Sedex | Member

EURO CERT

How to Apply and complete SAQ

Completing the Global SAQ

Steps to complete the Global SAQ*

1. Go to Company > my company and scroll to the bottom of the page

2. The option for the Global SAQ will be above the list of your registered sites – click on the arrow on the right to open the section and then on the button "Global SAQ" to get started

3. Click on "Edit" at the bottom of the page and complete all questions

4. Select your answer(s) from the drop down menus (Press the 'CTRL' key on your keyboard to select multiple options)

5. Once done, click on "Save" on the bottom to save your answers

ℹ *If you have multiple sites, use the Global SAQ to fill in company level and policy questions to apply the same answers to certain questions in their individual SAQs – saving time and showing consistency.*

Dashboard Company ▾ Audit ▾ User ▾

1 my company

GLOBAL SELF ASSESSMENT QUESTIONNAIRE

2 Global SAQ

Global Self Assessment Questionnaire ℹ

LABOUR ▾
HEALTH AND SAFETY ▾
BUSINESS ETHICS ▾
ENVIRONMENT ▾

3 Edit Apply to all sites Remove from all sites

LABOUR ▾
HEALTH AND SAFETY –

ZQQ20050211. Do you have a written policy on health and safety? Please select all applicable answers.
Yes, it requires monitoring of performance
Yes, it requires continuous improvement
Yes, it requires that all employees and stakeholders meet our health and safety standards
Don't know

ZQQ20050212. If yes, what does the policy cover? Please select all areas that are covered
Fire safety
Use of personal protective equipment
Machinery and tools
Hazardous materials including chemicals and pesticides (processing, storage, handling, use and disposal)

4

Yes

5 Save Cancel

Applying the Global SAQ

Steps to apply the Global SAQ answers to your sites' SAQs *

6 Once saved, to apply these answers to all of your sites' SAQs, click on "Apply to all sites" at the bottom of the Global SAQ page

7 Or, if the answers are only relevant to some of your sites, go back to the Company > my company page
Scroll to the bottom of the page for the list of your sites

8 In the column "Global SAQ Applied" tick the individual boxes

ℹ️ * When applying Global SAQ answers to sites' SAQs, all previous answers to these questions will be overwritten.

Global Self Assessment Questionnaire ℹ️

LABOUR

HEALTH AND SAFETY

BUSINESS ETHICS

ENVIRONMENT

6 Edit | Apply to all sites | Remove from all sites

7 Dashboard | Company ▾ | Audit ▾ | User ▾

my company

8 SITES INFORMATION

SITE NAME	COUNTRY	GLOBAL SAQ APPLIED	ACTION
BM supplier 1 test	Cyprus	Not Applicable	
Before launch01	Aruba	☐	Initiate an Audit Delete
Friday 01	Barbados	☑	Initiate an Audit Delete
PT. Test	Indonesia	☑	Initiate an Audit Delete

Complete or edit the SAQ

Steps to complete or edit your SAQ

1. On the top left of your account in the main menu, go to Company > my company and scroll to the bottom of the page for a list of your sites

2. On the right, in the "Action" column, click on "Site SAQ" for the site you want to complete or edit the SAQ for

   You will see the Overall Progress of your SAQ's completion and the completion broken down into the separate SAQ sections (bottom left)

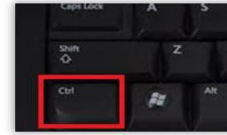3. Click on "Edit" for any of the sections to see the questions and edit or complete them

4 Select and input the applicable answers, you can click on the arrow on the right for each section to open it and see all questions

5 To select multiple answers from a drop down menu, press the "Ctrl" button on your keyboard and click on the applicable answers.

6 Click on "Save" on the bottom before going to the next section ("Next" button) or "SAQ Overview" to go back to the SAQ Overview page. Saving is important as otherwise if you leave the page without saving or loose internet connection the information will be lost.

Section Progress

26%

MANAGEMENT SYSTEMS	100%	∨

EMPLOYMENT IS FREELY CHOSEN	67%	∨

4

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING	90%	−

20050074. Do you have a written policy that addresses [freedom of association] and collective bargaining for all employees/workers?

No
Yes, Freedom of Association and Collective Bargaining
Yes, Freedom of Association only
Yes, Collective Bargaining only

5

20050075. Do you allow employees/workers to join [trade unions] of their choice?

Yes

6

Previous | Next | Save | SAQ Summary | SAQ Overview

Complete the SAQ Offline

① On the top left of your account in the main menu, go to Company > my company and scroll to the bottom of the page for a list of your sites

② On the right, in the "Action" column, click on "Site SAQ" for the site you want to complete or edit the SAQ for

③ On the bottom of the SAQ Overview page, click on "Offline Mode"

Dashboard	Company ▾	Audit ▾	User ▾	Reporting

① | my company |

SITE NAME ⬍	COUNTRY ⬍	LIST OF MODULES ▾ Filter	APPLY GLOBAL SAQ	MODIFIED ON ⬍	ACTION
PAAP Logistik China (Storing)	China	Core Module	☐	17-01-2018	Site SAQ
PAAP Logistik Australia (Storing)	Australia	Core Module	☐	17-01-2018	Site SAQ

Core SAQ Progress	23%
Customer Specific Module Progress	0%

SAQS

Core SAQ

SECTION	PROGRESS	ACTIONS
Profile	0%	View Edit
Labour	26%	View Edit
Health and ...	29%	View Edit
Business Ethics	50%	View Edit
Environment	15%	View Edit

Customer Specific SAQs

MODULE	PROGRESS	
Show modules for specific customer		A
No Data!		

③ 🧍 Offline Mode   Download Core SAQ

Steps to complete the SAQ Offline

4 Your browser will tell you the next steps: (Example Google Chrome) Press the "Ctrl" and "D" keys on your keyboard to bookmark/save this page. You can rename the bookmarked page.
To start completing the SAQ Offline, go to your browser settings to find that bookmark - you can do this without internet access.

5 Click on "Edit" to start answering the questions.

6 Click on "Save" on each page before navigating to the next. To start uploading the answers into your account, click on "SAQ Summary".

7 Click on the button "Upload Offline SAQ" (you will need internet access for this). Once uploaded, the answers will be visible to customers.

4

Bookmark
Name: Self-Assessment Questionnaire - Self-Asses
Folder: Bookmarks bar
Remove   Edit...   Done
To get your bookmarks on all your devices, sign in to Chrome.

Press Ctrl + D to bookmark this page
Close

5

Section Progress
43%
AUDIT HISTORY — 100%
CERTIFICATION AND BEST PRACTICE — 0%
APPLICABLE LAWS — 33%

20050026. How do you stay up to date with local laws /regulations and any changes to ensure that your site of employment is compliant? Please select all applicable answers.

We are not aware of relevant local laws and regulations

20050030. Has the site received an official notice or prosecution for any non-compliances with legislation, regulation, consent or permits (within the last three years)?

20050034. Has the site obtained all the relevant and appropriate licences as required by law e.g. license to operate, [waste] disposal etc.?

Previous   Next   Edit   SAQ Summary   SAQ Overview

6

Previous   Next   Save   SAQ Summary   SAQ Overview

7

Self-Assessment Questionnaire

Overall Progress
14%

Profile	24%	View	Edit	Review offline answers
Labour	13%	View	Edit	Review offline answers
Health and Safety	7%	View	Edit	Review offline answers
Business Ethics	27%	View	Edit	Review offline answers
Environment	10%	View	Edit	Review offline answers

Offline Mode   Upload Offline SAQ