Rase Distribution Limited
Wickenby, Lincolnshire

on 12-02-2019

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

Report:	87119b (Submitted)	**Module:**	Warehouse
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.

SQAS Safety and Quality Assessment for Sustainability

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.	evel 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	
0.6.	**Warehouse activities**	
0.6.1.	**Activities**	
	Handling of packaged goods (non hazardous)	Y
	Handling of packaged goods (hazardous)	Y
	Handling of bulk solids	N
	Handling of food contact products	Y
	Handling of food products	Y
	Handling of feed products	Y
	The company chooses to be assessed against the Food(contact) & Feed chapter	N
	Handling of chlorinated solvents	N
	Handling of Pharma products	N
	Handling of Cosmetic products	N
	Allergen free business	N
	Shuttle service	Y
	Drum/IBC filling line	N
	Blending/mixing	N
	Packaging	N
	Bagging	N
	Are services subcontracted? (even if not provided on site)	N
0.6.2.	**Type of operators**	
	Own company operators	Y
	Number of own company operators	18
	Temporary operators	N
	Average of Temporary operators	
	Number of office employees	22
	Number of employees	40

Assessment Information and Scope - Part II WH 1-5

0. Reference list

WH1	Wickenby Store 1
WH2	Wickenby Store 2
WH3	Wickenby Store 3
WH4	Wickenby Store 4
WH5	Wickenby Transit Store & General Store
WH6	Wickenby 2
WH7	Bardney Store 1
WH8	Bardney Store 3
WH9	Bardney Store 4
WH10	Bardney Store 5
WH11	Bardney Store 6
WH12	
WH13	
WH14	
WH15	

1. General site data

Is the warehouse owned ?	Y
Is the warehouse leased ?	N
Total warehouse space (sq. meters) ?	19864
Total silo space (cubic meters) ?	0
Open air packed storage space (sq. meters) ?	0
Are video cameras installed on site ?	Y
Is the registration office for visitors/contractors visiting the company clearly marked to indicate where they have to register ?	Y
Is there a waiting room for contractors (drivers and accompanying persons) nearby the registration office ?	Y
Is smoking prohibited in the storage areas ?	Y
Are warning signs posted for emergency and prohibitions ("no smoking", "emergency exit") ?	Y

2. Warehouse capacity	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
Warehouse space (sq. meters)	1465	1877	1877	1362	485

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 *No Class 1 products stored*	0	0	0	0	0
Class 2 - Gases	0	0	0	0	0
Class 3 - Flammable liquids *Only goods for onward shipping permitted in Transit Store*	1	0	0	1	1
Class 4.1 - Flammable solids *Only goods for onward shipping permitted in Transit Store*	1	0	0	1	1
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	1	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) *Only goods for onward shipping permitted in Transit Store*	0	0	0	0	1
Flammable aerosol (H222, H223) *Only goods for onward shipping permitted in Transit Store*	0	0	0	0	1
Oxidising gases (H270)	0	0	0	0	0
Gases under pressure (H280, H281)	0	0	0	0	0
Flammable liquids (H224, H225, H226)	1	0	0	1	1
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	1	0	0	1
Oxidising solids (H271, H272)	0	1	0	0	1
Organic peroxides (H240, H241, H242)	0	0	0	0	0
Substances or mixtures corrosive to metals (H290)	0	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 toxiticity (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 (	Y

4.2. Detail Fire Protection Management for the warehouse buildings

4.2.1. Fire Compartments Information

Warehouse	Fire Comp	Area	Max. Stor.	Stor. Type	Prod Class	Risk Phrases	Smoke Detect. sys.	Fixed Ext. sys.	Smoke + Heats vents	Comment
(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	1465	1766 PALLETS	BLOCK	3, 4.1, 6.1 & 9	Multiple	Y	Y	N	
	1	1877	2100 PALLETS	BLOCK	5.1, 6.1, 8 & 9	Multiple	Y	Y	N	
	1	1877	1850 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	Y	N	
	1	1362	1806 PALLETS	RACK	3, 4.1, 6.1, 8 & 9	Multiple	Y	Y	N	
	1	2600	3000 PALLETS	BLOCK	8 & 9	Multiple	N	N	N	
Bardney Store 1	1	3344	3500 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	N	N	
Bardney Store 3	1	2230	2350 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	N	N	

Bardney Store 4	1	1022	1466 PALLETS	RACK	6.1 & 9	Multiple	Y	N	N	
Bardney Store 5	1	1115	1510 PALLETS	RACK	6.1 & 9	Multiple	Y	N	N	
Bardney Store 6	1	2487	3100 PALLETS	BLOCK	3, 4.1, 6.1, 8 & 9	Multiple	Y	N	N	
Transit Store / General Store	2	485	400 PALLETS	BLOCK / RACK	3, 4.1, 5.1, 6.1, 8 & 9 SHORT TERM ONLY	Multiple	Y	Y	N	

4.2.2.	**Warehouse access**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	Are warehouses, open storage areas, tanks and silos on site accessible by fire trucks from at least two sides (1 long side, 1 front side)	1	1	1	1	1
4.2.3.	**Retention measurements**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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) ? *Only non-hazardous liquid products held at Wickenby 2. Bardney Stores 4 & 5 have automatic spill barriers installed*	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) ? *Only non-hazardous liquid products held at Wickenby 2. Bardney Stores 4 & 5 have automatic spill barriers installed*	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) ? *Only non-hazardous liquid products held at Wickenby 2. Bardney Stores 4 & 5 have automatic spill barriers installed*	1	1	1	1	1
4.2.4.	**Constructional fire protection**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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
4.2.5.	**Technical fire protection**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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 ?	0	0	0	0	0
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	-	-	-	-	-
	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.	1	1	1	1	1

	water, foam) ?					
	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 ?	0	0	0	0	0
	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 ? *FLT charging is undertaken in a separate area*	-	-	-	-	1
	Is the heating system in warehouses where flammable products are stored a hot-water heating system ?	0	-	-	0	-
	Is the surface temperature of the heating system lower than the ignition temperature of the product stored ?	1	-	-	1	-
5.	**Warehouse security**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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) ?	-	-	-	-	-
	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
6.	**Warehouse construction**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
6.1.	**Warehouse level:**					
	single story	1	1	1	1	1
	multi story (above ground floor)	0	0	0	0	0
	underground	0	0	0	0	0
6.2.	**Supporting construction:**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	concrete/bricks	1	1	1	1	1
	fire protected steel	0	0	0	0	0
	metal	1	1	1	1	1
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.3.	**External walls:**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	concrete/bricks	0	1	1	1	1
	metal	1	1	1	1	1
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.4.	**Internal walls:**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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
6.5.	**Roof and supporting construction material:**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	tiles	0	0	0	0	0
	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	Asbestos	Asbestos	Asbestos	Plastsiol coated metal sheets	Cement Fibre
6.6.	**Floor:**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	concrete	1	1	1	1	1
	asphalt	0	0	0	0	0
	paved	0	0	0	0	0
	impervious	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.7.	**Insulation - walls:**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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
6.8.	**Insulation - roof:**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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 ?	1	1	1	1	1
7.	**Electrical equipment**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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 ?	0	0	0	0	0
	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 ?	0	0	0	0	0
	Is lightning protection installed ?	0	0	0	0	0
8.	**Handling equipment**					
8.1.	**Forklift type :**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	gasoil	1	1	1	1	1
	LPG	0	0	0	0	0
	electric	1	1	1	1	1
9.	**Fixed storage tanks for liquids**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	Total capacity of storage tanks available (cubic meters) ?	2.5	6.3	7.4	4.8	0
9.2.	**If available:**					
9.2.0.	**Construction material of:**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	stainless steel	0	0	0	0	0
	carbon steel	0	0	0	0	0
	aluminum	0	0	0	0	0
	polyester/plastic	1	1	1	1	0
	Internal coating ?	0	0	0	0	0
10.	**Fixed storage silos for solids**	**WH1**	**WH2**	**WH3**	**WH4**	**WH5**
	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 ?	0	0	0	0	0
	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	Wickenby Store 1
WH2	Wickenby Store 2
WH3	Wickenby Store 3
WH4	Wickenby Store 4
WH5	Wickenby Transit Store & General Store
WH6	Wickenby 2
WH7	Bardney Store 1
WH8	Bardney Store 3
WH9	Bardney Store 4
WH10	Bardney Store 5
WH11	Bardney Store 6
WH12	
WH13	
WH14	
WH15	

1. General site data

Is the warehouse owned ?	Y
Is the warehouse leased ?	N
Total warehouse space (sq. meters) ?	19864
Total silo space (cubic meters) ?	0
Open air packed storage space (sq. meters) ?	0
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

	WH6	WH7	WH8	WH9	WH10
Warehouse space (sq. meters)	2600	3344	2230	1022	1115

3. Category of products permitted to be stored

	WH6	WH7	WH8	WH9	WH10
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):

	WH6	WH7	WH8	WH9	WH10
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	0	1	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	1	1	0	0
Class 9 - Miscellaneous dangerous substances & articles	1	1	1	1	1

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

	WH6	WH7	WH8	WH9	WH10
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	0	0
Acute toxicity (H300, H301, H302, H310, H311, H312, H330, H331, H332)	0	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 toxiticity (H360, H361, H362)	1	1	1	1	1
Specific target organ toxicity - single exposure (H370, H371, H335, H336)	0	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 (	Y

4.2. Detail Fire Protection Management for the warehouse buildings

4.2.1. Fire Compartments Information

Warehouse	Fire Comp	Area	Max. Stor.	Stor. Type	Prod Class	Risk Phrases	Smoke Detect. sys.	Fixed Ext. sys.	Smoke + Heats vents	Comment
(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	1465	1766 PALLETS	BLOCK	3, 4.1, 6.1 & 9	Multiple	Y	Y	N	
	1	1877	2100 PALLETS	BLOCK	5.1, 6.1, 8 & 9	Multiple	Y	Y	N	
	1	1877	1850 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	Y	N	
	1	1362	1806 PALLETS	RACK	3, 4.1, 6.1, 8 & 9	Multiple	Y	Y	N	
	1	2600	3000 PALLETS	BLOCK	8 & 9	Multiple	N	N	N	
Bardney Store 1	1	3344	3500 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	N	N	
Bardney Store 3	1	2230	2350 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	N	N	
Bardney Store 4	1	1022	1466 PALLETS	RACK	6.1 & 9	Multiple	Y	N	N	
Bardney Store 5	1	1115	1510 PALLETS	RACK	6.1 & 9	Multiple	Y	N	N	

Bardney Store 6	1	2487	3100 PALLETS	BLOCK	3, 4.1, 6.1, 8 & 9	Multiple	Y	N	N	
Transit Store / General Store	2	485	400 PALLETS	BLOCK / RACK	3, 4.1, 5.1, 6.1, 8 & 9 SHORT TERM ONLY	Multiple	Y	Y	N	

4.2.2.	**Warehouse access**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	Are warehouses, open storage areas, tanks and silos on site accessible by fire trucks from at least two sides (1 long side, 1 front side)	1	1	1	1	1

4.2.3.	**Retention measurements**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	Are measures taken inside and outside the warehouse to adequately contain contaminated fire water in compliance with local regulations (eg. waterproof surface, volume of retention of 300 L per M2 of warehouse- and overflow in municipal water treatment plant) ?	-	1	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

4.2.4.	**Constructional fire protection**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	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

4.2.5.	**Technical fire protection**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	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 ?	0	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 ?	0	1	1	1	1
	Is the warehouse equipped with an audible alarm system easily audible throughout the work area ?	0	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 ?	0	0	0	0	0
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	-	-	-	-	-
	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) ?	0	0	0	0	0
	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 ?	0	0	0	0	0
	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
	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 ?					
5.	**Warehouse security**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	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) ?	-	-	-	-	-
	Is the warehouse secured with a burglar alarm system or by security personnel on-site ?	0	1	1	1	1
	Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?	0	1	1	1	1
6.	**Warehouse construction**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
6.1.	**Warehouse level:**					
	single story	1	1	1	1	1
	multi story (above ground floor)	0	0	0	0	0
	underground	0	0	0	0	0
6.2.	**Supporting construction:**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	concrete/bricks	1	1	1	1	1
	fire protected steel	0	0	0	0	0
	metal	1	1	1	1	1
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.3.	**External walls:**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	concrete/bricks	0	1	0	1	1
	metal	1	1	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.4.	**Internal walls:**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	concrete/bricks	0	1	1	1	1
	metal	1	1	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.5.	**Roof and supporting construction material:**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	tiles	0	0	0	0	0
	metal	0	0	0	0	0
	wood	0	0	0	0	0
	other (please indicate)	Asbestos	Asbestos	Asbestos	Asbestos	Asbestos
6.6.	**Floor:**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	concrete	1	1	1	1	1
	asphalt	0	0	0	0	0
	paved	0	0	0	0	0
	impervious	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.7.	**Insulation - walls:**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	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
6.8.	**Insulation - roof:**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	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 ?	1	1	1	1	1
7.	**Electrical equipment**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	Is the electrical installation in accordance with the local regulations and standards ?	-	1	1	1	1
	Is the electrical installation (inclusive lighting) in accordance to the explosion protection regulations ?	-	0	0	0	0
	Is the coverage of lighting 100 % ? (yes and/or indicate %)	-	1	1	1	1
	Are safety lights installed in storage areas with safety lamps at least 1.5 m away from the product ?	-	0	0	0	0
	Is lightning protection installed ?	-	0	0	0	0

8. Handling equipment

8.1.	**Forklift type :**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	gasoil	1	1	1	1	1
	LPG	0	0	0	0	0
	electric	0	1	1	1	1

9.	**Fixed storage tanks for liquids**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	Total capacity of storage tanks available (cubic meters) ?	0	0	20	5	0

9.2.	**If available:**					
9.2.0.	**Construction material of:**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	stainless steel	0	1	0	-	-
	carbon steel	-	0	0	-	-
	aluminum	-	0	0	-	-
	polyester/plastic	-	0	1	-	-
	Internal coating ?	-	0	0	-	-

10.	**Fixed storage silos for solids**	**WH6**	**WH7**	**WH8**	**WH9**	**WH10**
	Total capacity of storage silos available (cubic meters) ?	0	0	0	0	0
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 ?	0	0	0	0	0
	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 11-11	
0.	**Reference list**	
	WH1	Wickenby Store 1
	WH2	Wickenby Store 2
	WH3	Wickenby Store 3
	WH4	Wickenby Store 4
	WH5	Wickenby Transit Store & General Store
	WH6	Wickenby 2
	WH7	Bardney Store 1
	WH8	Bardney Store 3
	WH9	Bardney Store 4
	WH10	Bardney Store 5
	WH11	Bardney Store 6
	WH12	
	WH13	
	WH14	
	WH15	
1.	**General site data**	
	Is the warehouse owned ?	Y
	Is the warehouse leased ?	N
	Total warehouse space (sq. meters) ?	19864
	Total silo space (cubic meters) ?	0
	Open air packed storage space (sq. meters) ?	0
	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**	**WH11**
	Warehouse space (sq. meters)	2487

3.	**Category of products permitted to be stored**	**WH11**
	Foodstuffs	0
	Solid chemicals (non - classified goods)	1
	Liquid chemicals (non - classified goods)	1

3.4.

Chemicals - classified as dangerous goods per Transport Classification (specify):	WH11
Class 1 - Explosive substances & articles	0
Class 2 - Gases	0
Class 3 - Flammable liquids	1
Class 4.1 - Flammable solids	1
Class 4.2 - Substances liable to spontaneous combustion	0
Class 4.3 - Substance, which in contact with water emit flammable gases	0
Class 5.1 - Oxidising substances	0
Class 5.2. - Organic peroxides	0
Class 6.1 - Toxic substances	1
Class 6.2 - Infectious substances	0
Class 7 - Radioactive material	0
Class 8 - Corrosive substances	1
Class 9 - Miscellaneous dangerous substances & articles	1

3.5.

Chemicals - classified as hazardous substances/ preparations (specify):	WH11
Explosive (H200, H201, H202, H203, H204, H205)	0
Flammable gases (H220, H221)	0
Flammable aerosol (H222, H223)	0
Oxidising gases (H270)	0
Gases under pressure (H280, H281)	0
Flammable liquids (H224, H225, H226)	1
Flammable solids (H228)	0
Self-reactive substances or mixtures (H240, H241, H242)	0
Pyrophoric liquids (H250)	0
Pyrophoric solids (H250)	0
Self-heating substance or mixtures (H251, H252)	0
Substances or mixtures which in contact with water emit flammable gases (H260, H261)	0
Oxidising liquids (H271, H272)	0
Oxidising solids (H271, H272)	0
Organic peroxides (H240, H241, H242)	0
Substances or mixtures corrosive to metals (H290)	1
Acute toxicity (H300, H301, H302, H310, H311, H312, H330, H331, H332)	1
Skin corrosion/irritation (H314, H315)	1
Serious eye damage/eye irritation (H318, H319)	1
Respiratory/skin sensitization (H334, H317)	1
Germ cell mutagenicity (H340, H341)	1
Carcinogenicity (H350, H351)	1
Reproductive toxiticity (H360, H361, H362)	1
Specific target organ toxicity - single exposure (H370, H371, H335, H336)	1
Specific target organ toxicity - repeated exposure (H372, H373)	1
Aspiration hazard (H304)	1
Hazardous to the aquatic environment (H400, H410, H411, H412, H413)	1
Hazardous for the ozone layer (EUH059)	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 (	Y

4.2. Detail Fire Protection Management for the warehouse buildings

4.2.1. Fire Compartments Information

Warehouse	Fire Comp	Area	Max. Stor.	Stor. Type	Prod Class	Risk Phrases	Smoke Detect. sys.	Fixed Ext. sys.	Smoke + Heats vents	Comment
(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	1465	1766 PALLETS	BLOCK	3, 4.1, 6.1 & 9	Multiple	Y	Y	N	

	1	1877	2100 PALLETS	BLOCK	5.1, 6.1, 8 & 9	Multiple	Y	Y	N	
	1	1877	1850 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	Y	N	
	1	1362	1806 PALLETS	RACK	3, 4.1, 6.1, 8 & 9	Multiple	Y	Y	N	
	1	2600	3000 PALLETS	BLOCK	8 & 9	Multiple	N	N	N	
Bardney Store 1	1	3344	3500 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	N	N	
Bardney Store 3	1	2230	2350 PALLETS	BLOCK	6.1, 8 & 9	Multiple	Y	N	N	
Bardney Store 4	1	1022	1466 PALLETS	RACK	6.1 & 9	Multiple	Y	N	N	
Bardney Store 5	1	1115	1510 PALLETS	RACK	6.1 & 9	Multiple	Y	N	N	
Bardney Store 6	1	2487	3100 PALLETS	BLOCK	3, 4.1, 6.1, 8 & 9	Multiple	Y	N	N	
Transit Store / General Store	2	485	400 PALLETS	BLOCK / RACK	3, 4.1, 5.1, 6.1, 8 & 9 SHORT TERM ONLY	Multiple	Y	Y	N	

4.2.2. **Warehouse access** — **WH11**

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

4.2.3. **Retention measurements** — **WH11**

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

4.2.4. **Constructional fire protection** — **WH11**

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

4.2.5. **Technical fire protection** — **WH11**

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
Is there a manual fire alarm system with a direct connection to the local fire brigade installed and is it readily	1

	accessible at any time ?	
	Is the warehouse equipped with an audible alarm system easily audible throughout the work area ?	1
	Are smoke and heat vents installed in each fire compartment with an area not less than 2% of the storage area of the fire compartment ?	0
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	-
	Are fire extinguishers and hose reels provided in accordance with local regulations as stated in the Fire Plan and are they highly visible, with unrestricted access at all times (eg. one hose reel or 1x50 kg or 4x12 kg fire extinguisher(s) with dry powder per 800 m2 of warehouse surface).	1
	Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with fixed extinguishing systems (eg. water, foam) ?	0
	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 ?	0
	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 ?	-
	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 ?	-
5.	**Warehouse security**	**WH11**
	Are doors and gates equipped with a locking system and is it assured that they are locked, when no persons are working in the warehouse ?	1
	Are windows or other glass areas appropriately secured (e.g. by fixed grills) ?	-
	Is the warehouse secured with a burglar alarm system or by security personnel on-site ?	1
	Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?	1
6.	**Warehouse construction**	**WH11**
6.1.	**Warehouse level:**	
	single story	1
	multi story (above ground floor)	0
	underground	0
6.2.	**Supporting construction:**	**WH11**
	concrete/bricks	1
	fire protected steel	0
	metal	1
	wood	0
	other (please indicate)	N/A
6.3.	**External walls:**	**WH11**
	concrete/bricks	1
	metal	1
	wood	0
	other (please indicate)	N/A
6.4.	**Internal walls:**	**WH11**
	concrete/bricks	0
	metal	1
	wood	0
	other (please indicate)	N/A
6.5.	**Roof and supporting construction material:**	**WH11**
	tiles	0
	metal	0
	wood	0
	other (please indicate)	Asbestos
6.6.	**Floor:**	**WH11**
	concrete	1
	asphalt	0
	paved	0
	impervious	0
	other (please indicate)	N/A
6.7.	**Insulation - walls:**	**WH11**
	polyurethane	0
	asbestos	0
	glass fiber	0
	other (please indicate)	FOAM
6.8.	**Insulation - roof:**	**WH11**

	polyurethane	0
	asbestos	0
	glass fiber	0
	other (please indicate)	FOAM
	Is the warehouse construction code in line with "natural disaster guidelines", if any ?	1
7.	**Electrical equipment**	**WH11**
	Is the electrical installation in accordance with the local regulations and standards ?	1
	Is the electrical installation (inclusive lighting) in accordance to the explosion protection regulations ?	0
	Is the coverage of lighting 100 % ? (yes and/or indicate %)	1
	Are safety lights installed in storage areas with safety lamps at least 1.5 m away from the product ?	0
	Is lightning protection installed ?	0
8.	**Handling equipment**	
8.1.	**Forklift type :**	**WH11**
	gasoil	1
	LPG	0
	electric	1
9.	**Fixed storage tanks for liquids**	**WH11**
	Total capacity of storage tanks available (cubic meters) ?	0
9.2.	**If available:**	
9.2.0.	**Construction material of:**	**WH11**
	stainless steel	-
	carbon steel	-
	aluminum	-
	polyester/plastic	-
	Internal coating ?	-
10.	**Fixed storage silos for solids**	**WH11**
	Total capacity of storage silos available (cubic meters) ?	0
10.1a.	**If available:**	
10.2.	**Construction material of:**	**WH11**
	stainless steel	-
	carbon steel	-
	aluminum	-
	polyester/plastic	-
	Internal coating?	-
11.	**Operations**	
	Are hazardous substances handled (filling/blending) in open systems in the warehouses ?	0
	Which classes of hazardous substances are handled in these open systems ?	N/A
	Are drumming lines available ?	-
	Are bagging lines available ?	-

				Y/N
C	**1.**	**Management System and Responsibility**		
C	**1.1.**	**Management Responsibility**		
C	**1.1.1.**	**Company Policies**		
C	**1.1.1.1.**	**Does the company have a current written policy reflecting management's active commitment to:**		
C	1.1.1.1a.	- Safety & Health, Environment, Quality/customers requirements, Security, Behaviour Based Safety, Prohibition of drugs and Alcohol, Training development, Non conformance reporting? *Assessor: 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.* *All policy statements had been reviewed on 28. Jan. 2019 and are all signed by the Managing Director.*	RC	1
C	1.1.1.1b.	- Corporate Social Responsibility (CSR) requirements? *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.*	RC	1
C	1.1.1.2.	Are senior managers sufficiently visible and engaged in carrying forward the SHEQ&Sec message? *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.*	RC	1
C	1.1.1.3.	Does the line management interact and constructively encourage employees to be actively engaged in SHEQ&Sec performance improvement? *Assessor: 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.*	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? *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.*		1
C	**1.1.3.**	**Legislation and other requirements**		
C	1.1.3.1.	Is there proof available that the company stays abreast of all relevant legislation and legislative developments in the area of SHEQ&Sec and CSR and are persons formally designated or a source defined? *Assessor: 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.*	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? *Assessor: procedure 4.6.2.1*		1
C	1.1.3.3.	Is a regular review made of the system for compliance with legal requirements ?		1
C	1.1.3.4.	Does the Dangerous Goods Safety Advisor produce an annual report to Management on the Companies' activities in the transport of dangerous goods, in accordance with legal requirements and within six months after year end? *Assessor: 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;*		1

				Y/N
C	**2.**	**Risk management**		
C	**2.1.**	**Risk assessment and mitigation measures**		
C	**2.1.1.**	**Is there a process to assess and document the Safety, Health, Environmental, Security risks and working conditions , related to all activities of the company, considering following aspects ?**		
C	2.1.1a.	- start-up of new operations/activities (e.g. new products, new routes) ? *Assessor: 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	2.1.1b.	- 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	2.1.1c.	- 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? *Assessor: Monthly site visits conducted by the contractor.*		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? *Assessor: The risk has been evaluated, details are considered confidential.*		1
C	2.4.7.	Is a system in place to ensure that communication dialogue and information exchange on security issues is appropriate? *Assessor: Information is received through the established communication channels, and cascaded down to warehouse staff and drivers and planners.*		1
C	2.4.8.	Is a system in place to ensure that response to security threats and incident are defined? *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.*		1
C	**2.5.**	**Fair business practices**		
C	2.5.1.	Has the company formalized the fair business practices ? *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.*		1
C	2.5.2.	Are there mechanisms in place to ensure effective implementation of the anti-corruption and bribery policy (including for instance: conflict of interest, fraud, money laundering)? *Assessor: 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.*	RC	1
C	2.5.3.	Are there mechanisms in place to ensure effective implementation of the anti-competitive practices policy? *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.*		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? *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.*		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? *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.*		-
C	2.6.4.	Has the company asked the applicable subcontractors to sign the programmes mentioned in 2.6.3 where the company transports/handles plastic/flakes/powder? *Assessor: see comment 2.6.3*		-
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 *Assessor: Electricity is measured, but there is no programme in place to reduce the consumption.*		0
C	2.6.5b.	- fuel *Assessor: Only the consumption as mpg is monitored.*		0
C	2.6.5c.	- water *Assessor: consumption is monitored*		0
C	2.6.6.	Is a programme in place to measure and reduce pro rata the output of emissions? *Assessor: No monitoring programme in place.*		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.

				Y/N
C	**3.**	**Human Resources**		
C	**3.1.**	**Recruitment**		
C	3.1.1.	Is there a written recruitment procedure which takes into account relevant experience, competence and education for all employees, including temporary staff? *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.*		1
C	3.1.2.	Have all operating personnel (drivers, operators, etc.) undergone a periodic medical examination where required by law or by the risk assessment of the job? *Assessor: 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.*		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? *Assessor: The training plan is issued on an annual basis and is specific for different departments.*	RC	1
C	**3.2.2.**	**Are the following subjects being trained:**		
C	3.2.2a.	- incident reporting, investigation and analysis? *Assessor: This is part of the induction training programme and refresher training would be part of the e.g. the BBS training.*	RC	1
C	3.2.2b.	- dangerous goods handling? *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.*		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? *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.*	RC	1
C	3.2.2f.	- spill prevention and control? *Assessor: Covered in the table top exercise.*	RCimp	1
C	3.2.2g.	- Behaviour Based Safety (BBS) principles? *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.*	RC	1
C	3.2.2h.	- security awareness proportionate to the risk and their role within the business (Security of information should be included)? *Assessor: 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.*		-
C	3.2.2i.	- risk Assessment and risk Management? *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.*		1
C	3.2.2j.	- communication skills?		1
C	3.2.2k.	- all aspects related to prevention of bribery and corruption? *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.*		1
C	3.2.2l.	- training in awareness of fatigue and tiredness? *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.*	RC	1
C	3.2.2m.	- company ethics policy / code of ethics? *Assessor: As part of the induction training.*		1
C	3.2.2n.	- training and Awareness about impact of plastic/flakes/powder loss, where the company transport/handle these products *Assessor: The company reports that no such products are transported or warehoused, and this is confirmed thorugh interviews with drivers and store men.*		-
C	3.2.3.	Is a first aid training programme defined for identified persons and		1

		implemented ? *Assessor: The first aid qualifications are monitored with the help of the training matrix.*		
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 ? *Assessor: performance appraisal or BBS evaluation*		1
C	**3.3.**	**Behaviour Based Safety (BBS)**		
C	3.3.1.	Has a BBS implementation plan, or an established programme, been set up with targets, resourcing and timeline? *Assessor: 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 particpating in the review meetings and are also involved in resource planning.*	RC	1
C	3.3.2.	Have the respective responsibilities of all personnel in the implementation of BBS been identified ? *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.*		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? *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.*		1
C	3.4.2.	Are specific mechanisms in place to ensure effective implementation of your company's non discrimination policy *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.*	RC	1
C	3.4.3.	Are specific mechanisms in place to ensure effective implementation of the company's policy about child labour? *Assessor: No employee can be below 18 years, the youngest employee currently is 21 years.*		1
C	3.4.4.	Does the company ensure that no forced, bonded or involuntary prison labor is employed? *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.*		1

				Y/N
C	**4.**	**On/Off Site Emergency Preparedness and Response**		
C	4.1.	Is there a written plan for dealing with on-site and off-site emergencies and potential crises? *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.* *Off-site emergencies are covered in a separate plan, which includes capacities supplied by the HERS emergency services network.*	RC	1
C	**4.2.**	**Does this written plan contain the following information :**		
C	4.2a.	- individual responsibilities ?		1
C	4.2b.	- arrangements for 24/7 hours coverage by trained responders ?		1
C	4.2c.	- a list of the different parties to be informed with their contact details (customers, authorities) ?		1
C	4.2d.	- a written procedure for handling the information towards the neighbourhood, the press and other interested parties of serious accidents/incidents that happened on site?		1
C	4.3.	Is the emergency equipment maintained, tested or checked on a regular basis?		1
C	4.4.	Has there been a comprehensive test of the emergency plan for on-site and off site emergencies during the past 12 months ? *Assessor: 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.* *The regular test interval is 3 years, in line with COMAH regulations, and the next comprehensive desktop exercise is planned for 19. Feb. 2019.*		1
C	4.5.	Is there a documented business continuity plan and does this plan contain the customer contacts to be informed ?		1

				Y/N
C	**5.**	**Performance Analysis and Management Review**		
C	**5.1.**	**Non-conformance reporting, investigation, analysis and corrective action**		
C	**5.1.1.**	**Is there a documented system in place for recording non-conformances regarding :**		
C	5.1.1a.	- accidents & incidents ? *Assessor: 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.*	RC	1
C	5.1.1b.	- breaches of security and threats? *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.*	RCimp	1
C	5.1.1c.	- unsafe behaviour & unsafe conditions ?	RCimp	1
C	5.1.1d.	- regulatory compliance? *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.*		1
C	5.1.1e.	- product contamination ?	RC	1
C	5.1.1f.	- product discrepancies and shortshipments ? *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.*		1
C	5.1.1g.	- corruption & bribery ? *Assessor: The file was empty and no such cases had been recorded.*		1
C	5.1.1h.	- grievance and disciplinary findings? *Assessor: No grievances had been recorded. A sample of anonymised disciplinary findings was made available, so as to comply with GDPR regulations.*		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? *Assessor: The report would be discussed at the Safety Committee meetings and then presented to the Management Review Meeting.*	RC	1
C	5.1.3.	After an incident/accident are the employees and contractors concerned informed and if necessary trained with the aid of a Root Cause analysis?	RCimp	1
C	5.1.4.	Is there a procedure in place to inform the customer promptly of all non-conformances involving his shipments/products? *Assessor: 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.*		1
C	5.1.5.	Is the DGSA involved after an incident where dangerous goods were involved?		1
C	**5.2.**	**SHEQ&Sec & CSR Objectives and Trend Analysis**		
C	5.2.1.	Is there a process in place to monitor and analyse SHEQ&Sec & CSR data to identify trends, to set objectives and is there an action plan in place to achieve these objectives ? *Assessor: 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.*	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? *Assessor: No active promotion to encourage logistcs partners to join the RC programme.*	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? *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.*	RC	1

C	5.3.1.2.	For non-conformances identified in the audits, are action plans developed and are corrective actions taken ? *Assessor: Action plans with time lines are developed, and the progress is monitored by the Coats SHEQ Director.*	RCimp	1
C	5.3.1.3.	Do those carrying out auditing have training and/or competence in auditing and evaluation techniques ? *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.*		1
C	5.3.1.4.	Are safety walkabouts carried out and documented by appropriate managers on a periodical basis? *Assessor: The reports were sampled and reviewed. The records are archived for at least 3 years.*	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.	**Fire Protection Management**		
6.1.	**General**		
6.1.1.	**Fire Plan**		
6.1.1.1.	Has a fire risk assessment been performed together with the responsible local authorities and the local Fire Brigade, and has the resulting fire protection management (Fire Plan) been implemented ?	RC	1
6.1.1.2.	Is the fire protection management system in compliance with the requirements of the operating permit ?		1
6.1.1.3.	Has an up to date Fire Plan been handed over to the local authorities/ local Fire Brigade or can they get access to the Fire Plan at any time on-site ?	RC	1
6.1.1.4.	Is it assured that the Fire Plan is updated periodically (less than 5 years) to reflect significant changes related to the products stored, the quantity stored and the constructional, technical and administrative fire protection features ? *Assessor: The review cycle is 3 years.*	RC	1
6.1.2.	**Storage and segregation requirements related to Fire Protection**		
6.1.2.1.	Is segregation applied between the different products as per national permit, guidance and/or regulations? *Assessor: The company uses the HSG71 document as a guidance. COMAH integers are calculated on a weekly basis, and compared with the planning consent*	RC	1
6.1.2.2.	Is there a procedure to prevent products not listed in the operating permit being stored in the warehouse (including products in transit) ? *Assessor: The planning system is based on a defined products list. Any product not on the list cannot be stored at that point. A goods-inward permit would be created, with which product can be accepted for warehousing. A new product procedure would be started for products not on the list, incl. a management of change documentation.*	RC	1
6.1.2.3.	Is there a procedure to ensure that the permitted storage limits (by law or by operating permit) are not exceeded at any time ? *Assessor: COMAH integers are calculated on a weekly basis, and compared with the planning consent.*	RC	1
6.1.2.4.	Is there a procedure to ensure that aerosol packaging with flammable gases are stored in separate rooms, or in metal cages, to protect the warehouse against fire spreading due to igniting aerosol packaging ? *Assessor: The company does not allow storage of these products.*		-
6.1.2.5.	Are flammable products, or products which contain flammable gases, not stored in basements ? *Assessor: The warehouses do not have any basements.*		1
6.1.2.6.	Are filling and blending operations only taking place in areas separated from the storage area by fire resistant walls ? *Assessor: No filling and blending operations are taking place.*		-
6.1.3.	**Access and emergency exits**		
6.1.3.1.	Is unrestricted site access (to premises and buildings) available to the emergency service at all times (24h and 365d per year) ? *Assessor: The emergency services have the gate codes.*		1
6.1.3.2.	Are there sufficient emergency exits (at least two per fire compartment, creating separate escape routes) and are they clearly marked, with unrestricted access at all times ? *Assessor: All chemicals stores have at least two emergency exits.*		1
6.1.4.	**Fire water supply**		
6.1.4.1.	Does the Fire Plan address the required fire water supply for the warehouse in terms of volume, pressure and reliability ? *Assessor: Wickenby: As a first line of defence, roof sprinklers are installed in warehouse No. 1, 2 and 3 and roof and rack sprinklers are installed in warehouse no. 4, which are supplied by pumps and tanks, insuring an actual water storage capacity for 83 minutes. For the fire services, one hydrant is available on site, plus another hydrant on Watery Lane, just outside the perimeter.* *At the Bardney site, a 60,000 litre water storage tank is provided, in addition to a fire hydrant on site. Another fire hydrant is located at the end of the lane, near the main road. No details on the supply of fire hydrant water are available, but the warehouse managers stated that the local fire brigade has checked the supply during familiarisation visits.*		1
6.1.5.	**Retention measurements**		
6.1.5.1.	Are measures taken to adequately contain contaminated fire water ? *Assessor: Each warehouse is bunded. In addition the whole site is isolated and the fire plan contains calculations on the quantity of fire water that can be retained.*		1
6.1.5.2.	Are measures taken on transport ways and loading/unloading areas to adequately contain spilled product ? *Assessor: On both sites, pen stock valves are installed, which are usually kept closed, and which are checked daily when opening them in the morning and*	RC	1

closing them for the night.

6.2.	**Constructional fire protection**		
6.2.1.	Does the constructional fire protection of the warehouse comply with the local regulations and standards and is it documented in certificates, and if not, are there signed permissions by local authorities for the deviations ? *Assessor: There is no requirement for permits and in accordance with national legislation, the company has submitted a COMAH Report to the HSE / EA and the local Council. The COMAH report contains details of fire protection and building standards. No other permit is required.*		1
6.3.	**Technical fire protection**		
6.3.1.	Does the technical fire protection of the warehouse (e.g. smoke detection, fixed extinguishing system, smoke and heat vents, fire extinguishers) comply with the local regulations and standards and is it documented in certificates ? *Assessor: The documentation supplied in the COMAH report covers these issues. The report was reviewed by HSE and EA. The UK legislation does not require a specific permit. A confirmation from the Lincoln Fire Department that an audit had been conducted in 2008 is on file. Annual re-assessment audits are conducted, to confirm that the site still complies with the findings of 2008 and copies are on file.*		1
6.3.2.	If deviations from regulations are implemented, are there signed permissions by local authorities for the deviations ? *Assessor: There are no deviations, the sites are as described in the COMAH report.*		1
6.3.3.	Is fire protection equipment maintained, tested and checked on a regular basis ? *Assessor: Sprinkler systems tested on a weekly basis and recorded on test record cards. Smoke detectors are tested on a revolving, annual basis. Fire extinguishers are checked annually be a contractor, and this is documented in service reports and labels on the extinguishers.* *At the Bardney site, the smoke detectors are checked three times a year by a qualified contractor.*	RCimp	1
6.3.4.	If equipment using naked flames or generating sparks is operated, has a suitable risk assessment been undertaken and documented, and is the equipment used in a designated safe area, away from the storage of flammable products and combustible materials and which is suitably ventilated ? *Assessor: Risk assessment was prepared and available for perusal, last company review 21.02.2018. All heaters are switched off at least 1 hour before normal activities for the day cease. This is checked by the RASE shutdown hazard procedure at the end of each day. Heaters are maintained by approved sub-contractors and are checked monthly by Rase staff. These checks are documented.*	RC	1
6.3.5.	Are products and combustible material stored away from ignition sources at a distance of at least 1.5 m ?		1
6.3.6.	Is the restriction for non smoking respected?		1
6.4.	**Administrative fire protection**		
6.4.1.	In case of emergency, is there a procedure for safe evacuation ? *Assessor: The last fire drill was conducted on 09.08.2018, documentation is retained on file.*		1
6.5.	**Fire fighting**		
6.5.1.	Are nominated persons available who have received specific training in the use of fire protection devices ? *Assessor: All of the warehouse staff have participated in the Fire Warden training, plus selected office staff. Approx. ten office and warehouse staff have attended a fire extinguisher training*		1
6.5.2.	Is there at any time, an up to date list of stored products available in the event of an emergency at the site, showing all relevant information (quantities, locations, hazards) ? *Assessor: Wickenby site: The data-base allows to create such a list at any time. In addition, a weekly check is conducted by listing the products stored on site, to ensure the storage complies with COMAH regulations.* *Bardney site: An electronic list of stored products can be prepared at any time. In addition a list is available near the office and near the workshop area. At the end of each day, the warehouse manager takes a copy with him, when he leaves the site.*		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 ? *Assessor: The response times have been assessed and tested, and are documented in the Fire Plan. Tests had been conducted for both sites in 2016, and the next test is planned for 19. Feb. 2019.*		1

	Wickenby: The nearest volunteer manned ('retained') fire station is in Wragby, with max. 15. mins response time. *Bardney: The nearest volunteer manned ('retained') fire station is in Bardney, with max. 10 mins response time.*		
6.5.4.	Is the requirement for spill clean-up equipment defined in a risk assessment, and is such equipment readily available ? *Assessor: The requirement is documented in the Wickenby and the Bardney internal emergency plan and the equipment is defined in the respective store manual.*	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) ? *Assessor: On both sites, self-contained breathing apparatuses are kept, and nominated staff are trained in the use of the SCBA.*		1

			Y/N
7.	**Storage and Handling Practices**		
7.1.	**General**		
7.1.1.	Is the warehouse structure in visibly good condition ? Absence of corroded steel, no holes/damage in the wall or roof, no broken windows, ... are indications of a good condition of the warehouse.		1
7.1.2.	Is housekeeping in the warehouse at a good standard (e.g.. clean, tidy, paintwork, no spills, etc.) ?		1
7.1.3.	Is there a sanitation procedure in place to control pests, such as rodents, bugs and birds ? *Assessor: Regular checks conducted by a contractor, who has been working on site for many years. Records are kept, were sampled.*		1
7.1.4.	Are exhaust emitting vehicles excluded from the warehouse, other than fork lift trucks ? *Assessor: No vehicles are allowed into the warehouses, other than forklift trucks. During the site visit, no evidence was seen, that trucks enter the warehouses.*		1
7.1.5.	Are diesel powered fork lift trucks excluded from the warehouse ? *Assessor: Most forklifts are diesel powered. In the warehouses with storage racks, electrically powered so-called aisle master forklift trucks are used.*	RCimp	0
7.1.6.	Is the floor liquid tight ?		1
7.1.7.	Are measures taken in loading/unloading areas to adequately contain spilled product ?		1
7.1.8.	Are the loading/unloading docks safely accessible for vehicles (clearly signed, suitable road width, no difficult turns) ? *Assessor: There are no dedicated loading docks, all loading/ unloading is done on level floors.*		-
7.1.9.	Are loading/unloading docks protected against collisions ? *Assessor: see comment 7.1.8*		-
7.1.10.	Does the warehouse have good general ventilation, meeting local requirements, and is it maintained in an operational condition? *Assessor: There is no requirement for ventilation systems, only natural ventilation is provided when the warehouse doors are opened.*		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 ?		0
7.1.12.	In those cases where products are stored outside, has the customer agreed to that? *Assessor: No outside storage offered, and this was confirmed during the site tours on both sites.*		-
7.1.13.	Are the conditions for outside storage of products defined and met? *Assessor: see comment 7.1.12*		-
7.1.14.	Are external storage areas adequately maintained? *Assessor: see comment 7.1.12*		-
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 ? *Assessor: In Wickenby, a one-way system is in operation, which is clearly marked. The Bardney site does not lend itself to a one-way system. The warehouse operative will call the respective lorry driver to the gate and then guide him to the designated and marked loading/ unloading place.*		1
7.1.17.	Is traffic controlled on site ? *Assessor: The stores manual sets out the loading/ unloading system, as well as the maximum number of trucks/ trailers permitted on site. Access is controlled, as the gate is usually kept shut. Drivers first have to identify themselves at the intercom, then enter the office building and present their documentation. Once a loading or unloading permit has been issued, the forklift driver would call the truck driver to enter the site. In Wickenby, the traffic flow is a one-way system, in Bardney, the site does not lend itself to a one-way system, and the driver is guided to marked loading/ discharging area.*		1
7.1.18.	Is vehicle reversing controlled on site ? *Assessor: All vehicles owned by Rase Distribution are fitted with reversing warning bleepers.* *Wickenby: Trucks reversing into the Transit Bay are also assisted by the operative/ forklift driver.* *Bardney: any reversing is done under supervision of the warehouse operative, who would act as banks man.*	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
7.1.21.	**Is the following waste segregated for disposal/recycling in a safe and practical way and are waste bins available and emptied regularly?**		

7.1.21a.	- general site waste such as cartons, paper and broken pallets that needs to be disposed of separately *Assessor: Wickenby and Bardney : General waste is collected in a container, wood/timber is collected in a separate container, which goes to a recycling station.*	RC	1
7.1.21b.	- product waste (hazardous and non hazardous) *Assessor: No product waste is disposed of on-site. Any spillage would be contained, collected and returned to manufacturers.*	RC	-
7.1.22.	Are emergency showers, where required by the risk assessment, located close to all appropriate work areas, and ready to use. *Assessor: In Wickenby, one emergency shower is provided on-site. In addition, the staff showers could be used in an emergency.* *In Bardney, no dedicated outside emergency showers are provided, and the site relies on the showers in the staff facilities.*	RC	0
7.1.23.	Are unauthorised discharges into controlled waters prevented ? *Assessor: Both sites are fully bunded, and pen stock valves are provided. The drains can be shut off, to prevent unauthorised discharges into the public sewers.*	RC	1
7.1.24.	Where emergency containment is in place, are there systems and procedures to ensure that containment is kept empty ? *Assessor: No purpose built containment area or facility is provided on either sites.*		-
7.1.25.	Is there a procedure which describes the way to keep the water treatment units in good condition ? *Assessor: No water treatment units provided.*		-
7.2.	**Storage conditions**		
7.2.1.	Are the racking systems in accordance with local requirements, in good condition, protected from vehicle collision and from weathering ? *Assessor: visual inspection during the site visit, collision protection in place, and found in good condition*		1
7.2.2.	Is storage racking operated within maximum loading limits? *Assessor: Respective comprehensive and detailed storage rack manuals are available at the Wickenby and the Bardney stores.*		1
7.2.3.	Is the maximum weight indicated on the racks ?	RCimp	1
7.2.4.	Are all stored products and packaging materials stacked properly and safely in the warehouse(s)? *Assessor: Wickenby: in the storage rack warehouse, the restrictions are observed.* *Bardney: in the two storage rack warehouses, the restrictions are observed* *In the other warehouses, the site tour confirmed that pallets are stacked max. 2 high. Several pallets were noted which had been properly marked with a cone on top, so that nothing can be stored on top of the respective pallet.*		1
7.2.5.	Are empty pallets stored inside the warehouse at dedicated places and is the quantity limited to maximum half-a-day use in production ? *Assessor: Only small numbers of empty pallets were seen stacked inside the respective warehouses, which were for the daily work.*		1
7.2.6.	Are empty pallets stored outside the warehouse at a safe location ? *Assessor: No empty pallets were seen in the open. A limited quantity of pallets would be stored in the transit shed, which is open on one side.*		-
7.2.7.	Are stack heights of empty pallets outside the warehouse limited to the transport stack height (approximately 3 meters), if not supported ? *Assessor: see comment 7.2.6*		-
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 ? *Assessor: No products with ventilation requirements are stored. Heaters are installed, which could be operated during normal working hours, to ensure that ambient temperatures are kept to a certain level. This equipment is not suitable to control the storage temperatures, and it would not be operated outside normal working hours*		-
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 ? *Assessor: The company had commissioned a separate risk assessment, which was conducted by HFL Risk Consultants, and which concluded that there is no ATEX risk. Therefore no formal zoning assessment was conducted. The internal emergency plan sect. 4 refers to this assessment. A similar statement can be found in sect. 5 of the COMAH report.*	RC	-
7.2.12.	Is all equipment used in classified zones in accordance with the ATEX classification? *Assessor: see comment 7.2.11*		-
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 ?		-

	Assessor: No samples are taken, and during the site tours, no evidence was seen that sampling takes place.		
7.2.15.	If samples have to be taken, is the work undertaken in accordance with the procedures, by a trained and competent site operator or appointed surveyor with adequate safety precautions? *Assessor: see comment 7.2.14*		-
7.3.	**Material Handling Equipment (MHE)**		
7.3.1.	**Is a procedure implemented to ensure :**		
7.3.1a.	- that MHE operators are trained by a qualified specialist ? *Assessor: An external trainer with the correct qualifications comes on-site to train or re-train operators. The company has elected that re-training is done after 3 years. A spreadsheet is maintained with training dates and dates for re-training (or expiry). This spreadsheet is reviewed by the respective warehouse manager, and refresher training is planned accordingly.*	RC	1
7.3.1b.	- that newly appointed MHE drivers are subject to an initial training program ?		1
7.3.1c.	- that a driver refresher training program is in place ?	RCimp	1
7.3.1d.	- that MHE operators are protected (by e.g. wearing seatbelts, closed cabin, re-enforcements) ? *Assessor: enclosed cabins, steel cages, seat belts fitte*		1
7.3.1e.	- that rules are established on the interface between forklifts and pedestrians (including truck drivers) ?	RCimp	1
7.3.1f.	- that protection measures are in place driving upon mobile ramps ? *Assessor: Wickenby: one fixed ramp in use, the truck has to reverse against the ramp, chains are secured, wheel chocks are in use and the driver has to surrender his keys to the forklift driver.* *Bardney: two ramps are in use, one mobile and one fixed, with chains fitted, wheel chocks are in use, and the keys are collected by the forklift driver*		1
7.3.1g.	- that the MHE ignition key is secured to prevent unauthorised use?		1
7.3.1h.	- that audible/visual warnings (lights, horn) are used when driving backwards ?		1
7.3.1i.	- that MHE's are equipped with safety mirrors (for blind spots) ?		1
7.3.1j.	- are MHE lifting equipment such as big bag lifting frames, drum lifting frames etc. marked with maximum capacity and tested (certificate)? *Assessor: Such equipment is not in daily use. A barrel clamp is part of the emergency kit.* *Man cages to be used with forklifts are marked and are inspected as part of the LoLer inspection regime, and documented.*		-
7.3.1k.	- that only explosion proof MHE can enter in ATEX area, non explosion equipment can also enter when equipped with gas detectors (storage area, filling/blending area)? *Assessor: see comment 7.2.11*		-
7.3.2.	Are pre-start checks done and documented by the MHE operator on daily/shift basis ? *Assessor: records are archived and were sampled*		1
7.3.3.	Is a procedure in place for battery recharging and/or the refuelling of Material Handling Equipment ?		1
7.3.4.	Is the recharge area defined, indicated, ventilated and are PPE requirements specified ? *Assessor: The recharge area is located in the transit store building, close to the entrance, clear, free from obstruction and kept clean*		1
7.3.5.	Is the driving behaviour of MHE drivers safe and checked frequently ? *Assessor: Samples of the behaviour assessments were reviewed.*	RCimp	1

			Y/N
8.	**Behaviour Based Safety**		
8.1.	**BBS programme**		
8.1.1.	Does the company have a BBS programme in place for warehouse operations? *Assessor: A BBS warehouse programme is in place. As per documentation, the company would be classed at level 4. The system to analyse is different from the Cefic template or guidance. All BBS observations are linked to the staff appraisals.*	RC	1
8.2.	**BBS Training**		
8.2.1.	Is BBS taken into account when reviewing the training requirements of managers and planners ?		1
8.2.2.	Have internal or external persons been formally selected and designated as qualified BBS trainers ? *Assessor: Two respective trainers for each site, in addition the respective warehouse managers are involved in BBS training and assessment.*		1
8.2.3.	Has the BBS warehouse operator training content and format (based on observation, coaching and interactive communication) been developed ? *Assessor: A one-to-one behavioural observation system is in place, records were sampled and reviewed.*		1
8.2.4.	Has the BBS warehouse operator training frequency been defined and is it implemented ? *Assessor: The frequency is between 1 to 5 years, depending on the result of the last assessment or shorter in case ad-hoc observations are made, or if incidents or near misses were recorded.*		1
8.2.5.	Is a personal BBS-record kept on each warehouse operator with the observations made on their behavioural skills ? *Assessor: Wickenby: samples of records were checked and found complete and in order* *Bardney: a set of samples of records was checked and found complete and in order*		1
8.3.	**BBS Results, Analysis and Monitoring**		
8.3.1.	Are individual results from the BBS training communicated to the warehouse operators, preventive actions agreed, recorded and implemented ?		1
8.3.2.	**Are annual key performance indicators (individual or group) identified and measured, such as :**		
8.3.2a.	- Number of lost time accidents and personal injuries?	RC	1
8.3.2b.	- Lost Time Injury Rate? *Assessor: The company uses the Cefic guidance to calculate the LTI rate, and presented their records for a review. They also use the CBA guidance to calculate the KPIs.*		1
8.3.2c.	- Average days of training per year ? *Assessor: Records are maintained in the HR office, and were available for a review during the assessment.*		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 ? *Assessor: Analysed and discussed during the safety committee meetings, the results and trends are also discussed during management review meetings. The KPIs are communicated in BBS training sessions.*		1
8.3.4.	Are these results, the structural trends and issues reported and discussed with the warehouse operators at regular intervals ?	RCimp	1
8.3.5.	Are the results and learning from BBS reflected in the refresher programmes ? *Assessor: The refresher programme is integrated into the 1 to 5 year BBS assessment cycle with one-to-one observations.*	RCimp	1

		Y/N
9.	**Security in Warehousing**	
9.1.	Has a security plan been developed and implemented for storage proportionate to the risks either in accordance with applicable legislation or the application of Best Practice? *Assessor: The table of contents of the security plan was presented, no further details were made available.*	1
9.2.	Are doors of the warehouses closed and locked to prevent unauthorised access when there are no operations?	1
9.3.	Do visitors to the site have to sign in and sign out?	1
9.4.	Are visitors accompanied?	1
9.5.	Are warehouse operators provided with company work wear?	1
9.6.	If a CCTV system is required by customer(s) or other parties, is it in place?	1
9.7.	Is the CCTV data storage protected against loss and tampering?	1
9.8.	Is the CCTV data storage area protected against unauthorised access?	1
9.9.	Is it clearly indicated with signs that camera surveillance is applied?	1
9.10.	Is a checking system in place to ascertain that camera positioning is maintained and that cameras are properly working?	1
9.11.	If required by customer(s) or third parties, are there other security control systems installed?	1
9.12.	Is there a procedure in place to identify if stored products have been tampered with, or/and are missing ? *Assessor: Weekly stock taking is documented*	1
9.13.	Are seal discrepancies investigated thoroughly, the shipment rejected if necessary, security personnel notified and extreme care taken if there is evidence of seal tampering ? *Assessor: This question would only apply to seagoing containers, and the paperwork would be checked against the seal numbers as found. The vast majority of consignments arrive on unsealed trucks or trailers.*	1
9.14.	Does the site have adequate security lighting?	1

			Y/N
10.	**Site Operating Procedures and Customer Interface**		
10.1.	**Site Operating instructions and practices**		
10.1.1.	Does the site have all the required operating licenses in line with the activities carried out ?	RC	1
10.1.2.	Are all processes defined in the warehouse scope covered in written operating procedures ?		1
10.1.3.	Is the documented system that is in place for recording and investigating non-conformances, as it was asked in 5.1.2/3, applied to specific warehouse services such as package/receptacle, packing/unpacking, seal discrepancies? *Assessor: Seal discrepancies would be recorded, reported to the customer and the load would be quarantined.* *Any other non-conformances would be documented by the storeman or radioed to the office and the office staff would contact the customer for instructions.*		1
10.1.4.	**Are there comprehensive procedures at the facility including work permit requirements and marking of the work area, to ensure safety and to avoid exposure to hazardous materials, for non-standard and high risk operations such as :**		
10.1.4a.	- entry into confined spaces ? *Assessor: There are no confined spaces on site.*	RC	-
10.1.4b.	- breaking of containment (pumps/compressors/lines) ? *Assessor: No bulk liquid cargo is handled on site.*	RC	-
10.1.4c.	- hot work ? *Assessor: Bardney: sample of permits to work reviewed* *Wickenby: samples of permits to work reviewed*		1
10.1.4d.	- work on electrical equipment ? *Assessor: no high voltage installation on site*		-
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 ?		1
10.1.7.	**Are there also comprehensive procedures / instructions at the facility for following operations :**		
10.1.7a.	- use of nitrogen ? *Assessor: No bulk liquid cargo is handled on site.*		-
10.1.7b.	- working at height (based on risk assessment) reflecting the hierarchy of requirements? *Assessor: Bardney: a work permit would be issued, and the company considered this sufficient in lieu of a risk assessment. If contractors have to work at height, they would have to submit a mission statement and a risk assessment, plus a work permit to be issued* *Wickenby uses the same system and examples of work permits were reviewed*	RC	1
10.1.8.	**Is there a documented programme for preventive inspection and maintenance covering the following items :**		
10.1.8a.	- warehouse equipment ? *Assessor: Wickenby: visual rack inspections are conducted weekly by storemen, and documented, the warehouse manager has recently been SIMA qualified, and now conducts monthly detailed rack inspections. In addition, annual detailed rack inspections are conducted by a contractor, and reports are archived.* *Bardney: visual rack inspections are conducted weekly by storemen, and documented, the warehouse manager has recently been SIMA qualified, and now conducts monthly detailed rack inspections. In addition, annual detailed rack inspections are conducted by a contractor, and reports are archived.*		1
10.1.8b.	- emergency alarm systems (audible and/or visual) ?		1
10.1.8c.	- fire doors? *Assessor: Bardney: this is part of the monthly check conducted by the Bardney Director* *Wickenby: this is checked as part of the monthly checklist, the Wickenby Store Manager conducts these checks.* *Records were sampled and reviewed.*		1
10.1.8d.	- interior lighting system, electrical installation? *Assessor: Bardney: the report of the last 5-yearly inspection of the fixed electrical installation (dd. May 2017) was available for review. Several points for improvement had been identified, no urgent repairs required.* *Wickenby: The report of the last 5-yearly inspection was available for persual and contained no remarks or recommendations (refer to TS site inspection).*		1
10.1.8e.	- lightning and earthing systems?		0
10.1.8f.	- emergency showers, eyewash equipment and first aid devices ? *Assessor: Bardney: no emergency shower in place, the site relies on the showers in the driver area* *Wickenby: an emergency shower is in place, and is regularly tested.* *Eye wash bottles are found in all warehouses as are First Aid boxes.*		1
10.1.8g.	- breathing protection		1
10.1.8h.	- fall arrest devices		1

	Assessor: Bardney: harnesses are used when cherry pickers or man cages are used, the harness is inspected and results are documented Wickenby: no such work is undertaken and contractors would be brought in	
10.1.9.	Are waiting areas at cross docks clearly indicated and are drivers visible by wearing high visibility / retroreflective clothing? *Assessor: No cross docks on site in either Wickenby or Bardney.*	-

			Y/N
11.	**Order Process and Operations**		
11.1.	**Planning and Communication**		
11.1.1.	**Does the planning section communicate all relevant information and instructions to the warehouse operators, including but not limited to :**		
11.1.1a.	- any additional PPE to be used ? *Assessor: Bardney: All products handled are contained or packed, and additional PPE would only be required in case of a spillage.* *Wickenby: Additional PPE would be used if the SDS would define this or if e.g. the customer stipulates this.*	RC	1
11.1.1b.	- any additional storage instructions (incl. stacking height) ?	RC	1
11.1.1c.	- designated storage place ?		1
11.1.1d.	- customer requirements related to the warehouse orders ?		1
11.1.2.	Is the SULID document used to collect information on site safety and health conditions and communicated to the hauliers unloading in the site? *Assessor: The Sulid document is not in use.*	RCimp	0
11.2.	**Operations**		
11.2.1.	**Operator instructions**		
11.2.1.1.	Are there comprehensive procedures / instructions to the operators on safe loading/unloading practices ? *Assessor: The stores manual applies to goods inward, the driver handbook explains deliveries and unloading practices.*	RC	1
11.2.1.2.	Is a procedure in place to ensure that the maximum gross vehicle weight is not exceeded throughout the planned journey ? *Assessor: This part of the planning process, and the transport planners are aware of this.*		1
11.2.1.3.	Are procedures in place for checking cargo securing ?		1
11.2.1.4.	**Are container or truck unloading conditions clearly defined, regarding**		
11.2.1.4a.	- weather conditions ?		1
11.2.1.4b.	- unloading requirements (temperature, pressure, time) ?		1
11.2.1.4c.	- fumigated or gassed compartments	RC	1
11.2.1.5.	Does the warehouse use a pre-loading checklist for trucks /containers ? *Assessor: A detailed checklist has recently been introduced, and will be used in the future.*		0
11.2.1.6.	**Does the pre-loading checklist include the following verifications :**		
11.2.1.6a.	- the tractor/trailer/containers are licensed to carry the product(s) to be loaded ? *Assessor: see comment 11.2.1.5*		-
11.2.1.6b.	- the driver is licensed to drive the vehicle with the product(s) ? *Assessor: see comment 11.2.1.5*		-
11.2.1.6c.	- the vehicle shows any apparent visual defect ? *Assessor: see comment 11.2.1.5*		-
11.2.1.6d.	- inspection of cargo compartment for cleanliness and potential risks (e.g. nails) ? *Assessor: see comment 11.2.1.5*		-
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 ? *Assessor: no liquid cargo is loaded or discharged*		-
11.2.1.6g.	- correct hose connection and valve operation ? *Assessor: no liquid cargo is loaded or discharged*		-
11.2.1.6h.	- safe operation of any transfer equipment ? *Assessor: no liquid cargo is loaded or discharged*		-
11.2.1.6i.	- sampling responsibilities and safe sampling practices ? *Assessor: no liquid cargo is loaded or discharged*		-
11.2.1.7.	**Are all trucks/containers checked after loading for :**		
11.2.1.7a.	- correct sealing, marking and labelling, if so required ?		1
11.2.1.7b.	- correct stowage and securing of cargo?		1
11.2.1.7c.	- closed doors and twist locks of containers ?		1
11.2.1.7d.	- product compatibility and segregation ?		1
11.2.1.8.	Are all operational personnel involved in stowage and cargo securing, trained in appropriate technologies for securing of packaged goods ? *Assessor: The store men manual contains some guidance, but there is no training.*	RCimp	0
11.2.1.9.	**Does the warehouse procedure contain detailed instructions regarding the following aspects and are they implemented?**		
11.2.1.9a.	- inventory control on regular basis ?		1
11.2.1.9b.	- product shelf-life conditions and stock rotation?		1

11.2.1.9c.	- product & transportation regulatory labelling requirements?	RCimp	1
11.2.1.9d.	- notifying customs and other law enforcement agencies in case anomalies or illegal activities are detected and/or suspected ?	RCimp	1
11.2.1.9e.	- notifying affected customers of any irregularities which might occur ?		1
11.2.1.9f.	- use of mobile phone inside the warehouse ?		1
11.2.1.9g.	- before loading, verification that the vehicle is furnished with the required equipment (ADR goods) ?		1
11.2.1.9h.	- prevention of uncontrolled vehicle movement or drive away (e.g.. wheel chocks) ?	RCimp	1
11.2.1.9i.	- use of a support system to replace the tractor during loading and unloading (e.g.. "elephant leg") ? *Assessor: No trailers are unloaded without the tractor connected.*		-
11.3.	**Administration**		
11.3.1.	**Record control**		
11.3.1.1.	Are record keeping requirements defined and is compliance checked regularly? *Assessor: Written procedures are in place, retention times are defined, hard copies are stored in a separate area in the warehouse.*		1

			Y/N
12.	**Specific types of Warehousing Activities**		
12.1.	**Shuttle Service**		
12.1.1.	Do the procedures clearly identify the ownership and liabilities regarding the passage of risk from owner to operator and back again if required ? *Assessor: The shuttle service overs shuttling between Bardney and Wickenby sites and vice-versa. The respective owners of the goods are aware, and have agreed that shuttling takes place. The company has an internal written procedure, detailing how shuttling between the two company sites is undertaken.*		1
12.1.2.	Is the operators transport assessed using SQAS Transport Service or an equivalent assessment system ? *Assessor: All transport is done with company owned vehicles, and are therefore SQAS assessed.*		1
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 ?		1
12.1.4a.	Are trailers/trucks used for shuttle services approved according to the local legislation for public roads?	RC	1
12.1.4b.	Do drivers used in shuttle service operations comply with legal requirements?	RC	1
12.2.	**Filling and/or Blending Operations of Liquid Products (Drums and/or IBC's)**		
12.2.1.	**General**		
12.2.1.1.	**Has a risk assessment been carried out for specific risks relating to all products filled or blended and all filling and blending lines, including :**		
12.2.1.1a.	- exceeding exposure limits to hazardous products?: Operations included are: filling/blending, connection/disconnection, sampling, cleaning, etc.	RC	-
12.2.1.1b.	- handling of Carcinogenic, Mutagenic or toxic to Reproduction (CMR) products ?	RC	-
12.2.1.1c.	- compatibility of pipes, hoses and auxiliary equipment with products?		-
12.2.1.1d.	- unintended mixing of incompatible products		-
12.2.1.2.	Is the floor area clean, dry and free from obstacles ?		-
12.2.1.3.	Are emergency exits from the filling/blending area clearly marked, immediately accessible and free from obstacles ?		-
12.2.1.4.	When drum/IBC filling is undertaken directly from the tank vehicle, is it via a fixed installation ?	RCimp	-
12.2.1.5.	Has the filling process and storage areas been ATEX assessed, have the resultant zones been clearly identified on site, and has a site plan been developed and communicated to all relevant personnel ?		-
12.2.1.6.	For equipment that is not dedicated to one substance, is a procedure in place for decontamination and cleaning, after filling operations, to avoid substance cross contamination?		-
12.2.2.	**Equipment**		
12.2.2.1.	Are measures taken to mitigate the risks identified in 12.2.1.1.a?		-
12.2.2.2.	Is the filling equipment in good condition and well maintained?		-
12.2.2.3.	Are dedicated hoses in use ?		-
12.2.2.4.	Are hoses in use tested annually, repaired or replaced as needed, and records kept accordingly ?	RCimp	-
12.2.2.5.	Are conveyors equipped with appropriate gangways to allow safe crossing for the operator ?		-
12.2.2.6.	**When filling is automated, is the filling machine equipped with :**		
12.2.2.6a.	- a system to close line valves and stop the machine automatically in an emergency?		-
12.2.2.6b.	- an overflow protection detecting a high liquid level in the drum, independent from the weigh scale ?		-
12.2.2.6c.	- vapour return lines (and/or adequate exhaust lines) to capture vapours from product being drummed and to take these away from the drumming area ?	RCimp	-
12.2.2.6d.	- sub-surface filling lances to avoid static electricity accumulation and foaming of the liquids ?		-
12.2.2.6e.	- all parts (e.g. piping/hoses/seals) resistant to or compatible with the products to be handled ?	RC	-
12.2.2.7.	Does the filling system incorporate an automatic shut-off driven by the measurement of the product dispensed ?	RCimp	-
12.2.2.8.	Is the measuring system calibrated regularly ?		-
12.2.2.9.	Are the loading lines and valves identified with clear, easy to read markings indicating contents or line number ?		-
12.2.2.10.	**For flammable products :**		
12.2.2.10a.	- are all filling/blending equipment, scales, drum rollers, pumps and tanks earthed ?		-

12.2.2.10b.	- is earthing equipment (mechanism) in good condition ?		-
12.2.2.10c.	- is earthing equipment regularly tested ?	RC	-
12.2.2.10d.	- does the filling system incorporate an earthing safety interlock system ?		-
12.2.2.10e.	- is the conductivity to earth measured to confirm resistance is within acceptable limits and recorded at regular intervals ?		-
12.2.2.11.	Are there facilities for lifting drums/bags to the blending vessels without risk of injury ?		-
12.2.2.12.	In case of an emergency, can the drumming / blending operation be shut down immediately by a manual emergency stop?		-
12.2.2.13.	In case of an emergency, can the drumming / blending operation be shut down from a safe location ?		-
12.2.2.14.	Is an alarm system available in the area, so that an operator can call for help if needed ?		-
12.2.2.15.	Are emergency showers present near to the working area and ready to use?		-
12.2.3.	**Environment**		
12.2.3.1.	Is there a liquid-tight floor in the drumming/blending area ?		-
12.2.3.2.	Does the filling area have a system of spill containment ?		-
12.2.3.3.	Is any spilled material disposed of safely?		-
12.2.3.4.	Is exposure to product vapours adequately controlled ?	RCimp	-
12.2.3.5.	Is the vapour vent outlet connected to a vapour treatment unit, if required ? (e.g. for acids, alkalis and highly toxics.)	RCimp	-
12.2.3.6.	Are areas around pumps, valves and fittings free from any evidence of leaks ?		-
12.2.3.7.	Is the exterior of the packaging clean and free of product contamination ?		-
12.2.3.8.	Is there a procedure to handle wastes generated from site filling activities and are they properly classified and stored in appropriate packaging that comply with local legislation?		-
12.2.4.	**Bulk Storage Tanks (Including Waste Storage)**		
12.2.4.1.	Are the tanks approved for the goods stored and identified/labelled accordingly ?		-
12.2.4.2.	For above ground tanks, is the spill containment (e.g. bunding) in good condition and in compliance with local regulations ?	RC	-
12.2.4.3.	Are high level alarms on storage tanks installed and periodically inspected / maintained ?		-
12.2.4.4.	Is there no visible evidence of leaks (fittings, pumps, tanks, valves etc.) or spills ?		-
12.2.4.5.	Does the company do periodic inspection of underground storage in compliance with local regulations?		-
12.2.5.	**Operations**		
12.2.5.1.	Is a documented procedure for filling and/or blending by designated operators in place that includes the correct specification of packaging to be used and pre-filling inspection, cleanliness and integrity ?		-
12.2.5.2.	Is the drum flushed with inert gas prior to filling, if required ?		-
12.2.5.3.	Is initial velocity of liquid entering the drum limited until the inlet nozzle is well covered ?		-
12.2.5.4.	Is the maximum filling ratio/degree defined and controlled ?		-
12.2.5.5.	Is a venting or vapour treatment system installed for vapours in the filling area ?	RCimp	-
12.2.5.6.	Are individual plugs removed from each drum put back into the same drum after filling ?		-
12.2.5.7.	Are closures applied in accordance with the UN test certificate/ manufacturers recommendations (torque) ?		-
12.2.5.8.	Are product safety labels used and applied according to legislative requirements?		-
12.2.5.9.	Are filled drums stored in a safe and proper way ?		-
12.2.5.10.	Are empty drums stored in a safe and proper way ?		-
12.2.5.11.	Are all blending vessels stable and supported ?		-
12.2.5.12.	Is there a procedure in place for the legal disposal of packages ?	RCimp	-
12.2.5.13.	Is a safe drum line installation cleaning process in place?		-
12.3.	**Loading and/or unloading of bulk solids**		
12.3.1.	**Equipment**		
12.3.1.1.	**Are silos equipped with:**		
12.3.1.1a.	- manhole including hatch cover with dripping rim?		-
12.3.1.1b.	- access ladder/railings ?		-
12.3.1.1c.	- "bird" free vents ?		-
12.3.1.1d.	- long radius pipe bends ?		-
12.3.1.1e.	- pipelines that are adequately supported ?		-

12.3.1.1f.	- bottom valves at minimum 4.10 meter clearance ?		-
12.3.1.2.	Is content/level measurement installed on each silo ?		-
12.3.1.3.	Are blowers oil free ?		-
12.3.1.4.	Is there a filter on blower air intake ?		-
12.3.1.5.	Is conveying temperature max. 60 deg. C ?		-
12.3.1.6.	Are conveying pressure and velocity controlled ?		-
12.3.1.7.	Are all rotating parts protected ?		-
12.3.1.8.	Are product hose requirements defined and are they compliant ?		-
12.3.1.9.	Are flexible hoses used for loading/unloading in good condition and clean?		-
12.3.1.10.	Are all inlet and outlet connections capped, clearly identified and in good condition ?		-
12.3.1.11.	Is bottom outlet construction such that no remaining product is left in the system ? (i.e. "dead end piece")		-
12.3.1.12.	Is the measuring system (weighbridge) calibrated according to legal requirements ?		-
12.3.1.13.	Is the electrical equipment in good conditions and well maintained ?		-
12.3.1.14.	Are bonding/earthing wires and clamps in good condition ?		-
12.3.1.15.	Is earthing equipment regularly tested ?		-
12.3.1.16.	Is there a separate earth connection for each silo to the main earthing grid ?		-
12.3.1.17.	Has the filling process and storage areas been ATEX assessed, have the resultant zones been clearly identified on site, and has a site plan been developed and communicated to all relevant personnel ?		-
12.3.1.18.	Are all conveying equipment components used in zoned areas suitable and explosion proof ?		-
12.3.1.19.	Is fire fighting equipment with adequate capacity present near the loading/unloading area ?		-
12.3.1.20.	Are emergency stop buttons present, easily accessible and clearly marked ?		-
12.3.1.21.	Is an alarm system available in the area, so that an operator can call for help if needed ?		-
12.3.1.22.	Is the emergency button tested regularly?		-
12.3.1.23.	Are emergency warnings present and visible ?		-
12.3.2.	**Operations**		
12.3.2.1.	Is a documented procedure in place for loading from and/or unloading into silos by designated operators?		-
12.3.2.2.	Is it ensured that the driver and/or the operator stay in control during the full loading/discharge operation ?		-
12.3.2.3.	Are the reception silo and the vehicle readily visible to the driver/operator ?		-
12.3.2.4.	Are procedures in place to ensure that the right product goes into the right silo and that sufficient space is available?	RC	-
12.3.2.5.	Are filling points capped and locked and is a procedure implemented to issue keys for loading operators or drivers?		-
12.3.2.6.	Is there enough clearance around silos for truck manoeuvring ?		-
12.3.2.7.	Is the (un)loading area well surfaced ?		-
12.3.2.8.	Is sufficient clearance available for tipping trucks and containers (if applicable) ?		-
12.3.2.9.	Is there an adequate sewer system in place in the loading / unloading area to allow the collection of rinse water ?		-
12.3.2.10.	Is there a clear escape route from the (un)loading area to the defined assembly point?		-
12.3.2.11.	Is the gantry and vehicle covered by a weatherproof roof ?		-
12.3.2.12.	Is equipment available to get safely on top and to work safely at the silo area?	RC	-
12.3.2.13.	Are stairs/ladders clean and free from obstruction ?		-
12.3.2.14.	Is the gantry floor constructed to prevent slipping ?		-
12.3.2.15.	Are pipelines regularly inspected, maintained and actions recorded ?		-
12.3.2.16.	Are gantries and pipelines protected against collisions ?		-
12.3.2.17.	Can the truck be filled without moving the vehicle ?		-
12.3.2.18.	Are the silos, the loading lines, and the valves identified with clear, easy to read markings, indicating the contents and/or identification numbers ?	RCimp	-
12.3.2.19.	If applicable, are silos and all equipment (hoses, pipes, pumps, etc.) cleaned to avoid cross contamination?		-
12.3.2.20.	Are connecting flanges equipped with safety devices to avoid opening due to vibrations during product transfer ?		-
12.3.2.21.	Are (un)loading procedures available and are they known by operators?		-
12.3.2.22.	Are procedures in place to avoid the dangerous formation of dust ?	RCimp	-

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

			Y/N
13.	**Subcontracted Services:**		
13.1.	**Service partners**		
13.1.1.	Is there a documented process defining and choosing the logistics solution and selecting the service partners for each business assigned to the company including a risk assessment covering SHEQ&Sec&CSR elements?	RCimp	-
13.1.2.	Has the company a documented process for the evaluation and performance monitoring of all its service partners ?	RC	-
13.1.3.	Are annual SHEQ&Sec & CSR targets set for, and communicated to all involved service providers?		-
13.1.4.	Does the company actively monitor the service providers actions to ensure achievement of all these targets ?	RCimp	-
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?	RCimp	-
13.2.	**Contractors**		
13.2.1.	Are contractors, working on site other than logistics service contractors, provided with relevant health, safety, security, environmental and CSR information to ensure that on site services are performed safely?	RCimp	-

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

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

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

Comment of assessor:

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:

Improvement Action Program:

Website reference: ---

Updated on: