



H. W. Coates Limited Middlewich, Cheshire

on 08-12-2020

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

Report: 88217b (Submitted)
Companyname: H. W. Coates Limited
Location: Middlewich, Cheshire (United Kingdom)
Website: www.hwcoates.co.uk

Module: Warehouse
Re-assessment: 08-12-2020 by Nielsen, D.
Expires on: 08-12-2023
Company type: Stand-alone, More than 50 employees

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



0. Assessment Information and Scope

0.1. Assessment Information

0.1.1. Assessed Company

Company Name	H. W. Coates Limited
Location (=Town/City)	Middlewich, Cheshire
Country	GB
Postal code	CW10 9NT
Postal Address	Middlewich Road, Byley, Middlewich, Cheshire
Phone	+44 (0) 1606 833314
Website	www.hwcoates.co.uk
1. Contact Person	Matthew Coates
Email	matthew@hwcoates.co.uk
2. Contact Person	Andy Colbourne
Email	acolbourne@hwcoates.co.uk
3. Contact Person	Pamela Sanger
Email	psanger@hwcoates.co.uk
Headquarter's Name	H W Coates Ltd
Headquarter's Address	Ladywood House, Ladywood Works, Lutterworth, Leicestershire, LE17 4HD
Type of company	Stand-alone
For headquarter, name subsidiaries	
For subsidiary, indicate the number of the report of the headquarter	
Company Membership: ECTA - FECC - CBA - Febetra - ANLIC - EFTCO - ...	CBA - RHA - UKWA
Total number of employees for all assessed activities (In a transport company the number of fully integrated drivers has to be included)	More than 50

0.1.2. Assessor

Lead Assessor

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

Other Assessors

Name(s)	-
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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	86076a
2. Report number	86076b
3. Report number	

0.1.5. Assessment dates and duration

Assessment dates and duration

	Date	Duration (number of days)
Core or ESAD Di assessment	07-12-2020	1

Specific assessment 1	08-12-2020	1.5
Specific assessment 2	09-12-2020	1.5
Previous Core or ESAD Di assessment		
Previous Specific assessment 1		
Previous Specific assessment 2		

Remote assessment

Partially remote assessment N

Remote assessment carried out

0.1.6.

Scope of assessment - Core Activity

Core activity is included in this assessment Y

Core activity is covered by other assessment N

Assessment Date

Report Nr

0.2.

Assessed company profile

0.2.1.

Key Contacts

	Name	Location
General Manager	Matthew Coates	Middlewich
Operations Manager	Mike Perks	Middlewich
Quality Assurance Manager	Andy Colbourne	Hinckley
Safety & Health Manager	Andy Colbourne	Hinckley
Environmental Manager	Andy Colbourne	Hinckley
Dangerous Goods Safety Advisor	Robert Symes	Hinckley
	Number Certificate DGSA	Valid until
	2927429/200113	14-01-2025
Security Advisor	Robert Symes	Hinckley

0.2.2.

Systems Certifications

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

Does your company publish a Corporate Social Responsibility Report? N

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

Percentage of disabled workers out of total workforce (year n-1) 0

0.2.3.

Responsible Care

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

	If yes, which?	CBA
	For Other, specify	
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	Y
	Railway connection	N
	Waterway connection	N
0.2.5.	Incident response	
	Description of onsite incident response team and equipment	There are trained persons on site for first aid and fire. Spill kits available and fire fighting equipment.
	Description of the local fire brigade (manpower, equipment, response time)	Middlewich Station is approx. 4 mins away, 24/7 manned
0.2.6.	Emergency equipment	
	Description of emergency equipment that can be used for off-site emergencies.	Off-site transport emergency would be handled by contractors through the HERS scheme.
0.2.7.	Valid Operating License	
	Number	OC1099995
	Scope	Standard National
	Validity until	30/11/2020
	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	N
	The company chooses to be assessed against the Food(contact) & Feed chapter	Y
	Handling of chlorinated solvents	Y
	Handling of Pharma products	Y
	Handling of Cosmetic products	Y
	Allergen free business	Y
	Shuttle service	N
	Drum/IBC filling line	Y
	Blending/mixing	N
	Packaging	N
	Bagging	N
	Are services subcontracted? (even if not provided on site)	Y
0.6.2.	Type of operators	
	Own company operators	Y
	Number of own company operators	37
	Temporary operators	N
	Average of Temporary operators	
	Number of office employees	21
	Number of employees	58

Assessment Information and Scope - Part II WH 1-5

0.

Reference list

WH1	1
WH2	2 & 3
WH3	8
WH4	1R
WH5	1M
WH6	1N
WH7	1P
WH8	1Q
WH9	Rhino
WH10	Peroxide fridge
WH11	21 X, Y, Z
WH12	15
WH13	16
WH14	Midpoint Units A-D & Rhino
WH15	22

1.

General site data

Is the warehouse owned ?	Y
Is the warehouse leased ?	N
Total warehouse space (sq. meters) ?	
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

Warehouse space (sq. meters)	WH1	WH2	WH3	WH4	WH5
	3716	3716	2250	560	280

3.

Category of products permitted to be stored

Foodstuffs	WH1	WH2	WH3	WH4	WH5
	0	1	0	0	0
<i>Foodstuffs can be placed in X</i>					
Solid chemicals (non - classified goods)	1	1	1	1	1
Liquid chemicals (non - classified goods)	1	1	1	1	1

3.4.

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

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

3.5.

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

	WH1	WH2	WH3	WH4	WH5
Explosive (H200, H201, H202, H203, H204, H205)	0	0	0	0	0
Flammable gases (H220, H221)	0	0	0	0	0
Flammable aerosol (H222, H223)	0	0	0	0	0
<i>Only in dedicated container on WH 22 yard</i>					
Oxidising gases (H270)	0	0	0	0	0
Gases under pressure (H280, H281)	0	0	0	0	0
Flammable liquids (H224, H225, H226)	0	0	0	1	0
Flammable solids (H228)	0	0	0	1	0
Self-reactive substances or mixtures (H240, H241, H242)	0	0	0	0	0
Pyrophoric liquids (H250)	0	0	0	0	0
Pyrophoric solids (H250)	0	0	0	0	0
Self-heating substance or mixtures (H251, H252)	0	0	0	0	0
Substances or mixtures which in contact with water emit flammable gases (H260, H261)	0	0	0	0	0

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

4. Fire Protection Management (Fire Plan)

4.1. The site in general

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

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

- Municipal ? Y
 - Volunteer ? N
 - On-site fire brigade ? N

Fire water supply :

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

4.2. Detail Fire Protection Management for the warehouse buildings

4.2.1. Fire Compartments Information

Wareho use	Fire Comp	Area	Max. Stor.	Stor. Type	Prod Class	Risk Phrases	Smoke Detect. sys.	Fixed Ext. sys.	Smoke + Heats vents	Comme nt
(indent)	(indent)	(sqm)	(pallets/ tank/ silo)	(block/ rack/ high rack/ tank/ silo)	(ADDR or haz. symb.)	(MSDS)	(exist Y/N)	(exist Y/N)	(exist Y/N)	
1		3716	3500	Racked			Y	N	N	
2&3		3716	3500	Racked			Y	N	N	
8		2250	2000	Racked			Y	N	N	
1R		560	500	Racked	3, 4.1		Y	Y	Y	
1M		280	200	Racked	5.1		Y	Y	Y	
1N		280	200	Racked	5.2		Y	Y	Y	
1P		560	500	Racked	6.1, 8, 9		Y	Y	Y	
1Q		560	500	Racked	6.1, 8, 9		Y	Y	Y	
Rhino		20	18	Flat	6.1, 8, 9		N	N	N	
Peroxide fridge		30	20	Flat	5.2		Y	Y	N	
21 X, Y, Z		4000	6223	Racked	3, 4.1, 4.2, 6.1, 8, 9		Y	Y	Y	
15		1100	1000	Racked	8, 9		Y	N	N	
16		1000	1000	Racked	8, 9		Y	N	N	
Midpoint Units A-D & Rhino		4020	3618	Racked/ block	3, 8, 9		Y	Y	Y	
22				Racked	3, 4.1		Y	Y	Y	

4.2.2. Warehouse access

WH1	WH2	WH3	WH4	WH5
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	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) ?	1	1	1	1	1
	Are measures taken in the storage areas to adequately contain spilled product in compliance with local regulations (eg. liquid proof surface, volume of retention at least 3% of the column of the packaged products stored) ?	1	1	1	1	1
	Are measures taken on transport ways and loading/unloading areas to adequately contain spilled product (eg. liquid proof surface, volume of retention at least equal to the biggest package to be transported or loaded/unloaded) ?	1	1	1	1	1
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 than 10 m or not less than 5 m in combination with an external fire wall) ?	1	1	1	1	1
	Are structural components like pillars, girders, floors and roof structure made of fire resistant materials (e.g. reinforced concrete) ?	1	1	1	1	1
	Are insulation and nonstructural components made of noncombustible materials ?	1	1	1	1	1
	Are internal and external fire walls rated in accordance with local regulations (eg. wall made of noncombustible material like brick, concrete or reinforced concrete, wall thickness not less than 24 cm, wall minimum 50 cm above the roof or up to the roof and adjacent roof areas 5 m of noncombustible material, doors and gates in the wall fire resistant and self-closing, no other openings in the walls) ?	1	1	1	1	1
	Are adjacent rooms (incl. office, staff - and technical rooms) separated from the storage area with at least fire resistant walls (eg. made of noncombustible material like brick, concrete or reinforced concrete, wall thickness not less than 11.5 cm, doors and gates at least fire retardant and self closing, no other openings in the walls) ?	1	1	1	1	1
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	1	1
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	-	-	-	1	1
	Are fire extinguishers and hose reels provided in accordance with local regulations as stated in the Fire Plan and are they highly visible, with unrestricted access at all times (eg. one hose reel or 1x50 kg or 4x12 kg fire extinguisher(s) with dry powder per 800 m2 of warehouse surface).	1	1	1	1	1
	Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with fixed extinguishing systems (eg. water, foam) ?	-	-	-	1	1
	Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with an operating ventilation system, with an air exchange rate of at least twice/hour ?	-	-	-	1	1
	Are charging stations for fork lift trucks placed in separate and vented rooms or inside the storage area with a protection distance of at least 5 m to any stored product or combustible material ?	1	1	1	1	1
	Is the heating system in warehouses where flammable products are stored a hot-water heating system ?	-	-	-	-	-
	Is the surface temperature of the heating system lower than the ignition temperature of the product stored ?	-	-	-	-	-
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) ?	1	1	1	1	1
	Is the warehouse secured with a burglar alarm system or by security personnel on-site ?	1	1	1	1	1
	Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?	1	1	1	1	1
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	0	0	0	0	0
	fire protected steel	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
6.3.	External 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
6.4.	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	1	1	1	1	1
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.6.	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	1	1	1	1	1
	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	1	1	1	1	1
	asbestos	0	0	0	0	0
	glass fiber	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
	Is the warehouse construction code in line with "natural disaster guidelines", if any ?	-	-	-	-	-
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 ?	-	-	-	1	-
	Is the coverage of lighting 100 % ? (yes and/or indicate %)	1	1	1	1	1
	Are safety lights installed in storage areas with safety lamps at least 1.5 m away from the product ?	1	1	1	1	1
	Is lightning protection installed ?	1	1	1	1	1
8.	Handling equipment					
8.1.	Forklift type :	WH1	WH2	WH3	WH4	WH5
	gasoil	0	0	0	0	0
	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) ?	0	0	0	0	0
9.2.	If available:					
9.2.0.	Construction material of:	WH1	WH2	WH3	WH4	WH5
	stainless steel	-	-	-	-	-
	carbon steel	-	-	-	-	-



Report: 88217b (Submitted)
Companyname: H. W. Coates Limited
Location: Middlewich, Cheshire (United Kingdom)
Website: www.hwcoates.co.uk

Module: Warehouse
Re-assessment: 08-12-2020 by Nielsen, D.
Expires on: 08-12-2023
Company type: Stand-alone, More than 50 employees

	aluminum	-	-	-	-	-
	polyester/plastic	-	-	-	-	-
	Internal coating ?	-	-	-	-	-
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 ?					
	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 ?	0	0	0	0	0
	Are bagging lines available ?					

Assessment Information and Scope - Part II WH 6-10

0.

Reference list

WH1	1
WH2	2 & 3
WH3	8
WH4	1R
WH5	1M
WH6	1N
WH7	1P
WH8	1Q
WH9	Rhino
WH10	Peroxide fridge
WH11	21 X, Y, Z
WH12	15
WH13	16
WH14	Midpoint Units A-D & Rhino
WH15	22

1.

General site data

Is the warehouse owned ?	Y
Is the warehouse leased ?	N
Total warehouse space (sq. meters) ?	
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

Warehouse space (sq. meters)	WH6	WH7	WH8	WH9	WH10
	280	560	560	20	30

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	1	1	0	0
Class 4.2 - Substances liable to spontaneous combustion	0	1	1	0	0
Class 4.3 - Substance, which in contact with water emit flammable gases	0	0	0	1	0
Class 5.1 - Oxidising substances	0	0	0	0	0
Class 5.2. - Organic peroxides	1	0	0	0	1
Class 6.1 - Toxic substances	0	1	1	1	0
Class 6.2 - Infectious substances	0	0	0	0	0
Class 7 - Radioactive material	0	0	0	0	0
Class 8 - Corrosive substances	0	1	1	1	0
Class 9 - Miscellaneous dangerous substances & articles	0	1	1	1	0

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	1	1	0	0
Self-reactive substances or mixtures (H240, H241, H242)	0	1	1	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)	1	0	0	0	1
Substances or mixtures which in contact with water emit flammable gases (H260, H261)	0	0	0	1	0
Oxidising liquids (H271, H272)	0	0	0	0	0
Oxidising solids (H271, H272)	0	0	0	0	0

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

4. Fire Protection Management (Fire Plan)

4.1. The site in general

Is the warehouse site accessible with fire trucks from at least two sides ? Y

Has a lightning strike survey been performed for the site ? Y

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

- Municipal ? Y

- Volunteer ? N

- On-site fire brigade ? N

Fire water supply :

Is the required fire water supply defined and guaranteed to at least 2.400 l/min ? Y

Is the required fire water supply (fire-hydrants, river, artificial static water supply, Y tanks, cisterns) on-site and off-site at a close range to the buildings on site (<150 m) and immediately available at any time and on-hand for at least two hours ?

4.2. Detail Fire Protection Management for the warehouse buildings

4.2.1. Fire Compartments Information

Wareho use	Fire Comp	Area	Max. Stor.	Stor. Type	Prod Class	Risk Phrases	Smoke Detect. sys.	Fixed Ext. sys.	Smoke + Heats vents	Comme nt
(indent)	(indent)	(sqm)	(pallets/ tank/ silo)	(block/ rack/ high rack/ tank/ silo)	(ADDR or haz. symb.)	(MSDS)	(exist Y/N)	(exist Y/N)	(exist Y/N)	
1		3716	3500	Racked			Y	N	N	
2&3		3716	3500	Racked			Y	N	N	
8		2250	2000	Racked			Y	N	N	
1R		560	500	Racked	3, 4.1		Y	Y	Y	
1M		280	200	Racked	5.1		Y	Y	Y	
1N		280	200	Racked	5.2		Y	Y	Y	
1P		560	500	Racked	6.1, 8, 9		Y	Y	Y	
1Q		560	500	Racked	6.1, 8, 9		Y	Y	Y	
Rhino		20	18	Flat	6.1, 8, 9		N	N	N	
Peroxide fridge		30	20	Flat	5.2		Y	Y	N	
21 X, Y, Z		4000	6223	Racked	3, 4.1, 4.2, 6.1, 8, 9		Y	Y	Y	
15		1100	1000	Racked	8, 9		Y	N	N	
16		1000	1000	Racked	8, 9		Y	N	N	
Midpoint Units A-D & Rhino		4020	3618	Racked/ block	3, 8, 9		Y	Y	Y	
22				Racked	3, 4.1		Y	Y	Y	

4.2.2. Warehouse access

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

WH6	WH7	WH8	WH9	WH10
1	1	1	1	1

4.2.3. Retention measurements		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	1
Are measures taken in the storage areas to adequately contain spilled product in compliance with local regulations (eg. liquid proof surface, volume of retention at least 3% of the column of the packaged products stored) ?		1	1	1	1	1
Are measures taken on transport ways and loading/unloading areas to adequately contain spilled product (eg. liquid proof surface, volume of retention at least equal to the biggest package to be transported or loaded/unloaded) ?		1	1	1	1	1
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 than 10 m or not less than 5 m in combination with an external fire wall) ?		1	1	1	1	1
Are structural components like pillars, girders, floors and roof structure made of fire resistant materials (e.g. reinforced concrete) ?		1	1	1	1	1
Are insulation and nonstructural components made of noncombustible materials ?		1	1	1	1	1
Are internal and external fire walls rated in accordance with local regulations (eg. wall made of noncombustible material like brick, concrete or reinforced concrete, wall thickness not less than 24 cm, wall minimum 50 cm above the roof or up to the roof and adjacent roof areas 5 m of noncombustible material, doors and gates in the wall fire resistant and self-closing, no other openings in the walls) ?		1	1	1	1	1
Are adjacent rooms (incl. office, staff - and technical rooms) separated from the storage area with at least fire resistant walls (eg. made of noncombustible material like brick, concrete or reinforced concrete, wall thickness not less than 11.5 cm, doors and gates at least fire retardant and self closing, no other openings in the walls) ?		1	1	1	1	1
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 ?		1	1	1	0	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	0	1
Is the warehouse equipped with an audible alarm system easily audible throughout the work area ?		1	1	1	0	1
Are smoke and heat vents installed in each fire compartment with an area not less than 2% of the storage area of the fire compartment ?		1	1	1	0	0
Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?		1	1	1	0	0
Are fire extinguishers and hose reels provided in accordance with local regulations as stated in the Fire Plan and are they highly visible, with unrestricted access at all times (eg. one hose reel or 1x50 kg or 4x12 kg fire extinguisher(s) with dry powder per 800 m2 of warehouse surface).		1	1	1	1	1
Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with fixed extinguishing systems (eg. water, foam) ?		1	1	1	0	1
Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with an operating ventilation system, with an air exchange rate of at least twice/hour ?		1	1	1	1	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	1	1	1
Is the heating system in warehouses where flammable products are stored a hot-water heating system ?		-	-	-	-	-
Is the surface temperature of the heating system lower than the ignition temperature of the product stored ?		-	-	-	-	-
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) ?		1	1	1	1	1
Is the warehouse secured with a burglar alarm system or by security personnel on-site ?		1	1	1	1	1
Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?		1	1	1	1	1
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	0	0
	fire protected steel	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
6.3.	External walls:	WH6	WH7	WH8	WH9	WH10
	concrete/bricks	1	1	1	0	0
	metal	0	0	0	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:	WH6	WH7	WH8	WH9	WH10
	concrete/bricks	1	1	1	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
6.5.	Roof and supporting construction material:	WH6	WH7	WH8	WH9	WH10
	tiles	0	0	0	0	0
	metal	0	0	0	1	1
	wood	0	0	0	0	0
	other (please indicate)	cement tiles	Cement tiles	cement tiles	N/A	N/A
6.6.	Floor:	WH6	WH7	WH8	WH9	WH10
	concrete	1	1	1	0	0
	asphalt	0	0	0	0	0
	paved	0	0	0	0	0
	impervious	0	0	0	1	1
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.7.	Insulation - walls:	WH6	WH7	WH8	WH9	WH10
	polyurethane	1	1	1	0	1
	asbestos	0	0	0	0	0
	glass fiber	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.8.	Insulation - roof:	WH6	WH7	WH8	WH9	WH10
	polyurethane	1	1	1	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 ?	-	-	-	-	-
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 ?	1	-	-	-	1
	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 ?	1	1	1	-	-
	Is lightning protection installed ?	1	1	1	-	-
8.	Handling equipment					
8.1.	Forklift type :	WH6	WH7	WH8	WH9	WH10
	gasoil	0	0	0	0	0
	LPG	0	0	0	0	0
	electric	1	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	0	0	0
9.2.	If available:					
9.2.0.	Construction material of:	WH6	WH7	WH8	WH9	WH10
	stainless steel	-	-	-	-	-
	carbon steel	-	-	-	-	-



Report: 88217b (Submitted)
Companyname: H. W. Coates Limited
Location: Middlewich, Cheshire (United Kingdom)
Website: www.hwcoates.co.uk

Module: Warehouse
Re-assessment: 08-12-2020 by Nielsen, D.
Expires on: 08-12-2023
Company type: Stand-alone, More than 50 employees

	aluminum	-	-	-	-	-
	polyester/plastic	-	-	-	-	-
	Internal coating ?	-	-	-	-	-
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 ?					
	Which classes of hazardous substances are handled in these open systems ?	N/A	N/A	8, 9	N/A	N/A
	Are drumming lines available ?	0	0	1	0	0
	Are bagging lines available ?					

Assessment Information and Scope - Part II WH 11-15

0.

Reference list

WH1	1
WH2	2 & 3
WH3	8
WH4	1R
WH5	1M
WH6	1N
WH7	1P
WH8	1Q
WH9	Rhino
WH10	Peroxide fridge
WH11	21 X, Y, Z
WH12	15
WH13	16
WH14	Midpoint Units A-D & Rhino
WH15	22

1.

General site data

Is the warehouse owned ?	Y
Is the warehouse leased ?	N
Total warehouse space (sq. meters) ?	
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

Warehouse space (sq. meters)	WH11	WH12	WH13	WH14	WH15
	4000	1100	1000	4020	4000

3.

Category of products permitted to be stored

	WH11	WH12	WH13	WH14	WH15
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):

	WH11	WH12	WH13	WH14	WH15
Class 1 - Explosive substances & articles	0	0	0	0	0
Class 2 - Gases	0	0	0	0	0
Class 3 - Flammable liquids	1	0	0	1	1
Class 4.1 - Flammable solids	1	0	0	1	1
Class 4.2 - Substances liable to spontaneous combustion	1	0	0	1	0
Class 4.3 - Substance, which in contact with water emit flammable gases	0	0	0	0	0
Class 5.1 - Oxidising substances	1	0	0	1	0
Class 5.2. - Organic peroxides	0	0	0	0	0
Class 6.1 - Toxic substances	1	0	0	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):

	WH11	WH12	WH13	WH14	WH15
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	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)	1	0	0	1	1
Self-reactive substances or mixtures (H240, H241, H242)	1	0	0	1	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	1	0
Oxidising liquids (H271, H272)	1	0	0	1	0
Oxidising solids (H271, H272)	1	0	0	1	0

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

4. Fire Protection Management (Fire Plan)

4.1. The site in general

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

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

- Municipal ? Y
 - Volunteer ? N
 - On-site fire brigade ? N

Fire water supply :

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

4.2. Detail Fire Protection Management for the warehouse buildings

4.2.1. Fire Compartments Information

Wareho use	Fire Comp	Area	Max. Stor.	Stor. Type	Prod Class	Risk Phrases	Smoke Detect. sys.	Fixed Ext. sys.	Smoke + Heats vents	Comme nt
(indent)	(indent)	(sqm)	(pallets/ tank/ silo)	(block/ rack/ high rack/ tank/ silo)	(ADDR or haz. symb.)	(MSDS)	(exist Y/N)	(exist Y/N)	(exist Y/N)	
1		3716	3500	Racked			Y	N	N	
2&3		3716	3500	Racked			Y	N	N	
8		2250	2000	Racked			Y	N	N	
1R		560	500	Racked	3, 4.1		Y	Y	Y	
1M		280	200	Racked	5.1		Y	Y	Y	
1N		280	200	Racked	5.2		Y	Y	Y	
1P		560	500	Racked	6.1, 8, 9		Y	Y	Y	
1Q		560	500	Racked	6.1, 8, 9		Y	Y	Y	
Rhino		20	18	Flat	6.1, 8, 9		N	N	N	
Peroxide fridge		30	20	Flat	5.2		Y	Y	N	
21 X, Y, Z		4000	6223	Racked	3, 4.1, 4.2, 6.1, 8, 9		Y	Y	Y	
15		1100	1000	Racked	8, 9		Y	N	N	
16		1000	1000	Racked	8, 9		Y	N	N	
Midpoint Units A-D & Rhino		4020	3618	Racked/ block	3, 8, 9		Y	Y	Y	
22				Racked	3, 4.1		Y	Y	Y	

4.2.2. Warehouse access

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

WH11	WH12	WH13	WH14	WH15
1	1	1	1	1

4.2.3.	Retention measurements	WH11	WH12	WH13	WH14	WH15
	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	1
	Are measures taken in the storage areas to adequately contain spilled product in compliance with local regulations (eg. liquid proof surface, volume of retention at least 3% of the column of the packaged products stored) ?	1	1	1	1	1
	Are measures taken on transport ways and loading/unloading areas to adequately contain spilled product (eg. liquid proof surface, volume of retention at least equal to the biggest package to be transported or loaded/unloaded) ?	1	1	1	1	1
	4.2.4. Constructional fire protection	WH11	WH12	WH13	WH14	WH15
	Is the warehouse separated by a safe distance from adjacent buildings in compliance with local regulations (eg. not less than 10 m or not less than 5 m in combination with an external fire wall) ?	1	1	1	1	1
	Are structural components like pillars, girders, floors and roof structure made of fire resistant materials (e.g. reinforced concrete) ?	1	1	1	1	1
	Are insulation and nonstructural components made of noncombustible materials ?	1	1	1	1	1
	Are internal and external fire walls rated in accordance with local regulations (eg. wall made of noncombustible material like brick, concrete or reinforced concrete, wall thickness not less than 24 cm, wall minimum 50 cm above the roof or up to the roof and adjacent roof areas 5 m of noncombustible material, doors and gates in the wall fire resistant and self-closing, no other openings in the walls) ?	1	1	1	1	1
	Are adjacent rooms (incl. office, staff - and technical rooms) separated from the storage area with at least fire resistant walls (eg. made of noncombustible material like brick, concrete or reinforced concrete, wall thickness not less than 11.5 cm, doors and gates at least fire retardant and self closing, no other openings in the walls) ?	1	-	-	1	1
	4.2.5. Technical fire protection	WH11	WH12	WH13	WH14	WH15
	Is the warehouse equipped with an overall fire and smoke detection system with direct connection to a permanently manned office that will notify the local fire department without delay or if not, with a direct connection to the local fire department ?	1	1	1	1	1
	Is there a manual fire alarm system with a direct connection to the local fire brigade installed and is it readily accessible at any time ?	1	1	1	1	1
	Is the warehouse equipped with an audible alarm system easily audible throughout the work area ?	1	1	1	1	1
	Are smoke and heat vents installed in each fire compartment with an area not less than 2% of the storage area of the fire compartment ?	1	0	0	1	1
	Are smoke vents automatically operated and is there in addition a button near the exit doors to operate these smoke vents manually ?	1	-	-	1	-
	Are fire extinguishers and hose reels provided in accordance with local regulations as stated in the Fire Plan and are they highly visible, with unrestricted access at all times (eg. one hose reel or 1x50 kg or 4x12 kg fire extinguisher(s) with dry powder per 800 m2 of warehouse surface).	1	1	1	1	1
	Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with fixed extinguishing systems (eg. water, foam) ?	1	0	0	1	1
	Are fire compartments storing products classified as toxic, oxidising, flammable or dangerous to the environment, equipped with an operating ventilation system, with an air exchange rate of at least twice/hour ?	1	0	0	1	1
	Are charging stations for fork lift trucks placed in separate and vented rooms or inside the storage area with a protection distance of at least 5 m to any stored product or combustible material ?	1	1	1	1	1
	Is the heating system in warehouses where flammable products are stored a hot-water heating system ?	-	-	-	-	-
	Is the surface temperature of the heating system lower than the ignition temperature of the product stored ?	-	-	-	-	-
	5. Warehouse security	WH11	WH12	WH13	WH14	WH15
	Are doors and gates equipped with a locking system and is it assured that they are locked, when no persons are working in the warehouse ?	1	1	1	1	1
	Are windows or other glass areas appropriately secured (e.g. by fixed grills) ?	1	1	1	1	1
	Is the warehouse secured with a burglar alarm system or by security personnel on-site ?	1	1	1	1	1
	Are burglar alarms transmitted automatically to security personnel or to a nearby police station ?	1	1	1	1	1
6. Warehouse construction	WH11	WH12	WH13	WH14	WH15	
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:	WH11	WH12	WH13	WH14	WH15
	concrete/bricks	1	1	1	1	1
	fire protected steel	0	0	0	0	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
6.3.	External walls:	WH11	WH12	WH13	WH14	WH15
	concrete/bricks	0	1	0	1	1
	metal	1	0	1	0	1
	wood	0	0	0	0	0
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.4.	Internal walls:	WH11	WH12	WH13	WH14	WH15
	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:	WH11	WH12	WH13	WH14	WH15
	tiles	0	0	0	0	0
	metal	1	0	0	1	1
	wood	0	0	0	0	0
	other (please indicate)	N/A	Cement tiles	Cement tiles	N/A	N/A
6.6.	Floor:	WH11	WH12	WH13	WH14	WH15
	concrete	1	1	1	1	1
	asphalt	0	0	0	0	0
	paved	0	0	0	0	0
	impervious	1	1	1	1	1
	other (please indicate)	N/A	N/A	N/A	N/A	N/A
6.7.	Insulation - walls:	WH11	WH12	WH13	WH14	WH15
	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:	WH11	WH12	WH13	WH14	WH15
	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 ?	-	-	-	-	-
7.	Electrical equipment	WH11	WH12	WH13	WH14	WH15
	Is the electrical installation in accordance with the local regulations and standards ?	1	1	1	1	1
	Is the electrical installation (inclusive lighting) in accordance to the explosion protection regulations ?	1	-	-	1	1
	Is the coverage of lighting 100 % ? (yes and/or indicate %)	1	1	1	1	1
	Are safety lights installed in storage areas with safety lamps at least 1.5 m away from the product ?	1	1	1	1	1
	Is lightning protection installed ?	1	0	0	1	1
8.	Handling equipment					
8.1.	Forklift type :	WH11	WH12	WH13	WH14	WH15
	gasoil	0	0	0	0	0
	LPG	0	0	0	0	0
	electric	1	1	1	1	1
9.	Fixed storage tanks for liquids	WH11	WH12	WH13	WH14	WH15
	Total capacity of storage tanks available (cubic meters) ?	0	0	0	0	0
9.2.	If available:					
9.2.0.	Construction material of:	WH11	WH12	WH13	WH14	WH15
	stainless steel	-	-	-	-	-
	carbon steel	-	-	-	-	-

	aluminum	-	-	-	-	-
	polyester/plastic	-	-	-	-	-
	Internal coating ?	-	-	-	-	-
10.	Fixed storage silos for solids	WH11	WH12	WH13	WH14	WH15
	Total capacity of storage silos available (cubic meters) ?	0	0	0	0	0
10.1a.	If available:					
10.2.	Construction material of:	WH11	WH12	WH13	WH14	WH15
	stainless steel	-	-	-	-	-
	carbon steel	-	-	-	-	-
	aluminum	-	-	-	-	-
	polyester/plastic	-	-	-	-	-
	Internal coating?	-	-	-	-	-
11.	Operations					
	Are hazardous substances handled (filling/blending) in open systems in the warehouses ?					
	Which classes of hazardous substances are handled in these open systems ?	N/A	N/A	N/A	N/A	N/A
	Are drumming lines available ?	0	0	0	0	0
	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? <i>Assessor: All policy statements were signed by the Managing Director, Tom Coates, and were last revised in Jan. 2020 and/or March 2020: Quality Policy and Objectives, includes training statement, audit statement, customer complaints, and non-conformance reporting; Health & Safety Policy; Drug & Alcohol Policy; Environmental Policy; Security Policy. BBS policy statement which includes drivers, forklift drivers and office staff, signed Jan. 2020</i>	RC 1
C	1.1.1.1b.	- Corporate Social Responsibility (CSR) requirements? <i>Assessor: The policy statement is signed by the Managing Director, Tom Coates, and was last revised in January 2020. The CSR policy states that no person under the legal minimum age can be employed. A separate policy statement for the elimination of discrimination on the grounds of race, sex, marriage, and disability and the promotion of equality of opportunity in employment with Coates was last revised in Jan. 2020. Modern slavery statement. The responsible care policy was last revised in Jan. 2020. The ethical procurement policy was last revised Jan. 2020.</i>	RC 1
C	1.1.1.2.	Are senior managers sufficiently visible and engaged in carrying forward the SHEQ&Sec message? <i>Assessor: The Director with responsibility for Middlewich is based on site. The minutes of the Management review meetings were available at request, and demonstrated the involvement of senior managers. The Safety, Health, Environment and Quality Committee meets abt. 4 times a year, although this has been curtailed during 2020 due to the Covid-19 restrictions. The minutes of the last meeting were made available for a review. The meetings are attended by: Director, Warehouse Manager, Account Manager, Transport manager, General Manager, HSEQ manager, plus depending on the topics office staff or warehouse operatives or drivers. This ensures that issues raised by drivers or operatives are addressed and also that conclusions are shared with the workforce.</i>	RC 1
C	1.1.1.3.	Does the line management interact and constructively encourage employees to be actively engaged in SHEQ&Sec performance improvement? <i>Assessor: The main interaction route is through employees reporting near misses to the Director. All employees are encouraged to report near misses or non-conformances and any issues would then be discussed during the annual training and performance review. The Director in charge of Middlewich conducts frequent site walkabouts and keeps records in his daily diary. Toolbox talks are e.g. initiated during management review meetings or HSEQ meetings.</i>	RC 1
C	1.1.2.	Roles & Responsibilities	
C	1.1.2.1.	Is there an organization chart and associated job description defining each individual's role within the organization, including their responsibilities for SHEQ&Sec and CSR? <i>Assessor: The organization chart was available for a review. All jobs have a job description, samples were available at request for a review.</i>	1
C	1.1.3.	Legislation and other requirements	
C	1.1.3.1.	Is there proof available that the company stays abreast of all relevant legislation and legislative developments in the area of SHEQ&Sec and CSR and are persons formally designated or a source defined? <i>Assessor: The Group HSE Manager has been tasked with maintaining the legal register. A data-base is maintained on the intranet, which is accessible to staff. The company subscribes to Croners, the HSE, RHA, CBA, CSSC and the Motor Transport Magazine.</i>	RC 1
C	1.1.3.2.	Is there a written procedure present which describes how legislative changes as detailed in the register of legal requirements are communicated and implemented in the company? <i>Assessor: procedure 4.6.2.1 applies samples of communication were available at request</i>	1
C	1.1.3.3.	Is a regular review made of the system for compliance with legal requirements ? <i>Assessor: last review: Feb 2020</i>	1
C	1.1.3.4.	Does the Dangerous Goods Safety Advisor produce an annual report to Management on the Companies' activities in the transport of dangerous	1



Report: 88217b (Submitted)
Companyname: H. W. Coates Limited
Location: Middlewich, Cheshire (United Kingdom)
Website: www.hwcoates.co.uk

Module: Warehouse
Re-assessment: 08-12-2020 by Nielsen, D.
Expires on: 08-12-2023
Company type: Stand-alone, More than 50 employees

goods, in accordance with legal requirements and within six months after year end?
*Assessor: The DGSA reports are covering all of H. W. Coates' depots, and include Middlewich.
2019 report iss. 19.02.2020; 2018 report: iss. 7.05.2019; 2017 report iss. 19.03.2018*

				Y/N
C	2.	Risk management		
C	2.1.	Risk assessment and mitigation measures		
C	2.1.1.	Is there a process to assess and document the Safety, Health, Environmental, Security risks and working conditions , related to all activities of the company, considering following aspects ?		
C	2.1.1.a.	- start-up of new operations/activities (e.g. new products, new routes) ? Assessor: Recent examples were available at request for a review. The company uses a detailed pro-forma, which also addresses the issues of COMAH tier limits and includes an SDS review.	RC	1
C	2.1.1.b.	- change of operations/activities (e.g. new products, new routes) Assessor: The management of change procedure is in place. Recent examples were made available at request for a review.	RCimp	1
C	2.1.1.c.	- periodic review of risks on current activities? Assessor: Risk assessments are reviewed at least every two years, or earlier, if deemed necessary. The library of risk assessments is maintained online in the company repository. Input from all Coates' depots is considered by the Group HSE Manager.	RC	1
C	2.1.2.	Are measures taken to control/mitigate all identified risks ? Assessor: Based on the risk assessment matrix and list, the company has taken measures to address and mitigate the risks identified by them.	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: A generic statement on PPE is included in the staff handbook. Additional instructions are included in the driver handbook and the warehouse operative handbook. Any additional product specific PPE would be included in the transport job cards or the picking notes. At the time of this SQAS assessment, no products were transported out of Middlewich, which required specific PPE. Special PPE instructions are issued for the so-called tinting room, and the decanting area. Issues with PPE are raised during the monthly management meetings, and the Director in charge of Middlewich would then also raise any issues which he identified during his walkabouts.	RC	-
C	2.2.1.2.	Is the PPE regularly checked (before use and at set intervals) and replaced when required ? Assessor: All employees check their own PPE. In addition, monthly warehouse walk about checks are conducted which include PPE. All drivers are checked monthly by the transport manager or a planner when they conduct start-up checks. ADR equipment is thoroughly checked every 6 months. The driver checks daily that his ADR equipment is on board. PPE issued is recorded on form 6.2.12.		1
C	2.2.1.3.	Are instructions and training provided when category III PPE or other specific precautions are needed and used? Assessor: Specific training for nominated staff who can handle or transport hydrofluoric acid. Respirators are part of the spill kits and training is provided for warehousemen and drivers.	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 product acceptance procedure can only be completed if an SDS is available. The two main customers would inform the depot, and furnish new or revised SDS. In addition, Coates have been granted access to the SDS library of the main customers. At the beginning of the year, other customers are contacted and requested to confirm that the SDS on file is still the latest version.	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 ? Assessor: The access road to the warehouse site is CCTV monitored and visitors or lorries should pre-book, incl. name and number plate. Lorry drivers are then directed to a holding area, where they park their unit. The driver then walks back to the office with his documentation. He is then allocated a warehouse operative who will guide the driver to his allocated bay for loading or unloading. Visitors park their car directly in front of the office, register, are issued a badge and are met by their host. Visitors are accompanied at all times by staff. Contractors first register in the office, are site inducted and issued a work permit. They are then guided to the area where they intend to work. Contractors keep a copy of the work permit available at all times, so that it can easily be checked if they are authorised. When they have completed their work, the area would be inspected and then the work permit would be endorsed as 'completed'.		1
C	2.4.2.	Is there a written procedure in place, requiring documented periodical	RCimp	1

		inspections, to identify breaches in the security of the buildings/premises? <i>Assessor: The entry gate is monitored during regular working hours by a Coates' employee. Out of normal working hours, a security guard is stationed on site, who monitors the access road. The security guard conducts regular site checks during the night shift, and this is reported on worksheets. The security guard conducts weekly checks of the perimeter fence, and this is documented and archived. These reports are handed to the Warehouse Manager, who reviews them. If any defects are reported, these would then be rectified.</i>		
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? <i>Assessor: On an annual basis, the IT risks are reviewed and audited. Reports are archived. A detailed IT risk assessment of the group has been documented, which is reviewed annually to incorporate any recommendations, NC or OFI identified during the IT audit.</i>		1
C	2.4.4.	Is there an inventory of Information Technology assets containing confidential company data?		1
C	2.4.5.	Is there a proactive maintenance program on Information Technology assets handling information technology?		1
C	2.4.6.	Has the company evaluated the risk of unauthorized entrance (including refugees) to company premises, transport equipment, tank cleaning facilities, storage areas or information processing facilities on site? <i>Assessor: This is part of the Coates group security plan.</i>		1
C	2.4.7.	Is a system in place to ensure that communication dialogue and information exchange on security issues is appropriate? <i>Assessor: Coates Middlewich are members of the CSSSC (cross sector safety and security committee), and the COMAH forum of the CBA. They receive briefings from the DfT, and the Counterterrorism security adviser of the Cheshire Police. Any information is then disseminated to employees through briefings etc. as deemed most appropriate.</i>		1
C	2.4.8.	Is a system in place to ensure that response to security threats and incident are defined? <i>Assessor: Any security incident would be reported and analysed during the safety committee meeting.</i>		1
C	2.5.	Fair business practices		
C	2.5.1.	Has the company formalized the fair business practices ? <i>Assessor: An ethical procurement policy is in place. All employees have been given the staff handbook, which includes a section on fair business practices. After a review of the staff handbook, all employees have to sign again that they have received and read the revised handbook. A business risk assessment is part of the quality manual.</i>		1
C	2.5.2.	Are there mechanisms in place to ensure effective implementation of the anti-corruption and bribery policy (including for instance: conflict of interest, fraud, money laundering)? <i>Assessor: All capital expenditure has to be signed off by the Managing Director. Smaller purchases can be authorized by e.g. a Manager or by the Director in charge of Middlewich. Usually three quotes would be requested for most purchases. The staff handbook contains a chapter "Code of conduct for employees" which addresses: ethics, conflict of interest, gifts and hospitality, sale of scrap or damaged or surplus material. An asset register is in place. The reporting channel is detailed. The company does not have a whistle blower hotline. The group management have reviewed the possibility of corruption or bribery and have classed it as negligible</i>	RC	1
C	2.5.3.	Are there mechanisms in place to ensure effective implementation of the anti-competitive practices policy? <i>Assessor: An internal financial audit also addresses fraud and anti-competitive practices. Every employee is issued the staff handbook and signs for the receipt. The staff handbook would be revised regularly and if re-issued, staff would sign again. A chapter in the employee handbook addresses anti-competitive practices.</i>		1
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? <i>Assessor: If e.g. chemical waste has to be disposed of, a waste disposal company would be instructed to prepare the product for transport. Coates would then transport it to the disposal site. Waste disposal notes are archived. Other waste, e.g. cardboard or wooden pallets etc. are disposed of through recycling companies. Waste from the tinting facility (empty paint tins) will be crushed, kept in 200 l steel drums, until they can be disposed of. The waste disposal notes are archived.</i>		1
C	2.6.2.	Has the company carried out a risk assessment taking into account the		1

		<p>impact of company activities on soil and groundwater contamination? <i>Assessor: All areas, where activities take place, are concreted. All warehouses are bunded. This will prevent escape of liquids from a loss of containment within the warehouse. The site itself is bunded. Any liquid spilled in the yard areas will be contained on site. The site drainage system is designed so that spills in the chemical yard, warehouse 15 or unit 21 and 22 yards lead to a large containment pit, via a number of intermediate pits, pumps and valves. This arrangement is designed to prevent the escape of contaminated liquids, including environmentally hazardous materials. In addition, valves are installed at the final exit point from the site, which can be shut remotely in an incident.</i></p>	
C	2.6.3.	<p>Where plastic/flakes/powder are transported/handled in bulk or packaged forms, has the company signed up to "Operation Clean Sweep" or "Zero Pellet Loss" or similar programmes? <i>Assessor: The driver handbook and the warehouse operatives' handbook have been up-dated.</i></p>	1
C	2.6.4.	<p>Has the company asked the applicable subcontractors to sign the programmes mentioned in 2.6.3 where the company transports/handles plastic/flakes/powder? <i>Assessor: Coates Middlewich have encouraged them to sign up. Two sub-contractors have signed up, but are still waiting for their documentation.</i></p>	1
C	2.6.5.	<p>Is there a programme in place to measure and reduce pro rata the use of the following resources in fixed installations?:</p>	
C	2.6.5a.	<p>- electricity <i>Assessor: Consumption is measured. The following opportunities for improvement have been identified: motion sensors in office spaces and WC areas; solar panels fitted; upgrades of lighting in the Deadfile business unit; resolve/ repair incorrectly functioning lighting, motion sensors and LED lighting in the warehouse areas. The target is 5% reduction. In the offices, air conditioning is fitted which heats the offices during the cold season.</i></p>	1
C	2.6.5b.	<p>- fuel <i>Assessor: The company has phased out the diesel powered forklift truck fleet. All forklift trucks are now electric powered. One warehouse has heating fitted and its doors are automatic closing roller shutter doors. To better disperse the air, fans were installed and thermostats were fitted to control the temperature. The company has set a target of reducing fuel consumption by 5% but it is too early to comment on the results.. The ESOS audit has established a baseline. New freight vehicles must comply with the latest Euro emission class. Drivers have undergone training in fuel efficient driving. Company cars are now replaced with hybrid cars when the car is due to be replaced.</i></p>	0
C	2.6.5c.	<p>- water <i>Assessor: Water consumption is measured and monitored. The company aims to reduce the water consumption by 5% year on year.</i></p>	1
C	2.6.6.	<p>Is a programme in place to measure and reduce pro rata the output of emissions? <i>Assessor: The environmental objectives of the Coates Group are defined in Doc. 4.1.1.1. These objectives address: general issues; transport issues and warehouse issues. Examples are: purchase new vehicles with latest EURO fuel efficient engines, fit aerodynamics or monthly review of telematics to ensure that consumption is efficient; purchase electric FLT where possible, purchase FLT with fuel efficient engines, fit LED lighting with motion sensors, install renewable energy sources, recycle waste. The emissions of the transport unit are measured, emissions of forklifts, or heaters are presently not measured or calculated.</i></p>	0
C	2.6.7.	<p>Is a programme in place to measure and to reduce pro rata the waste generated by the company activities? <i>Assessor: The amount of waste generated is measured, the company has set a target to recycle 80% of waste and defines this as its reduction programme. Results are not yet available.</i></p>	0

C	3.	Human Resources			Y/N
C	3.1.	Recruitment			
C	3.1.1.	Is there a written recruitment procedure which takes into account relevant experience, competence and education for all employees, including temporary staff? <i>Assessor: Procedure 5.1.3 applies, recent examples were available at request for a review.</i>			1
C	3.1.2.	Have all operating personnel (drivers, operators, etc.) undergone a periodic medical examination where required by law or by the risk assessment of the job? <i>Assessor: At the time of the SQAS assessment, there was no legal requirement in the UK for a medical examination. Coates pay for eye sight tests for employees working with computer screens, and they reimburse the drivers who have to undergo a medical examination for their 45+ license renewal. All employees are asked to self-report any medical issues.</i>			-
C	3.1.3.	Is there a written grievance and disciplinary procedure? <i>Assessor: The procedure is in the staff handbook and all new employees were trained during induction.</i>			1
C	3.2.	Training			
C	3.2.1.	Is there a training programme in place for all personnel that results in an individual training plan and are records available that the training plan has been implemented? Is the training plan reviewed annually? <i>Assessor: Training programme for: office staff, warehouse operators and drivers. Individual training plans in place. Training records are archived online and locally in more detail in hard copy for individual employees and samples were made available at request for a review.</i>	RC		1
C	3.2.2.	Are the following subjects being trained:			
C	3.2.2a.	- incident reporting, investigation and analysis? <i>Assessor: Included in the driver handbook and the warehouse operations handbook. Drivers and warehousemen will complete a quiz on the contents of the respective handbook.</i>	RC		1
C	3.2.2b.	- dangerous goods handling?			1
C	3.2.2c.	- specific product or handling needs? <i>Assessor: This training has been rolled out by department. All warehousemen will have been authorized to use specific lifting equipment, depending on their FLT training.</i>			1
C	3.2.2d.	- use of PPE (Personal Protective Equipment)?	RC		1
C	3.2.2e.	- company emergency written procedures?	RC		1
C	3.2.2f.	- spill prevention and control?	RCimp		1
C	3.2.2g.	- Behaviour Based Safety (BBS) principles? <i>Assessor: Office staff attend a BBS awareness training course, warehouse operators/ forklift operators attend a specific training course and lorry drivers have attended a short online behavioural safety training course and are currently trained and assessed in defensive driving skills.</i>	RC		0
C	3.2.2h.	- security awareness proportionate to the risk and their role within the business (Security of information should be included)?			1
C	3.2.2i.	- risk Assessment and risk Management? <i>Assessor: The Maintenance Manager has attended a training module as part of his IOSH qualification. The Group HSE Manager is Nebosh qualified and this includes training in risk assessments. The training in risk assessment and risk management is presently offered on a one-to-one basis when a revised risk assessment or a new risk assessment is disseminated.</i>			1
C	3.2.2j.	- communication skills? <i>Assessor: Staff are either native English speakers or their English skills are assessed during the interview or during their probationary period.</i>			1
C	3.2.2k.	- all aspects related to prevention of bribery and corruption? <i>Assessor: The staff handbook is part of the employment contract, and the handbook has recently been up-dated (10.06.2020) and all employees sign for the receipt and that they have read the handbook.</i>			1
C	3.2.2l.	- training in awareness of fatigue and tiredness? <i>Assessor: The driver handbook contains a chapter on fatigue awareness for drivers. Some office staff and warehouse men have attended a fatigue awareness training courses for other employees. Coates have recently developed and inaugurated an online training system, and training in fatigue awareness is one of the courses offered and the roll-out is ongoing. Most of the lorry drivers and some of the warehousemen have completed the course.</i>	RC		0
C	3.2.2m.	- company ethics policy / code of ethics? <i>Assessor: As part of the induction training covering the staff handbook. After a revision, staff have to sign that they have read and understood the handbook.</i>			1
C	3.2.2n.	- training and Awareness about impact of plastic/flakes/powder loss, where the company transport/handle these products			0

		Assessor: The spill training module is generic and the company plans to expand the module to cover these issues. The driver handbook and the warehousemen handbook have been expanded to include a chapter on plastic pellet/ powder loss and drivers and warehouse operatives sign that they have received and read the handbook.		
C	3.2.3.	Is a first aid training programme defined for identified persons and implemented ? <i>Assessor: A total of nine First aiders are on-site, their qualifications are documented and the validity is monitored.</i>		1
C	3.2.4.	Are variances from the plan effectively followed up? <i>Assessor: The annual performance review would identify variances from the training plan. To improve on this system, the data is also compiled and entered into a spreadsheet. This enables the Director in charge of Middlewich to monitor variances.</i>		1
C	3.2.5.	Is the effectiveness of the training checked for each employee ? <i>Assessor: This could be: a test at the end of the training module or an observation of working practices. Examples of these reports were made available at request for a review. The effectiveness is also checked during the annual performance review session.</i>		1
C	3.3.	Behaviour Based Safety (BBS)		
C	3.3.1.	Has a BBS implementation plan, or an established programme, been set up with targets, resourcing and timeline? <i>Assessor: The driver BBS programme is outlined in QM document 6.6.19, and the fork lift truck BBS programme is outlined in QM document 6.6.28. Office staff attend a BBS awareness module. The company is at level 2.</i>	RC	1
C	3.3.2.	Have the respective responsibilities of all personnel in the implementation of BBS been identified ? <i>Assessor: Drivers are trained by an external driver trainer. Two internal trainers have been nominated to conduct the training of all forklift drivers/ warehouse operatives.</i>		1
C	3.4.	Labour Policy and human rights		
C	3.4.1.	Are specific mechanisms in place to ensure effective implementation of your company's Career Management and training policy? <i>Assessor: The recruitment process is transparent, assessments are conducted at least annually, but might be done in shorter intervals. The company prefers in-house recruitment and development and would only recruit external candidates if they need special skills.</i>		1
C	3.4.2.	Are specific mechanisms in place to ensure effective implementation of your company's non discrimination policy? <i>Assessor: The policy statement spells out the company commitment. The workforce in the office is well balanced in terms of gender distribution.</i>	RC	1
C	3.4.3.	Are specific mechanisms in place to ensure effective implementation of the company's policy about child labour? <i>Assessor: A young workers risk assessment is in use. The company does not employ anybody under the age of 16 for office tasks or under 18 for warehouse tasks. At the time of the assessment, the youngest employee in the Middlewich (Byley) depot is 20 years of age.</i>		1
C	3.4.4.	Does the company ensure that no forced, bonded or involuntary prison labor is employed? <i>Assessor: A new recruit would have to submit: a P45, a National Insurance number, references will be checked and verified, the address will be checked, if not British, the right to work will be verified, all wages and salaries are paid into bank accounts, drivers have their driving history checked.</i>		1

C	4.	On/Off Site Emergency Preparedness and Response		<input type="text" value="Y/N"/>
C	4.1.	Is there a written plan for dealing with on-site and off-site emergencies and potential crises?	RC	<input type="text" value="1"/>
C	4.2.	Does this written plan contain the following information :		
C	4.2a.	- individual responsibilities ?		<input type="text" value="1"/>
C	4.2b.	- arrangements for 24/7 hours coverage by trained responders ?		<input type="text" value="1"/>
C	4.2c.	- a list of the different parties to be informed with their contact details (customers, authorities) ?		<input type="text" value="1"/>
C	4.2d.	- a written procedure for handling the information towards the neighbourhood, the press and other interested parties of serious accidents/incidents that happened on site?		<input type="text" value="1"/>
C	4.3.	Is the emergency equipment maintained, tested or checked on a regular basis? <i>Assessor: The PSPI checks are conducted and documented monthly, the fire alarm tests is conducted on a weekly basis. An evacuation test is conducted and documented at least once a year.</i>		<input type="text" value="1"/>
C	4.4.	Has there been a comprehensive test of the emergency plan for on-site and off site emergencies during the past 12 months ? <i>Assessor: Feb. 2019: COMAH external emergency plan exercise. The exercise is designed to demonstrate how a small internal emergency can develop into an external emergency. An off-site incident happened on 26.02.2020, and the documentation was reviewed. A racking accident happened on 29.06.2020 and the documentation was reviewed.</i>		<input type="text" value="1"/>
C	4.5.	Is there a documented business continuity plan and does this plan contain the customer contacts to be informed ? <i>Assessor: The plan must be read in conjunction with the emergency plan.</i>		<input type="text" value="1"/>

				Y/N
C	5.	Performance Analysis and Management Review		
C	5.1.	Non-conformance reporting, investigation, analysis and corrective action		
C	5.1.1.	Is there a documented system in place for recording non-conformances regarding :		
C	5.1.1.a.	- accidents & incidents ? <i>Assessor: Records are kept at depot level, the investigation reports are also archived at depot level. All of this is reported to the Group HSE manager who prepares KPI reports for the board meeting.</i>	RC	1
C	5.1.1.b.	- breaches of security and threats?	RCimp	1
C	5.1.1.c.	- unsafe behaviour & unsafe conditions ?	RCimp	1
C	5.1.1.d.	- regulatory compliance? <i>Assessor: The would be recorded as an incident and investigated and reported accordingly. No such cases have been recorded since the last SQAS assessment.</i>		1
C	5.1.1.e.	- product contamination ? <i>Assessor: This would be reported on the damaged goods form.</i>	RC	1
C	5.1.1.f.	- product discrepancies and shortshipments ?		1
C	5.1.1.g.	- corruption & bribery ? <i>Assessor: The file is empty.</i>		1
C	5.1.1.h.	- grievance and disciplinary findings? <i>Assessor: The documentation was available at request and a sample was selected and reviewed.</i>		1
C	5.1.2.	Is a detailed report on non-compliances provided to the responsible management, containing immediate cause, root cause and recommendations for corrective actions to prevent recurrence?	RC	1
C	5.1.3.	After an incident/accident are the employees and contractors concerned informed and if necessary trained with the aid of a Root Cause analysis? <i>Assessor: A recent example was made available at request for a review.</i>	RCimp	1
C	5.1.4.	Is there a procedure in place to inform the customer promptly of all non-conformances involving his shipments/products? <i>Assessor: Examples were made available. The customer would be informed immediately by phone or e-mail.</i>		1
C	5.1.5.	Is the DGSA involved after an incident where dangerous goods were involved? <i>Assessor: The investigation report has a box which confirms that the DGSA has been involved and the annual DGSA reports dwell on incidents.</i>		1
C	5.2.	SHEQ&Sec & CSR Objectives and Trend Analysis		
C	5.2.1.	Is there a process in place to monitor and analyse SHEQ&Sec & CSR data to identify trends, to set objectives and is there an action plan in place to achieve these objectives ? <i>Assessor: This is discussed during the local site safety committee meetings and a summary is then reported to the group executive meetings. The minutes of the site safety committee meetings are circulated to the Managing Director. The data and trend analysis is also presented at Board level.</i>	RC	1
C	5.2.2.	Has the Safety, Health, Environment action plan of the company been reviewed against the applicable Responsible Care Programme ? <i>Assessor: The company have won the Responsible Care award three times.</i>	RC	1
C	5.2.3.	Does the company promote the principles of Responsible Care to logistic partners? <i>Assessor: This is part of the haulage sub-contractor agreement. The company does not sub-contract other logistics partners. The haulage sub-contractors are small firms and their staff might attend Coates training seminars.</i>	RC	1
C	5.3.	Internal Audit		
C	5.3.1.	Is there a documented plan for internal auditing of all areas referred to in SQAS and covering compliance with applicable legislation and permits? <i>Assessor: An audit plan covering all group sites and departments was made available for a review. The areas addressed are: safety, warehouse operation, HACCP, transport operations, and financial audits supplemented by Covid-19 audits.</i>	RC	1
C	5.3.2.	For non-conformances identified in the audits, are action plans developed and are corrective actions taken ? <i>Assessor: In the audit report, the action plan and rectification time is defined. The Group HSE Manager in conjunction with the Director would monitor the action plan.</i>	RCimp	1
C	5.3.3.	Do those carrying out auditing have training and/or competence in auditing and evaluation techniques ? <i>Assessor: The Group HSE manager has had auditor training through his NEBOSH qualification. The other internal auditors have attended internal auditor training</i>		1

C	5.3.4.	<i>courses.</i> Are safety walkabouts carried out and documented by appropriate managers on a periodical basis? <i>Assessor: These are internally named PSPI checks and examples of recent reports and rectification of N/C was made available at request.</i>	RCimp	1
C	5.4.	Management Review Meetings		
C	5.4.1.	Is a formal management review meeting held at least once a year to review the management system that includes, as minimum, the following inputs?:	RC	
C	5.4.1a.	- the status of actions of previous Management review meetings		1
C	5.4.1b.	- the DGSA Annual report (if applicable)		1
C	5.4.1c.	- the performance of subcontractors		1
C	5.4.1d.	- the effectiveness of the training programme		1
C	5.4.1e.	- the audit results		1
C	5.4.1f.	- the monitoring of trends of SHEQ, Sec &CSR KPIs, BBS KPIs and Responsible Care KPIs (if applicable)		1
C	5.4.1g.	- the extent of which SHEQ, Sec &CSR objectives have been met		1
C	5.4.1h.	- the effectiveness of the programmes about resources consumption optimization required by question 2.6.5 <i>Assessor: The ESOS results were discussed and reviewed. Reduction programmes are in place for part of the questions in sect. 2.6.5</i>		0
C	5.4.1i.	- the effectiveness of the programmes about emission reduction required by questions 2.6.6		1
C	5.4.1j.	- the effectiveness of the programme about waste reduction required by question 2.6.7		0
C	5.4.1k.	- the outcome of the last SQAS assessment (if applicable)		1
C	5.4.1l.	- the outcome of the emergency response drills		1
C	5.4.1m.	- recommendation(s) for improvements		1
C	5.4.2.	Did the senior management consider the recommendations of 5.4.1. and define an improvement action plan with allocated actions and due dates?		1
C	5.4.3.	Does senior management monitor progress versus targets on SHEQ&Sec & CSR matters at relevant management meetings?	RCimp	1
C	5.4.4.	Is there evidence that learning points from SHEQ&Sec issues are shared with the workforce ?	RCimp	1

		Y/N
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 ? <i>Assessor: The Fire Risk Assessment was available at request for a review.</i>	RC 1
6.1.1.2.	Is the fire protection management system in compliance with the requirements of the operating permit ? <i>Assessor: The site is an upper tier COMAH site and complies with the legal requirements.</i>	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 ? <i>Assessor: Annual reviews are conducted and documented.</i>	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? <i>Assessor: Goods are segregated in accordance with HSG71 requirements. Two separate flammable storage area are in use. A free standing container provides a temperature controlled storage area for organic peroxides. The flammable storage areas are ATEX zone 2 classified. A DSEAR assessment has been conducted and documented. A dedicated aerosol storage area is in a container opposite of warehouse 22.</i>	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) ? <i>Assessor: The operating permit does not specify products, these are defined by the warehouse operator, H.W. Coates Ltd. The product acceptance procedure ensures that only products registered in the warehouse management IT system are accepted. If a customer requests storage of a new product, the 'new product acceptance procedure' is triggered.</i>	RC 1
6.1.2.3.	Is there a procedure to ensure that the permitted storage limits (by law or by operating permit) are not exceeded at any time ? <i>Assessor: As an upper tier COMAH site, aggregation reports are generated by the planning software.</i>	RC 1
6.1.2.4.	Is there a procedure to ensure that aerosol packaging with flammable gases are stored in separate rooms, or in metal cages, to protect the warehouse against fire spreading due to igniting aerosol packaging ? <i>Assessor: A dedicated aerosol storage area is in a container opposite of warehouse 22.</i>	1
6.1.2.5.	Are flammable products, or products which contain flammable gases, not stored in basements ? <i>Assessor: no basements on site</i>	-
6.1.2.6.	Are filling and blending operations only taking place in areas separated from the storage area by fire resistant walls ? <i>Assessor: The tinting room in warehouse 22 is separated from the warehouse with fire resistant walls. The decanting area in warehouse 1Q is part of this warehouse, but is separated from the other, surrounding buildings with fire resistant walls. The products decanted in WH 1Q are not hazardous nor do they emit flammable gases. MSDS are available and COSHH assessment have been conducted.</i>	1
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) ? <i>Assessor: During regular work hours, the gates are staffed. Out of regular hours, a security guard is stationed in the gate office, who can open the gates.</i>	1
6.1.3.2.	Are there sufficient emergency exits (at least two per fire compartment, creating separate escape routes) and are they clearly marked, with unrestricted access at all times ? <i>Assessor: The Regulatory Reform (Fire Safety) Order 2005 defines that in normal fire risk areas the max. distance should not exceed 15 m. This is compatible with the arrangement in warehouse 1P. Other warehouses have min. 2 emergency exits. Checked during the site tour and with the help of the site plan. During the site tour it was confirmed that exits are accessible and unobstructed.</i>	1
6.1.4.	Fire water supply	
6.1.4.1.	Does the Fire Plan address the required fire water supply for the	1

	warehouse in terms of volume, pressure and reliability ? <i>Assessor: Sufficient water storage is on-site.</i>		
6.1.5.	Retention measurements		
6.1.5.1.	Are measures taken to adequately contain contaminated fire water ? <i>Assessor: A retention lagoon and a containment pit are on site. Once these have been filled with contaminated fire water, the controlled burn policy would be applied.</i>		1
6.1.5.2.	Are measures taken on transport ways and loading/unloading areas to adequately contain spilled product ? <i>Assessor: The whole site is concreted and the drains empty into the large containment pit (see 6.1.5.1) The site valves are kept closed by default.</i>	RC	1
6.2.	Constructional fire protection		
6.2.1.	Does the constructional fire protection of the warehouse comply with the local regulations and standards and is it documented in certificates, and if not, are there signed permissions by local authorities for the deviations ? <i>Assessor: As an upper tier COMAH site, the competent authority is the Environment Agency and the HSE (Health and Safety Executive), and details of the constructional fire protection have been submitted to them and were reviewed by both agencies. As required for an upper tier COMAH site, a COMAH internal emergency plan, a fire risk assessment and an internal emergency plan is available. The last 5-yearly COMAH exercise was conducted in Oct. 2018.</i>		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 ? <i>Assessor: Smoke or heat detectors are fitted, sprinklers are installed in warehouses 22, 21, 1Q, 1P, 1N, 1R, and 1M fitted to the roof, natural ventilation only, fire extinguishers are available in the warehouses.</i>		1
6.3.2.	If deviations from regulations are implemented, are there signed permissions by local authorities for the deviations ? <i>Assessor: No deviations were documented.</i>		-
6.3.3.	Is fire protection equipment maintained, tested and checked on a regular basis ? <i>Assessor: Monthly tests are conducted by Coates staff and documented (PSPI checks). 6-monthly tests of the sprinkler system, the smoke detection system and the pumps are conducted by contractors and documented.</i>	RCimp	1
6.3.4.	If equipment using naked flames or generating sparks is operated, has a suitable risk assessment been undertaken and documented, and is the equipment used in a designated safe area, away from the storage of flammable products and combustible materials and which is suitably ventilated ? <i>Assessor: Portable equipment is in use in the workshop (grinder, oxy-acetylene welding equipment). If the workshop mechanic uses this outside the workshop or if a contractor brings such equipment onto the site, then a permit to work would have to be issued.</i>	RC	1
6.3.5.	Are products and combustible material stored away from ignition sources at a distance of at least 1.5 m ? <i>Assessor: see comment 6.3.4 No heating systems are installed inside the warehouses. The heated warehouse has heaters located outside the warehouse. One FLT charging station is located inside warehouse 22, is next to the access ramp and products are stored at a suitable distance, approx. 3 m away. The other FLT charging stations are located in free-standing buildings.</i>		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 ? <i>Assessor: last evacuation exercise: 11.11.2020</i>		1
6.5.	Fire fighting		
6.5.1.	Are nominated persons available who have received specific training in the use of fire protection devices ? <i>Assessor: Five staff have received training as fire warden which includes training in the use of fire extinguishers.</i>		1
6.5.2.	Is there at any time, an up to date list of stored products available in the event of an emergency at the site, showing all relevant information (quantities, locations, hazards) ? <i>Assessor: This is available from the company's "Roadrunner" IT-System of inventory planning and management.</i>		1
6.5.3.	Has the response time and the level of response of the local Fire Brigade to an incident on site been assessed, and have the results been written		1

into the Fire Plan ?

Assessor: The details of the response time, equipment availability and which station would assume control in the event of a fire is documented in the H. W. Coates Middlewich Safety Report 2016. This report has to be reviewed in 5-yearly intervals.

6.5.4.	Is the requirement for spill clean-up equipment defined in a risk assessment, and is such equipment readily available ?	RC	1
6.5.5.	Is adequate PPE available for handling spillages and are appropriate personnel trained in its use?		1
6.5.6.	Are enhanced spill prevention procedures and protection measures taken for products that can produce toxic fumes (e.g. sodium hypochlorite) ?		1

		Y/N
7.	Storage and Handling Practices	
7.1.	General	
7.1.1.	Is the warehouse structure in visibly good condition ? Absence of corroded steel, no holes/damage in the wall or roof, no broken windows, ... are indications of a good condition of the warehouse.	1
7.1.2.	Is housekeeping in the warehouse at a good standard (e.g.. clean, tidy, paintwork, no spills, etc.) ?	1
7.1.3.	Is there a sanitation procedure in place to control pests, such as rodents, bugs and birds ?	1
7.1.4.	Are exhaust emitting vehicles excluded from the warehouse, other than fork lift trucks ? <i>Assessor: No diesel powered fork lift trucks are in use and no road vehicles are allowed in the warehouses.</i>	1
7.1.5.	Are diesel powered fork lift trucks excluded from the warehouse ? <i>Assessor: All diesel powered fork lift trucks have been phased out and only electric powered fork lift trucks are in use.</i>	RCimp 1
7.1.6.	Is the floor liquid tight ?	1
7.1.7.	Are measures taken in loading/unloading areas to adequately contain spilled product ? <i>Assessor: The whole site is concreted and bunded where activities take place, and this includes all loading/ unloading areas.</i>	1
7.1.8.	Are the loading/unloading docks safely accessible for vehicles (clearly signed, suitable road width, no difficult turns) ?	1
7.1.9.	Are loading/unloading docks protected against collisions ?	1
7.1.10.	Does the warehouse have good general ventilation, meeting local requirements, and is it maintained in an operational condition? <i>Assessor: All warehouses have natural ventilation with sufficient vent openings.</i>	1
7.1.11.	For the storage of highly flammable products, is adequate ventilation provided, through e.g. upper and lower louvres, unobstructed in at least 2 facing walls or through forced ventilation ? <i>Assessor: The ventilation arrangement conforms to HSG51.</i>	1
7.1.12.	In those cases where products are stored outside, has the customer agreed to that?	1
7.1.13.	Are the conditions for outside storage of products defined and met?	1
7.1.14.	Are external storage areas adequately maintained?	1
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 ?	1
7.1.17.	Is traffic controlled on site ? <i>Assessor: The drivers stop at the gate, then park their vehicle in the parking area, walk to the office with their documentation, are allocated a bay and will be guided to the bay by a warehouse man.</i>	1
7.1.18.	Is vehicle reversing controlled on site ? <i>Assessor: One banksman is available at each area.</i>	RCimp 1
7.1.19.	Is the warehouse equipped with mirrors in areas without good views or are claxon/horns used? <i>Assessor: Mirrors are in use, and horns are in use. Fork lift trucks have been fitted with a blue light beam which is activated when the FLT reverses. Motion sensors will activate a warning light on the other side of the warehouse door to alert the FLT driver.</i>	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 <i>Assessor: Broken pallets are collected separately. Cardboard/ paper is collected in a different container. Other general waste is collected in a container.</i>	RC 1
7.1.21b.	- product waste (hazardous and non hazardous) <i>Assessor: Empty paint tins from the tinting room will be collected, crushed and then kept separate in a 200 l steel drum for disposal. Other product waste is collected, kept separate, treated in accordance with the MSDS or customer instructions. This waste would usually be delivered by Coates vehicles directly to the treatment site or incineration plant.</i>	RC 1
7.1.22.	Are emergency showers, where required by the risk assessment, located close to all appropriate work areas, and ready to use.	RC 1
7.1.23.	Are unauthorised discharges into controlled waters prevented ?	RC 1
7.1.24.	Where emergency containment is in place, are there systems and procedures to ensure that containment is kept empty ?	1
7.1.25.	Is there a procedure which describes the way to keep the water	-

treatment units in good condition ?

Assessor: There is no water treatment unit on site. Drainage water can be contained and then pumped out under controlled conditions. The pumps are controlled manually.

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 ? <i>Assessor: Reports of the monthly inspections by an internal staff and annual rack inspections by an external qualified contractor are archived and were available at request for a review. During the site tour it was found that the racking systems were in serviceable condition. During previous inspections defects had been identified, but repairs had to be deferred due to parts not being available. The repairs were scheduled to start 15th December and spare parts had already been delivered and were on-site, as confirmed during the site tour.</i>		1
7.2.2.	Is storage racking operated within maximum loading limits?		1
7.2.3.	Is the maximum weight indicated on the racks ? <i>Assessor: Display cards are fitted to the racks.</i>	RCimp	1
7.2.4.	Are all stored products and packaging materials stacked properly and safely in the warehouse(s)? <i>Assessor: This was confirmed during the tour of the warehouses.</i>		1
7.2.5.	Are empty pallets stored inside the warehouse at dedicated places and is the quantity limited to maximum half-a-day use in production ? <i>Assessor: Only the minimum number of pallets needed for work are kept inside the warehouse. Empty pallets are stored outside under the canopies.</i>		1
7.2.6.	Are empty pallets stored outside the warehouse at a safe location ?		1
7.2.7.	Are stack heights of empty pallets outside the warehouse limited to the transport stack height (approximately 3 meters), if not supported ?		1
7.2.8.	Are there floor markings in the warehouse indicating storage spaces and staging areas and do these comply with national and/or additional individual company guidelines ?		1
7.2.9.	Are there markings in the warehouse indicating walkways ?		1
7.2.10.	Are products stored with regard to temperature and ventilation requirements, if any ? <i>Assessor: Organic peroxides are stored in a refrigerated container. Warehouse 2B is temperature controlled.</i>		1
7.2.11.	Has the storage area been ATEX assessed and are the resultant zones, if applicable, clearly identified on site, and has a site plan been developed and communicated to all relevant personnel ? <i>Assessor: A DSEAR assessment has been completed by the HSEQ Manager, who holds a NEBOSH qualification, which includes training in conducting ATEX and DSEAR assessments. The forklifts certified to be used in the flammable store have air protection systems fitted, which would detect if the atmosphere is exceeding the LEL limits. This air protection system is calibrated annually by contractors, who have an ISO 9001:2015 accredited quality management system in operation.</i>	RC	1
7.2.12.	Is all equipment used in classified zones in accordance with the ATEX classification?		1
7.2.13.	Are all packaged goods labelled in accordance with legislative requirements?		1
7.2.14.	Is there a procedure for the handling, storage, retention and disposal of samples ? <i>Assessor: Operations Manual Powders, chapter 4.5 applies. Any samples which should be disposed of are returned to the manufacturer.</i>		1
7.2.15.	If samples have to be taken, is the work undertaken in accordance with the procedures, by a trained and competent site operator or appointed surveyor with adequate safety precautions? <i>Assessor: Five operatives have been trained in the sampling procedure.</i>		1
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 ? <i>Assessor: Both trainers are internal trainers.</i>	RC	1
7.3.1b.	- that newly appointed MHE drivers are subject to an initial training program ? <i>Assessor: The procedure and a risk assessment is in place. As a rule, newly hired MHE drivers will be employed on a 13 week probationary period, during which they are assessed and, if necessary, trained.</i>		1
7.3.1c.	- that a driver refresher training program is in place ? <i>Assessor: All forklift drivers attend a refresher training every 3 years.</i>	RCimp	1
7.3.1d.	- that MHE operators are protected (by e.g. wearing seatbelts, closed cabin, re-enforcements) ?		1
7.3.1e.	- that rules are established on the interface between forklifts and pedestrians (including truck drivers) ? <i>Assessor: Honking is used, new FLT's have a blue beam light when reversing plus</i>	RCimp	1

7.3.1f.	<u>an alarm.</u> - that protection measures are in place driving upon mobile ramps ? <i>Assessor: Chains are used to secure the ramp to the container, wheel chocks for the ramp and the vehicle, keys are taken from the driver.</i>		1
7.3.1g.	<u>- that the MHE ignition key is secured to prevent unauthorised use?</u>		1
7.3.1h.	<u>- that audible/visual warnings (lights, horn) are used when driving backwards ?</u> <i>Assessor: new FLT's have a blue beam light when reversing plus alarm</i>		1
7.3.1i.	<u>- that MHE's are equipped with safety mirrors (for blind spots) ?</u>		1
7.3.1j.	<u>- are MHE lifting equipment such as big bag lifting frames, drum lifting frames etc. marked with maximum capacity and tested (certificate)?</u> <i>Assessor: only barrel clamps are in us, which are marked</i>		1
7.3.1k.	<u>- 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)?</u> <i>Assessor: the FLT's are ATEX certified and have gas sniffers fitted</i>		1
7.3.2.	<u>Are pre-start checks done and documented by the MHE operator on daily/shift basis ?</u>		1
7.3.3.	<u>Is a procedure in place for battery recharging and/or the refuelling of Material Handling Equipment ?</u> <i>Assessor: Risk Assessment No. 02: Use of fork lift trucks, has a section on battery charging.</i>		1
7.3.4.	<u>Is the recharge area defined, indicated, ventilated and are PPE requirements specified ?</u> <i>Assessor: Risk Assessment No. 02: Use of fork lift trucks, has a section on battery charging which includes a description of the recharge area, the ventilation arrangements and any PPE required.</i>		1
7.3.5.	<u>Is the driving behaviour of MHE drivers safe and checked frequently ?</u> <i>Assessor: frequent FLT observation spot checks are conducted and documented, frequent daily FLT checks are conducted at random and documented.</i>	RCimp	1

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

9.	Security in Warehousing	Y/N
9.1.	Has a security plan been developed and implemented for storage proportionate to the risks either in accordance with applicable legislation or the application of Best Practice? <i>Assessor: The security plan was available at request for a review during the assessment. The security plan covers all Coates' depots, and covers both the respective transport and warehouse departments.</i>	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? <i>Assessor: Access to the data is restricted and only certain authorised users can access</i>	1
9.8.	Is the CCTV data storage area protected against unauthorised access? <i>Assessor: Access control system to the office, intruder alarm, password protected access.</i>	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? <i>Assessor: This check is conducted by the security guard every night when he starts his shift.</i>	1
9.11.	If required by customer(s) or third parties, are there other security control systems installed? <i>Assessor: Magnetic alarms to the shutter doors, all doors are alarmed, PIR alarms inside the warehouses, regular security patrols of the site, motion activated alarms along the fence will activate the site lighting.</i>	1
9.12.	Is there a procedure in place to identify if stored products have been tampered with, or/and are missing ? <i>Assessor: Stock taking and stock reconciliation is done regularly. The frequency depends on the respective customer. It could be daily, weekly or monthly. If items have been found to be damaged, an incident report would be issued and this would be investigated.</i>	1
9.13.	Are seal discrepancies investigated thoroughly, the shipment rejected if necessary, security personnel notified and extreme care taken if there is evidence of seal tampering ? <i>Assessor: If the vehicle is sealed, the seal integrity would be verified. The customer would be informed and instructions requested. The condition of the load would then be checked and documented.</i>	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 ? <i>Assessor: At the time of the assessment, there was no requirement for a formal operating licence in the UK. HW Coates have completed the necessary documentation for an upper tier COMAH site, which is monitored by the HSE and the Environment Agency. The documentation was made available at request during the assessment for a review.</i>	RC	1
10.1.2.	Are all processes defined in the warehouse scope covered in written operating procedures ?		1
10.1.3.	Is the documented system that is in place for recording and investigating non-conformances, as it was asked in 5.1.2/3, applied to specific warehouse services such as package/receptacle, packing/unpacking, seal discrepancies? <i>Assessor: The procedure for investigating non-conformances is in use.</i>		1
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 ?	RC	1
10.1.4b.	- breaking of containment (pumps/compressors/lines) ?	RC	1
10.1.4c.	- hot work ?		1
10.1.4d.	- work on electrical equipment ?		1
10.1.5.	Is there evidence that personnel working in related activities are suitably trained ?		1
10.1.6.	Are gas bottles used in the above work, safely stored before/during/after use ? <i>Assessor: The workshop has oxygen and acetylene bottles which could be used on site by Coates employees. A risk assessment is in place, which restricts the use of this equipment to the workshop. If a contractor brings such tools, this would have to be authorised in a work permit.</i>		1
10.1.7.	Are there also comprehensive procedures / instructions at the facility for following operations :		
10.1.7a.	- use of nitrogen ? <i>Assessor: not in use on site</i>		-
10.1.7b.	- working at height (based on risk assessment) reflecting the hierarchy of requirements? <i>Assessor: A generic risk assessment for Coates employees is available and up-to-date. A work permit has to be issued to authorise the task. If contractors have to work at height, they would have to submit their risk assessment and mission statement for approval, so that a work permit can be issued.</i>	RC	1
10.1.8.	Is there a documented programme for preventive inspection and maintenance covering the following items :		
10.1.8a.	- warehouse equipment ? <i>Assessor: This is documented in the monthly PSPI check lists.</i>		1
10.1.8b.	- emergency alarm systems (audible and/or visual) ? <i>Assessor: The off-site alarm is tested once a month, the fire alarm is tested weekly.</i>		1
10.1.8c.	- fire doors?		1
10.1.8d.	- interior lighting system, electrical installation? <i>Assessor: Regular statutory inspections are documented and were available for a review. The ATEX zones are inspected annually, the rest of the site is inspected in 3 year intervals.</i>		1
10.1.8e.	- lightning and earthing systems? <i>Assessor: WH 22, 21, 1P and 1Q</i>		1
10.1.8f.	- emergency showers, eyewash equipment and first aid devices ?		1
10.1.8g.	- breathing protection		1
10.1.8h.	- fall arrest devices <i>Assessor: not in use on site</i>		-
10.1.9.	Are waiting areas at cross docks clearly indicated and are drivers visible by wearing high visibility / retroreflective clothing?		1

			Y/N
11.	Order Process and Operations		
11.1.	Planning and Communication		
11.1.1.	Does the planning section communicate all relevant information and instructions to the warehouse operators, including but not limited to :		
11.1.1.a.	- any additional PPE to be used ?	RC	1
11.1.1.b.	- any additional storage instructions (incl. stacking height) ?	RC	1
11.1.1.c.	- designated storage place ?		1
11.1.1.d.	- customer requirements related to the warehouse orders ?		1
11.1.2.	Is the SULID document used to collect information on site safety and health conditions and communicated to the hauliers unloading in the site? <i>Assessor: The Coates Middlewich depot has recently started to use the document.</i>	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 ? <i>Assessor: procedure 6.6.30 applies The procedure is in place and this was confirmed through interviews with warehouse men.</i>	RC	1
11.2.1.2.	Is a procedure in place to ensure that the maximum gross vehicle weight is not exceeded throughout the planned journey ? <i>Assessor: This can be verified using the "Road Runner" planning software.</i>		1
11.2.1.3.	Are procedures in place for checking cargo securing ? <i>Assessor: The primary responsibility rests with the driver. Warehouse men will check the cargo securing when the driver has completed his work. A check box on the loading report confirms that the vehicle has been loaded to the satisfaction of the driver, and he signs this; a check box confirms that the warehouse man has checked the load securing, and he signs this.</i>		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) ? <i>Assessor: Pressure requirements are irrelevant to the goods stored on site. Temperature controlled products would arrive with a temperature probe fixed to a pallet and the warehouse man would check the reading. Products stored in the temperature controlled warehouse will be fitted with a recording device which transmits the readings to a fixed receiver and then to the warehouse manager's office. The warehouse handbook has instructions on recording of the time.</i>		1
11.2.1.4c.	- fumigated or gassed compartments <i>Assessor: The company report that they do not accept fumigated containers on site. The container must have been ventilated prior to arrival and certified safe to enter.</i>	RC	-
11.2.1.5.	Does the warehouse use a pre-loading checklist for trucks /containers ?		1
11.2.1.6.	Does the pre-loading checklist include the following verifications :		
11.2.1.6a.	- the tractor/trailer/containers are licensed to carry the product(s) to be loaded ?		1
11.2.1.6b.	- the driver is licensed to drive the vehicle with the product(s) ?		1
11.2.1.6c.	- the vehicle shows any apparent visual defect ?		1
11.2.1.6d.	- inspection of cargo compartment for cleanliness and potential risks (e.g. nails) ?		1
11.2.1.6e.	- the driver has been informed of relevant site regulations, safety instructions and emergency procedures affecting him during his stay at the warehouse site ?		1
11.2.1.6f.	- visual inspection of tanks, valves and hoses for cleanliness ?		1
11.2.1.6g.	- correct hose connection and valve operation ?		1
11.2.1.6h.	- safe operation of any transfer equipment ?		1
11.2.1.6i.	- sampling responsibilities and safe sampling practices ? <i>Assessor: According to the warehouse operator, sampling on site is rare, as most tankers arrive at the decanting site with samples or would have ground accessible sampling taps. A risk assessment is in place. Coates employees are not permitted to work on top of a road tanker. If a sample is needed, the driver would be requested to draw the sample.</i>		1
11.2.1.7.	Are all trucks/containers checked after loading for :		
11.2.1.7a.	- correct sealing, marking and labelling, if so required ?		1
11.2.1.7b.	- correct stowage and securing of cargo?		1
11.2.1.7c.	- closed doors and twist locks of containers ?		1
11.2.1.7d.	- product compatibility and segregation ?		1
11.2.1.8.	Are all operational personnel involved in stowage and cargo securing, trained in appropriate technologies for securing of packaged goods ?	RCimp	1

11.2.1.9.	Does the warehouse procedure contain detailed instructions regarding the following aspects and are they implemented?		
11.2.1.9a.	- inventory control on regular basis ?		1
11.2.1.9b.	- product shelf-life conditions and stock rotation?		1
11.2.1.9c.	- product & transportation regulatory labelling requirements?	RCimp	1
11.2.1.9d.	- notifying customs and other law enforcement agencies in case anomalies or illegal activities are detected and/or suspected ?	RCimp	1
11.2.1.9e.	- notifying affected customers of any irregularities which might occur ?		1
11.2.1.9f.	- use of mobile phone inside the warehouse ?		1
11.2.1.9g.	- before loading, verification that the vehicle is furnished with the required equipment (ADR goods) ?		1
11.2.1.9h.	- prevention of uncontrolled vehicle movement or drive away (e.g.. wheel chocks) ?	RCimp	1
11.2.1.9i.	- use of a support system to replace the tractor during loading and unloading (e.g.. "elephant leg") ?		1
11.3.	Administration		
11.3.1.	Record control		
11.3.1.1.	Are record keeping requirements defined and is compliance checked regularly? <i>Assessor: A procedure is in place and in use. A traceability exercise was conducted on 24.03.2020, and the documentation was available at request. During the internal audit on 29.07.2020 a traceability exercise was conducted. A traceability check was conducted during the ISO 9001:2015 audit on 16.06.2020 and another exercise during the ISO 22000 audit on 11.08.2020. During this SQAS assessment, one pallet load was selected at random and the label entries were compared to the "Roadrunner" record.</i>		1

		Y/N
12.	Specific types of Warehousing Activities	
12.1.	Shuttle Service	
12.1.1.	Do the procedures clearly identify the ownership and liabilities regarding the passage of risk from owner to operator and back again if required ?	-
12.1.2.	Is the operators transport assessed using SQAS Transport Service or an equivalent assessment system ?	-
12.1.3.	Is the use of materials handling equipment for shuttling (like forklift trucks and reach stackers) banned by the operator on public roads ?	-
12.1.4a.	Are trailers/trucks used for shuttle services approved according to the local legislation for public roads?	-
12.1.4b.	Do drivers used in shuttle service operations comply with legal requirements?	-
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. <i>Assessor: COSHH assessments for the products received through the decanting line have been completed and were available at request.</i>	1
12.2.1.1b.	- handling of Carcinogenic, Mutagenic or toxic to Reproduction (CMR) products ? <i>Assessor: These products will not be accepted.</i>	-
12.2.1.1c.	- compatibility of pipes, hoses and auxiliary equipment with products?	1
12.2.1.1d.	- unintended mixing of incompatible products	1
12.2.1.2.	Is the floor area clean, dry and free from obstacles ?	1
12.2.1.3.	Are emergency exits from the filling/blending area clearly marked, immediately accessible and free from obstacles ?	1
12.2.1.4.	When drum/IBC filling is undertaken directly from the tank vehicle, is it via a fixed installation ?	1
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 ? <i>Assessor: No flammables are decanted.</i>	-
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?	1
12.2.2.	Equipment	
12.2.2.1.	Are measures taken to mitigate the risks identified in 12.2.1.1.a?	1
12.2.2.2.	Is the filling equipment in good condition and well maintained?	1
12.2.2.3.	Are dedicated hoses in use ?	1
12.2.2.4.	Are hoses in use tested annually, repaired or replaced as needed, and records kept accordingly ? <i>Assessor: The hoses are checked regularly as part of the maintenance plan. The pumps are controlled by the weight of the scale, and will slow down and then stop when the IBC weight is reached. Thus no pressure is on the hoses when the lance is moved from one IBC to the next.</i>	0
12.2.2.5.	Are conveyors equipped with appropriate gangways to allow safe crossing for the operator ? <i>Assessor: no conveyors in use</i>	-
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?	1
12.2.2.6b.	- an overflow protection detecting a high liquid level in the drum, independent from the weigh scale ?	1
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 ? <i>Assessor: The products do not require vapour return lines.</i>	-
12.2.2.6d.	- sub-surface filling lances to avoid static electricity accumulation and foaming of the liquids ?	1
12.2.2.6e.	- all parts (e.g. piping/hoses/seals) resistant to or compatible with the products to be handled ?	1
12.2.2.7.	Does the filling system incorporate an automatic shut-off driven by the measurement of the product dispensed ?	1
12.2.2.8.	Is the measuring system calibrated regularly ?	1
12.2.2.9.	Are the loading lines and valves identified with clear, easy to read	1

	markings indicating contents or line number ?		
	<i>Assessor: There are only two lines.</i>		
12.2.2.10.	For flammable products :		
12.2.2.10a.	- are all filling/blending equipment, scales, drum rollers, pumps and tanks earthed ?		-
	<i>Assessor: No flammable products are accepted or decanted.</i>		
12.2.2.10b.	- is earthing equipment (mechanism) in good condition ?		-
	<i>Assessor: see comment 12.2.2.10b</i>		
12.2.2.10c.	- is earthing equipment regularly tested ?	RC	-
	<i>Assessor: see comment 12.2.2.10b</i>		
12.2.2.10d.	- does the filling system incorporate an earthing safety interlock system ?		-
	<i>Assessor: see comment 12.2.2.10b</i>		
12.2.2.10e.	- is the conductivity to earth measured to confirm resistance is within acceptable limits and recorded at regular intervals ?		-
	<i>Assessor: see comment 12.2.2.10b</i>		
12.2.2.11.	Are there facilities for lifting drums/bags to the blending vessels without risk of injury ?		1
	<i>Assessor: Only decanting from a tanker into IBC or drums through the fixed installation is done. No blending is done. Barrel clamps are in use.</i>		
12.2.2.12.	In case of an emergency, can the drumming / blending operation be shut down immediately by a manual emergency stop?		1
12.2.2.13.	In case of an emergency, can the drumming / blending operation be shut down from a safe location ?		1
12.2.2.14.	Is an alarm system available in the area, so that an operator can call for help if needed ?		1
12.2.2.15.	Are emergency showers present near to the working area and ready to use?		1
12.2.3.	Environment		
12.2.3.1.	Is there a liquid-tight floor in the drumming/blending area ?		1
12.2.3.2.	Does the filling area have a system of spill containment ?		1
12.2.3.3.	Is any spilled material disposed of safely?		1
12.2.3.4.	Is exposure to product vapours adequately controlled ?	RCimp	1
	<i>Assessor: As part of the procedure, the roller shutter door has to be left wide open during decanting.</i>		
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	-
	<i>Assessor: no forced ventilation system installed</i>		
12.2.3.6.	Are areas around pumps, valves and fittings free from any evidence of leaks ?		1
12.2.3.7.	Is the exterior of the packaging clean and free of product contamination ?		1
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?		1
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 ?		1
	<i>Assessor: Three diesel storage tanks are on site and are properly labelled.</i>		
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	1
12.2.4.3.	Are high level alarms on storage tanks installed and periodically inspected / maintained ?		1
12.2.4.4.	Is there no visible evidence of leaks (fittings, pumps, tanks, valves etc.) or spills ?		1
12.2.4.5.	Does the company do periodic inspection of underground storage in compliance with local regulations?		-
	<i>Assessor: no underground storage tanks</i>		
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 ?		1
12.2.5.2.	Is the drum flushed with inert gas prior to filling, if required ?		-
	<i>Assessor: The products do not require flushing with inert gas.</i>		
12.2.5.3.	Is initial velocity of liquid entering the drum limited until the inlet nozzle is well covered ?		1
12.2.5.4.	Is the maximum filling ratio/degree defined and controlled ?		1
12.2.5.5.	Is a venting or vapour treatment system installed for vapours in the filling area ?	RCimp	0
12.2.5.6.	Are individual plugs removed from each drum put back into the same drum after filling ?		1

12.2.5.7.	Are closures applied in accordance with the UN test certificate/ manufacturers recommendations (torque) ? <i>Assessor: Manual tool only which does not measure the torque.</i>		0
12.2.5.8.	Are product safety labels used and applied according to legislative requirements?		1
12.2.5.9.	Are filled drums stored in a safe and proper way ? <i>Assessor: Drums and IBC are stored on racks.</i>		1
12.2.5.10.	Are empty drums stored in a safe and proper way ? <i>Assessor: Stored in the warehouse where the filling line is installed.</i>		1
12.2.5.11.	Are all blending vessels stable and supported ? <i>Assessor: no blending is done on site</i>		-
12.2.5.12.	Is there a procedure in place for the legal disposal of packages ? <i>Assessor: The customer would arrange collection and disposal.</i>	RCimp	-
12.2.5.13.	Is a safe drum line installation cleaning process in place?		1
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?	-

13.	Subcontracted Services:		<input type="text" value="Y/N"/>
13.1.	Service partners		
13.1.1.	<p>Is there a documented process defining and choosing the logistics solution and selecting the service partners for each business assigned to the company including a risk assessment covering SHEQ&Sec&CSR elements? <i>Assessor: H. W. Coates Middlewich do not sub-contract services in their warehouse division.</i></p>	RCimp	<input type="text" value="-"/>
13.1.2.	<p>Has the company a documented process for the evaluation and performance monitoring of all its service partners ? <i>Assessor: see comment 13.1.2</i></p>	RC	<input type="text" value="-"/>
13.1.3.	<p>Are annual SHEQ&Sec & CSR targets set for, and communicated to all involved service providers? <i>Assessor: see comment 13.1.2</i></p>		<input type="text" value="-"/>
13.1.4.	<p>Does the company actively monitor the service providers actions to ensure achievement of all these targets ? <i>Assessor: see comment 13.1.2</i></p>	RCimp	<input type="text" value="-"/>
13.1.5.	<p>Is there a documented plan for assessing service providers in all applicable areas referred to in SQAS and their compliance with legal requirements? <i>Assessor: see comment 13.1.2</i></p>	RCimp	<input type="text" value="-"/>
13.2.	Contractors		
13.2.1.	<p>Are contractors, working on site other than logistics service contractors, provided with relevant health, safety, security, environmental and CSR information to ensure that on site services are performed safely? <i>Assessor: This is included in the site induction when the work permit is issued. Samples of the documentation were available at request for a review.</i></p>	RCimp	<input type="text" value="1"/>

14.	Handling practices of Food, Food contact and Feed Products ingredients	Y/N
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 ? <i>Assessor: The company has developed a HACCP plan in accordance with Reg. (EC) No. 852/2004, and this plan was made available during the SQAS assessment for a review. The Coates Middlewich depot is also accredited to ISO 22000:2018. The company handles only packaged food products and packaged pharmaceutical products. No packing or filling is done on site.</i>	1
14.1.2.	Is there an adequate contamination and degradation prevention procedure implemented and maintained, based upon a risk assessment ? <i>Assessor: The following policies are place which also include detailed procedures: allergen policy; blade replacement policy; food safety policy; glass policy and breakage procedure; jewellery policy; medicine policy; segregation policy.</i>	1
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? <i>Assessor: A recent example was made available at request for a review.</i>	1
14.1.4.	Are critical control points (CCPs) identified? <i>Assessor: see comment 14.1.5</i>	0
14.1.5.	Has a HACCP plan been documented? <i>Assessor: The HACCP plan is documented. The company has defined Control Points and has identified that no critical control points are necessary. The following CPs have been defined: audit of delivery and collection vehicle for compatibility for required products spillage procedure audit of incoming goods for accuracy against reported material type, batch numbers, quality and quantity glass policy jewellery policy knife control policy allergens policy medicine policy pest control measures fire procedures security procedures hygiene policy HACCP process diagram food safety team chart recall procedure</i>	1
14.1.6.	Is there a monitoring system for each CCP identified? <i>Assessor: see comment 14.1.5</i>	0
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? <i>Assessor: The Food Team Leader has a HACCP Level 3 (Food Safety) qualification which is now due for renewal. Other employees working in the HACCP warehouses or admin staff have attended HACCP and/ or GDP training courses.</i>	1
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 ? <i>Assessor: The food team leader has been appointed to this task and reports directly to the Director in charge of the Middlewich depot. The Director is also a member of the HACCP Food team.</i>	1
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 ? <i>Assessor: During the tour of the food warehouses, a pallet was selected at random and a traceability test was conducted and completed satisfactorily. Coates can only trace from receipt in the warehouse through storage to delivery. They can trace which haulage firm had delivered or collected the product, and the resp. vehicle reg. plate. Details of the entire distribution chain from manufacturer through to the final user are not available to them. Coates do not record the shelf life dates in their system and rely on their customer to monitor this.</i>	1
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	1

	delivered are properly sealed (if so required)? <i>Assessor: Bulk products are not received in the food section. If containers with packaged goods arrive, the seals would be checked against the documentation.</i>	
14.4.2.	Are banned lists for particular products available?	1
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 ? <i>Assessor: Sampling is not offered as a service. This was confirmed through interviews with warehouse operatives.</i>	-
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? <i>Assessor: All products stored in the food warehouses are packaged and do not come into contact with water or disinfectants or machinery</i>	-
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 ? <i>Assessor: see comment 14.6.2</i>	-
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? <i>Assessor: Products are only being stored and are not being processed.</i>	-
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? <i>Assessor: A quarantine area is in use.</i>	1
14.6.5.	Is a suitable pest control program implemented and maintained ? <i>Assessor: Coates have appointed a pest control company. The reports are archived and were available for a review during the SQAS assessment.</i>	1
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? <i>Assessor: Jewellery procedure, knife blade procedure, glass-on-pallet procedure (as included in the segregation policy), glass breakage procedure,</i>	1
14.7.2.	Are there measures in place to ensure that non-conforming or recalled products are not released without proper authorisation? <i>Assessor: The product recall procedure applies. All product would be placed in the quarantine area.</i>	1
14.7.3.	Is there a product recall procedure?	1
14.7.4.	Is the product recall procedure tested? <i>Assessor: The last test was conducted on 20.03.2020</i>	1
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? <i>Assessor: Annual audits of the HACCP area, as distinct from the other warehouses, are detailed and comprehensive. The reports of the last two internal audits were available at request for a review.</i>	1
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 ? <i>Assessor: no silos in use on site</i>	-
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? <i>Assessor: see comment 14.9.1</i>	-
14.9.3.	Is the quality of the blanketing gas, if used, compatible with the Product ? <i>Assessor: see comment 14.9.1</i>	-
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 ? <i>Assessor: see comment 14.9.1</i>	-
14.9.5.	Do you ensure that your sampling installation is able to provide a representative sample ? <i>Assessor: see comment 14.9.1</i>	-
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.	Assessor: Only packaged products are stored or handled. Is the loading / unloading equipment in contact with products dedicated, or, are validated cleaning procedures applied between loadings ? <i>Assessor: see comment 14.10.1.1</i>	-
14.10.1.3.	Is all the equipment in contact with products identified ? <i>Assessor: see comment 14.10.1.1</i>	-
14.10.1.4.	Is all the equipment in contact with products capped and/or properly stored after the operation, according to written procedures ? <i>Assessor: see comment 14.10.1.1</i>	-
14.10.1.5.	Do you seal all valves and openings after loading ? <i>Assessor: see comment 14.10.1.1</i>	-
14.10.1.6.	Do you check the integrity of the seals before unloading ? <i>Assessor: see comment 14.10.1.1</i>	-
14.10.1.7.	Do you seal all valves and openings after cleaning ? <i>Assessor: see comment 14.10.1.1</i>	-
14.10.1.8.	Do you check the integrity of the cleaning seals before loading ? <i>Assessor: see comment 14.10.1.1</i>	-
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? <i>Assessor: All products are received in packaged form only and are stored in the warehouses.</i>	-
14.11.1.2.	Is the environment of the packaging operation clean and dust free ? <i>Assessor: see comment 14.11.1.1</i>	-
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 ? <i>Assessor: see comment 14.11.1.1</i>	-
14.11.2.	Are there packaging operations in place to ensure product quality and traceability?	
14.11.2.1.	Are there written procedures and records in place for all packaging and labelling operations ? <i>Assessor: see comment 14.11.1.1</i>	-
14.11.2.2.	Is each packed lot linked to a retained sample, if required by the customer? <i>Assessor: see comment 14.11.1.1</i>	-
14.11.3.	Are there control procedures in place to ensure appropriate quality of packaging materials ?	
14.11.3.1.	Is the assessed company controlling the cleanliness of containers prior to filling ? <i>Assessor: see comment 14.11.1.1</i>	-
14.11.3.2.	For each cleanliness inspection, does the assessed company keep a written report ? <i>Assessor: see comment 14.11.1.1</i>	-
14.11.4.	Are there appropriate procedures in place for processing and re-processing operations ?	
14.11.4.1.	Are there written procedures in place for each processing and reprocessing operation ? <i>Assessor: see comment 14.11.1.1</i>	-
14.12.	Warehousing and shipments of packed products	
14.12.1.	Are there appropriate warehousing procedures in place to protect product quality ?	
14.12.1.1.	Are containers of sensitive products stored under appropriate storage conditions that are adequately monitored ? <i>Assessor: All food products are stored inside dedicated and nominated warehouses No. 2 and 22</i>	1
14.12.1.2.	In case you have to open a container, do you have a written procedure to prevent contamination ? <i>Assessor: Opening of packages / drums/ cans etc. is not permitted.</i>	-
14.12.1.3.	Do you re-seal the container after opening ? <i>Assessor: see comment 14.12.1.2</i>	-
14.12.1.4.	Are there appropriate loading and shipment procedures in place ? <i>Assessor: The warehouse operations manual has a section on food shipments. Loading procedures are generic and apply also to food products.</i>	1
14.12.2.	Are there appropriate procedures in place for the handling of returned Food Contact products ?	
14.12.2.1.	Are returned products stored separately and appropriately handled, according to written procedures ? <i>Assessor: The product would be placed in the quarantine area, if necessary labelled and the entry in the Roadrunner software will show the product as</i>	1

	<i>'frozen', i.e. quarantined.</i>	
14.13.	Specific GMP+ Questions	
14.13.1.	Are there appropriate procedures in place in relation to Animal Feed?	
14.13.1.1.	Is there a procedure in place for the cleaning regime in accordance with the GMP+ Animal Feed product database requirements? <i>Assessor: Coates do not accept GMP+ products on site.</i>	-
14.13.1.2.	Is there a procedure in place on how to work with the GMP+ Animal Feed Product Database and its updates? <i>Assessor: see comment 14.13.1.1</i>	-
14.13.1.3.	Is there a procedure in place for the order planning in accordance with the GMP+ Animal Feed product database requirements? <i>Assessor: see comment 14.13.1.1</i>	-
14.13.1.4.	Is there a procedure in place to establish the Animal Feed product category of a new product to be transported? <i>Assessor: see comment 14.13.1.1</i>	-
14.13.1.5.	Does the assessed company have a procedure in place to follow the GMP+ Animal Feed required steps that would allow the re-use of cargo compartments, incl. tanks, after the carriage of any product included in the list of forbidden products? <i>Assessor: see comment 14.13.1.1</i>	-



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Website: www.hwcoates.co.uk

Module: Warehouse
Re-assessment: 08-12-2020 by Nielsen, D.
Expires on: 08-12-2023
Company type: Stand-alone, More than 50 employees

Comment of assessor:

Comments of assessed company:



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Updated on: