the products cleaned ?	RC	-
11.2.2.4.	Is there evidence that relevant information about the previous load is provided to the cleaning station as a formal order?		-
11.3.	Operations		
11.3.1.	Driver instructions (Driver Manual)		
11.3.1.1.	Is there a drivers manual that is distributed to all drivers (own and FIS) in a language they can understand ?		1
11.3.1.2.	Have drivers (own and FIS) been trained in the content of the drivers manual ? <i>Assessor: The training is included in the induction training. Each driver signs for the receipt of the manual, and confirms that he has read and understood the manual and will follow the instructions.</i>		1
11.3.1.3.	Is the drivers manual updated regularly ? <i>Assessor: The driver manual is up-dated approx. every 2 years, the latest version dates from April 2017.</i>		1
11.3.1.4.	Are there detailed instructions in the available driver manual regarding the following topics?: - BBS principles - incident and near miss reporting - use of seat belt - use of company or private mobile phone - use of drugs and alcohol - actions to be taken in an emergency - security - inspection prior to loading - loading procedures - prescribed documentation, including instructions in writing, is on board - safety equipment required by legislation - after loading, verification that the vehicle and load have no obvious defects, leakages, cracks, missing equipment - after loading, verification that the vehicle is not overloaded - after loading, verification that danger labels and markings (orange plates) prescribed for the vehicles, have been affixed (ADR and IMDG goods) - operating/driving restrictions during bad weather conditions ? - actions to be taken if, during the journey, an infringement which could jeopardize the safety of the transport, is observed (ADR goods) - unloading procedures - observation of instructions/practices at loading and unloading sites and reporting of unsafe conditions - use of wheel chocks (to avoid uncontrolled vehicle movement) - defect reporting and rectification system - pre-start checklist - use of standard PPE - fall arrest harness - PPE for special products - entry into confined space? - If the container is used for bulk solids, is it tipped in stages, e.g., one ram at the time, to prevent product surge? <i>Assessor: The driver manual was reviewed and found to address the issues listed with the following exceptions, which are not applicable: Fall arresters are not issued, no confined spaces, dry cargo trucks only, no bulk solids tipped.</i>		1
11.3.1.5.	Does the drivers manual contain, in addition, specific detailed instructions for BULK GOODS, regarding : - visual inspection of tanks, valves and hoses for cleanliness ? - correct hose connection and valve operation ? - correct operation of any transfer equipment ? - equipotential electrostatic bonding/earthing ? - the use of correct equipment to tighten couplings? - a check on gaskets and seals prior to use?		-
11.3.1.6.	Does the drivers manual contain, in addition, specific detailed instructions for PACKAGED GOODS, regarding : - inspection of the cargo compartment for cleanliness and potential risks (e.g. nails) ? - stowage and cargo securing ?		1

	- product compatibility and segregation ?	
	<i>Assessor: The driver manual contains chapters addressing the issues listed.</i>	
11.3.2.	Pre-Start Checks	
11.3.2.1.	Is a pre-start list filled in by the driver including the following items:	
11.3.2.1a.	- inspection of vehicle for damage ?	1
11.3.2.1b.	- lubricating oil level and pressure check ?	1
11.3.2.1c.	- brake operation ?	1
11.3.2.1d.	- condition of tyres ?	1
11.3.2.1e.	- lights ?	1
11.3.2.1f.	- inspection of vehicle for leakage ?	1
11.3.2.1g.	- tightness of wheel nuts ?	1
11.3.2.1h.	- fire extinguishers ?	1
11.3.2.1i.	- every PPE required ?	1
	<i>Assessor: Daily checks by the driver, spot checks would include a PPE check, expiry dates are listed on the back of the time sheets.</i>	
11.3.2.1j.	- wheel chocks ?	1
11.3.2.1k.	- eye wash bottles?	1
11.3.2.1l.	- drain seal and absorption material?	1
11.3.2.1m.	- emergency remote controls on bottom valve?	-
11.3.2.1n.	- no cracks in the front wind screen	1
11.4.	Administration	
11.4.1.	Controls of drivers	
11.4.1.1.	Is the driver (own and FIS) required to keep and to sign a daily worksheet that includes that the vehicle is fit for purpose?	1
11.4.1.2.	Is there a system that checks on the maximum number of driving hours and minimum rests of driver by day/week/fortnight ? <i>Assessor: Tachocard records are monitored and infringements are recorded, analysed, reported to the driver and remedial action discussed. The working hours are monitored and if the driver approaches the 90 hour limits, the traffic planner is alerted.</i>	1
11.4.1.3.	Does the company have a system to restrict the driver's use of communication devices during moving (Including message sending, mobile phone, GPS)?	0
11.5.	Temporary storage and internal transfer of packaged goods	
11.5.1.	Does the company have a specific written procedure for the transfer and temporary storage of goods ?	1
11.5.2.	Are all goods on site stored and segregated as per legal requirements and are the correct product details available during internal transfer and temporary storage ?	RC 1
11.5.3.	Have the employees involved in the transfers of goods received appropriate training and have adequate personal protection?	1
11.5.4.	Is the transfer and temporary storage of liquid materials carried out in an area with an impervious surface ?	1
11.5.5.	Is there a written procedure for cargo securing according to the guidelines? <i>Assessor: The company has an internal guideline and procedure, which is part of the driver manual.</i>	1
11.6.	Transport of dry products including plastics and polymers	
11.6.1.	Is there a written procedure in place which requires the driver to verify if, during loading and unloading, lost pellets are properly removed from the outside of the transport equipment before leaving the loading/unloading site? <i>Assessor: The company reports that they do not transport any of these products, which is backed-up through driver interviews and interviews with planners.</i>	-
11.6.2.	Are there written instructions and precautions that the driver must take into account when unloading polymers in bulk? <i>Assessor: see comment 11.6.1</i>	-
11.6.3.	Are there written instructions and precautions that the driver must take into account when unloading bulk chemicals by tipping of Silo trucks/ Trailers, Silo Containers and bag-in-box containers? <i>Assessor: see comment 11.6.1</i>	-
11.6.4.	If rotary valve is used for discharge: is it fitted with an interlocked safety guard to prevent access when the blades are in motion? <i>Assessor: see comment 11.6.1</i>	-
11.6.5.	Are all twist locks checked before loading/discharge? <i>Assessor: see comment 11.6.1</i>	-
11.6.6.	Is the electrical resistance to earth of the earthing wire less than 10 ohms? <i>Assessor: see comment 11.6.1</i>	-

		Y/N
12.	Specific types of Transport Services and their activities	
12.1.	Transfer Terminal for Container/Vehicle operations	
12.1.1.	Does the assessed company have the correct licenses to store and handle any hazardous contents of the transport units intended to be sent there.	-
12.1.2.	Does the terminal meet the customer's and/or the industry specific security requirements ?	-
12.1.3.	Does the terminal's rolling and lifting equipment meet the national legal requirements?	-
12.1.4.	Is there a documented programme for preventive inspection and maintenance for cranes, rolling and lifting equipment?	-
12.1.5.	Is there a documented programme for the training of drivers/operators of cranes, rolling and lifting equipment ?	-
12.1.6.	Is there a segregation plan applied when storing shipping containers? This must include loaded containers, empty uncleaned containers and empty clean containers	-
12.1.7.	Is traffic adequately managed (signs, road marks, flow directions, speed limits) and enforced?	-
12.1.8.	Are effective systems in place to ensure that no unauthorized persons are present in container handling areas ?	-
12.1.9.	Is a maximum stack height of tank containers / containers defined in a written procedure and enforced?	-
12.1.10.	Are unaccompanied transferred units visually inspected for leaks and damage, both on arrival/departure through the EIR (Equipment interchange Receipt) and at regular intervals when temporarily stored?	-
12.1.11.	Is there a containment system for leaks and spillages, which also allows for isolation from site drainage ?	-
12.1.12.	Is a system in place to follow-up the periodical test dates of tanks approved for the transport of dangerous goods ?	-
12.1.13.	Is there a system to monitor the entry and movement of vehicles on the terminal ?	-
12.1.14.	Is there proper fall protection available to work safely on top of tank containers to install portable handrails?	-
12.1.15.	Is the floor where the containers are stored impervious to prevent the possible spills draining through the ground/groundwater?	-
12.1.16.	Is there a procedure requiring regular documented inspection rounds in order to detect deficient flooring?	-
12.1.17.	Does the site have a skid, mobile unit or bunded segregated area to manage the small spillages which cannot be stopped or contained by absorbent materials etc.?	-
12.1.18.	For large spillages and significant loss, does the site have a location or equipment that could hold the "total lost" volume of a container?	-
12.1.19.	Is a written procedure present to evaluate all specific customers' requirements regarding the transfer and temporary storage of goods?	-

RC

RC

		Y/N
13.	Site Inspection and Site operations	
13.1.	Site inspection	
13.1.1.	Is the site properly secured with fences and gates, well lit and not accessible to the general public ?	1
13.1.2.	Is there a system to monitor the entry and movement of vehicles on site ?	1
13.1.3.	Are emergency exits marked on buildings and unblocked ?	1
13.1.4.	Are signs for site identification and public safety in place ?	1
13.1.5.	In the event of an emergency, is there an assured method for safe evacuation of all personnel and is this publicly displayed ?	1
13.1.6.	Is the emergency assembly point clearly displayed?	1
13.1.7.	Is there a site lighting system ?	1
13.1.8.	Is the site paved according to the requirements and the activities that are taking place ?	1
13.1.9.	Is the condition of roadways and parking area of an acceptable and safe standard ?	1
13.1.10.	Are there designated walkways away from truck traffic ?	1
13.2.	Site operations	
13.2.1.	Is there a documented programme for preventive inspection and maintenance covering the following items :	
13.2.1a.	- site compressed air system ? <i>Assessor: not installed</i>	-
13.2.1b.	- storage tanks (including fuel) ?	1
13.2.1c.	- electrical installation ? <i>Assessor: The report of the last inspection, d. 9. June 2014, was available for perusal. No deficiencies were reported and no recommendations were made.</i>	1
13.2.1d.	- fall protection equipment? <i>Assessor: not installed</i>	-
13.2.1e.	- other equipment subject to regulatory requirements such as elevators, forklift trucks, hoisting equipment, emergency equipment and installations, ...? <i>Assessor: Records of the 6 or 12 monthly LoLer inspections are kept in the workshop manager's office in Bardney for all equipment subject to statutory inspections. The workshop manager is a qualified LoLer inspector.</i>	1
13.2.2.	Are there comprehensive written procedures at the facility including work permit requirements, to ensure safety and to avoid exposure to hazardous materials, for the following operations :	
13.2.2a.	- entry into confined spaces ? <i>Assessor: There are no confined spaces on site.</i>	-
13.2.2b.	- breaking of containment (pumps/compressors/lines) ? <i>Assessor: No bulk liquid cargo is handled on site.</i>	-
13.2.2c.	- hot work ? <i>Assessor: Bardney: sample of permits to work reviewed Wickenby: sample of permits reviewed</i>	1
13.2.2d.	- work on electrical circuits/equipment (lock out system) ? <i>Assessor: no high voltage installation on site</i>	-
13.2.3.	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: samples of site induction records were available and were reviewed.</i>	1
13.2.4.	Are there also comprehensive written procedures / instructions at the facility for the following operations :	
13.2.4a.	- clean up and disposal of chemical spillages ?	1
13.2.4b.	- parking segregation for vehicles carrying different classes of hazardous product ? <i>Assessor: No tank trucks are parked, the company only operates dry cargo trucks or trailers.</i>	-
13.2.4c.	- safe loading/unloading practices ? <i>Assessor: Part of the operating procedures, the driver manual and also outlined in the store manual.</i>	1
13.2.4d.	- cargo securing ?	1
13.3.	Maintenance workshop	
13.3.1.	Are eyewash bottles and safety shower systems available in determined areas within the work area ?	1
13.3.2.	Are caution signs installed (no smoking, eye protection, helmet, etc.) and are staff using the required personal protection equipment ?	1
13.3.3.	Is a fall restraint system in place for workshop operators who carry out repair activities on top of tanks or (tank)containers? <i>Assessor: No fall restraint system is installed. For any work on the side of a trailer, a moveable scaffolding platform is available.</i>	-

13.4.	Bulk Storage Tanks (Fuel, Fuelling Area and Waste Storage)		
13.4.1.	Are the storage facilities approved for the goods stored, identified/labelled accordingly, monitored and maintained? <i>Assessor: Bardney: one storage tank for truck diesel, one storage tank for red diesel (for the forklift trucks), both tanks were pressure tested in Aug. 2017, externally rubbed down and re-painted, to remove external corrosion. Wickenby: two underground tanks, pressure tested in Aug. 2017, no remarks</i>	RC	1
13.4.2.	Is explosion-proof equipment installed if handling flammables ? <i>Assessor: no ATEX equipment is in use</i>		-
13.4.3.	Is an impervious floor in place at the fuelling area?		1
13.5.	Vehicles and other equipment (trailers, tank containers, IBC's etc.)		
13.5.1.	Are the following items on the vehicles and equipment of an acceptable standard :		
13.5.1a.	- condition of the tyres ? <i>Assessor: When interviewing drivers, the tyres were visually inspected and found in order.</i>		1
13.5.1b.	- documentation in the cab ?		1
13.5.1c.	- condition of cargo securing devices ?		1

		Y/N
14.	Handling practices of Food, Food contact Materials and Feed Products	
14.1.	Is the company applying GMP, GMP+ and/or HACCP principles to the operations ?	
14.1.1.	Are there GMP/GMP+/HACCP (or similar) principles as part of the quality system ?	-
14.1.2.	Is there an adequate contamination and degradation prevention written procedure implemented and maintained based upon a risk assessment ?	-
14.1.3.	Does the management of change procedure consider the impact of changes on the final product quality, performance, composition and regulatory compliance status?	-
14.2.	Does the company's personnel policy comply with the special requirements for the handling of Food, Food Contact Materials / Animal Feed Products ?	
14.2.1.	Has the company qualified employees (including administrative personnel) according to a written criteria for the operations of Food, Food Contact Materials / Animal Feed Products?	-
14.2.2.	Have all (including administrative) personnel, involved in the handling and distribution of Food, Food Contact Materials / Animal Feed products been made aware of the health risks.	-
14.2.3.	Is there a person with the specific responsibility, the appropriate education and the appropriate authority to deal with Food, Food(contact) - Feed issues in your company ?	-
14.3.	Are traceability and product conformity issues sufficiently implemented in all processes ?	
14.3.1.	Is the company able to provide full traceability on product origin and product destination and its own operations ?	-
14.4.	Are there written procedures in place and documentation available to ensure consistency of product quality ?	
14.4.1.	Is it ensured that bulk transport equipment and containers received and delivered are properly sealed (if so required)?	-
14.4.2.	Are banned lists for particular products available?	-
14.5.	Are there appropriate precautions taken to avoid cross-contaminations and degradation during operations ?	
14.5.1.	Is it ensured that contamination/cross contamination through transport equipment is prevented ?	-
14.5.2.	Is the water and the disinfection products that comes into contact with the food, food contact materials / animal feed materials of a proven suitable quality?	-
14.5.3.	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 pressurized air ?	-
14.6.	Are there adequate and appropriate hygiene measures maintained ?	
14.6.1.	Are sufficient hygiene measures documented, implemented, validated and maintained for personnel, cleaning, warehouses and transportation?	-
14.7.	Are written procedures in place for product complaint handling, product recall and incident management?	
14.7.1.	Is there a product complaint handling/non conformity procedure?	-
14.7.2.	Is there a product recall procedure?	-
14.7.3.	Is the product recall procedure tested?	-
14.8.	Are written procedures in place for internal audits?	
14.8.1.	Is there a documented plan for internal auditing of all areas, referenced to the GMP/GMP+ and HACCP questionnaire?	-
14.9.	Are appropriate loading and unloading written procedures in place ?	
14.9.1.	Is there a procedure in place that requires the driver/operator to open only one tanklid at a time during loading ?	-
14.10.	Is the entire equipment in contact with products designed to protect product quality?	
14.10.1.	Is the loading equipment in contact with products dedicated, or, are validated cleaning procedures applied between loadings ?	-
14.10.2.	Is the unloading equipment in contact with products dedicated, or are validated cleaning written procedures applied between unloadings ?	-
14.10.3.	Is all the equipment in contact with products identified ?	-
14.10.4.	Is all the equipment in contact with products capped and/or properly stored after the operation, according to written procedures ?	-
14.10.5.	Does the assessed company seal all valves and openings after loading ?	-

14.10.6.	Does the assessed company seal all valves and openings after cleaning ?	-
14.11.	Are there appropriate written procedures in place in relation to Animal Feed?	
14.11.1.	Is there a written procedure in place for the cleaning regime in accordance with the GMP+ Animal Feed product database requirements?	-
14.11.2.	Is there a written procedure in place on how to work with the GMP+ Animal Feed Product Database and its updates?	-
14.11.3.	Is there a written procedure in place for the order planning in accordance with the GMP+ Animal Feed product database requirements?	-
14.11.4.	Is there a written procedure in place to establish the Animal Feed product category of a new product to be transported?	-
14.11.5.	Does the company have a written 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?	-



Report: 87119a (Submitted)
Companyname: Rase Distribution Limited
Country: United Kingdom
Location: Wickenby, Lincolnshire
Website: www.rase.co.uk

Module: Transport Service
Assessment date: 12-02-2019
Assessor: D. Nielsen
First assessment: No
Employees: More than 50
Company type: Stand-alone

Comment of assessor:

Managing Director: Geoff Hill; Wickenby Director: Ian Noon; Bardney Director: Darren Maisfield
The maintenance workshop is located in Bardney.
Shuttle service is between the two sites only.

Comments of assessed company:



Report: 87119a (Submitted)
Companyname: Rase Distribution Limited
Country: United Kingdom
Location: Wickenby, Lincolnshire
Website: www.rase.co.uk

Module: Transport Service
Assessment date: 12-02-2019
Assessor: D. Nielsen
First assessment: No
Employees: More than 50
Company type: Stand-alone

Improvement Action Program:

Website reference: ---

Updated on: