



Member



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



* 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.

The screenshot illustrates the process of completing the Global Self Assessment Questionnaire (SAQ) through a web interface. It is divided into five numbered steps:

- Step 1:** The user is on the 'Company' page, which shows 'my company' selected in the top navigation bar.
- Step 2:** The user scrolls down to the 'GLOBAL SELF ASSESSMENT QUESTIONNAIRE' section, where a 'Global SAQ' button is visible.
- Step 3:** The user clicks on the 'Global Self Assessment Questionnaire' link, opening a page with four dropdown menus: 'LABOUR', 'HEALTH AND SAFETY', 'BUSINESS ETHICS', and 'ENVIRONMENT'. At the bottom, there are buttons for 'Edit', 'Apply to all sites', and 'Remove from all sites'.
- Step 4:** The user is shown a question: 'ZQQ20050211. Do you have a written policy on health and safety? Please select all applicable answers.' The dropdown menu is open, showing options: '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', and 'Don't know'. Another question is shown below: 'ZQQ20050212. If yes, what does the policy cover? Please select all areas that are covered'. The dropdown menu is open, showing options: 'Fire safety', 'Use of personal protective equipment', 'Machinery and tools', and 'Hazardous materials including chemicals and pesticides (processing, storage, handling, use and disposal)'. The 'Fire safety' option is highlighted in blue.
- Step 5:** The user is shown the 'Save' and 'Cancel' buttons at the bottom of the page.

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

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

Global Self Assessment Questionnaire **i**

LABOUR

HEALTH AND SAFETY

BUSINESS ETHICS

ENVIRONMENT

6

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	<input type="checkbox"/>	<input type="button" value="Initiate an Audit"/> <input type="button" value="Delete"/>
Friday 01	Barbados	<input checked="" type="checkbox"/>	<input type="button" value="Initiate an Audit"/> <input type="button" value="Delete"/>
PT. Test	Indonesia	<input checked="" type="checkbox"/>	<input type="button" value="Initiate an Audit"/> <input type="button" value="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

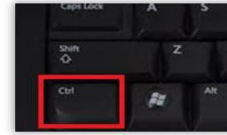
The screenshot displays the SAQ management interface. At the top, there is a navigation bar with 'Dashboard', 'Company', 'Audit', and 'User' menus. The 'Company' menu is expanded to show 'my company'. Below this is a 'SITES INFORMATION' section with a table of sites. The first site is 'Coldshaq Ltd. - Malaysia' with a 'Site SAQ' button. The 'PROGRESS' section shows three progress bars: 'Overall Progress' at 22%, 'Core SAQ Progress' at 22%, and 'Customer Specific Module Progress' at 0%. The 'SAQS' section is divided into 'Core SAQ' and 'Customer Specific SAQs'. The 'Core SAQ' table lists sections like Profile, Labour, Health and Safety, Business Ethics, and Environment with their respective progress percentages and 'View' and 'Edit' buttons. The 'Customer Specific SAQs' section shows a dropdown menu for 'Show modules for specific customer' set to 'All' and a 'No Data!' message.

SITE NAME	COUNTRY	LIST OF MODULES	APPLY GLOBAL SAQ	MODIFIED ON	ACTION
Coldshaq Ltd. - Malaysia	Malaysia	Core Module	<input type="checkbox"/>	06-01-2018	Site SAQ

SECTION	PROGRESS	ACTIONS
Profile	0%	View Edit
Labour	28%	View Edit
Health and ...	20%	View Edit
Business Ethics	50%	View Edit
Environment	15%	View Edit

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%

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

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

Yes

Previous

Next

Save

SAQ Summary

SAQ Overview

Complete the SAQ Offline

Steps to 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"

The screenshot displays the SAQ Overview page. At the top, there is a navigation bar with 'Dashboard', 'Company', 'Audit', 'User', and 'Reporting'. The 'Company' dropdown is open, showing 'my company'. Below this is a table of sites with columns for 'SITE NAME', 'COUNTRY', 'LIST OF MODULES', 'APPLY GLOBAL SAQ', 'MODIFIED ON', and 'ACTION'. Two sites are listed: 'PAAP Logistik China (Storing)' and 'PAAP Logistik Australia (Storing)'. The 'ACTION' column for both sites has a 'Site SAQ' button. Below the table, there are two progress bars: 'Core SAQ Progress' at 23% and 'Customer Specific Module Progress' at 0%. The main section is titled 'SAQS' and is divided into 'Core SAQ' and 'Customer Specific SAQs'. The 'Core SAQ' section has a table with columns 'SECTION', 'PROGRESS', and 'ACTIONS'. The 'Customer Specific SAQs' section has a table with columns 'MODULE' and 'PROGRESS'. At the bottom, there is a 'Offline Mode' button and a 'Download Core SAQ' button.

SITE NAME	COUNTRY	LIST OF MODULES	APPLY GLOBAL SAQ	MODIFIED ON	ACTION
PAAP Logistik China (Storing)	China	Core Module	<input type="checkbox"/>	17-01-2018	Site SAQ
PAAP Logistik Australia (Storing)	Australia	Core Module	<input type="checkbox"/>	17-01-2018	Site 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

MODULE	PROGRESS
Show modules for specific customer	
No Data!	

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

5

6

7

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.

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

Previous Next Save SAQ Summary SAQ Overview

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