

**OFFICIAL POSITION N°5-003**

**Measures relating to the continuity of the Qualimat Transport system in the context of the covid-19 epidemic  
– Specific measures for carrying out remote documentary [assessment](#)**

<b>THEME 5</b>	<b><u>Exceptional temporary measures</u></b>
<b>Reference document</b>	<b>Regulations for recognition of third-party §3.1.</b>

**Exposed problem:**

The situation generated by the covid-19 and the government measures taken make it **very difficult** for Qualimat Transport audits to be carried out by certification bodies for an indefinite period.

Official Position No 5-001 and Official Position No 5-002 indicate that a remote documentary [assessment](#) should be carried out in the following cases:

- Certified transport companies whose previous audit was the target of a referral to the committee (PT 5-001) and [benefiting from an exceptional extension of 3 month \(PT 5-001\)](#),
- Newly engaged transport companies who must carry out an initial audit (PT 5-002)
- Transport operators who reengage and must carry out a preliminary audit (PT 5-002)
- [Transport companies having changed their certifying body \(PT 5-002\)](#)

What are the conditions for carrying out the remote documentary [assessment](#)?

**Official position adopted :**

The use of this remote documentary assessment procedure is based on a documentary verification which must be the subject of a contract between the transport company and the certifying body. This contract provides for both this remote documentary assessment and the carrying out of the on-site audit carried out by the same Certifying Body, as soon as possible.

The documents and information transmitted for this remote documentary assessment, as well as their completeness, will be reviewed during the certification audit.

**1) Scope of the remote documentary assessment:**

The minimum assessment points will relate to [these minimum points](#):

Paragraph of the specifications concerned	Theme	Special point of attention
§2	Quality system	HACCP
		Traceability of containers
§3	Registration of operators	Annex 1
§4	Contract review	IDTF database
§5	Subcontracting	
§6	Human resources and equipment	Staff training
		PT 4-002 "Traçabilité des contenants d'occasion"
§7	Cleaning containers	Cleaning levels
		Cleaning records
		Water quality
		Redeployment of containers where necessary

## 2) Transmission prior to documentary assessment :

The **documents to be transmitted** by the transport company on request from the certifying body are :

- A copy of the annex 1 of regulation for recognition of third-party confirmation of commitment for transport operator) signed,
- **The annex 2 of regulation for recognition of third-party** (company questionnaire prior to third-party audit of Qualimat Transport Specification compliance) completed and signed,
- The HACCP study updated
- The full list of **company fleet registration numbers by type of container** (trailer, liquid tanker, powder tanker, compound feed tanker, removable boxes, moving floor tanker, etc.) with an identification of the containers concerned by the transportation of "products" and transportation of prohibited goods.
- The **list of main goods transported** including at least those classified as prohibited and those requiring level D cleaning, in accordance with §4.1 of the Specifications
- For **used containers** added to the fleet in the last 12 months and used for the transport of "products", the following documents must be sent:
  - ✓ The list of registration numbers and the date of entry into the fleet
  - ✓ The written attestation accompanied by the history of the transport carried out during the 12 months preceding the entering in the fleet in accordance with official position 4-002 or the proofs of implementation of the redeployment protocol.
- The **list of subcontractors** transporting "products" since the date of engagement or at most over the last 12 months,
- **Evidence of training** of the staff concerned (certificate, attendance sheets, etc.) who entered the company from the date of engagement or at most over the last 12 months,

Upon receipt of the documents, the certifying body proceeds to a sampling of the containers as provided for in paragraph c.

All of these documents are essential for carrying out the documentary assessment. They must be sent to the CB no later than 10 days after the request made by the Certifying Body. Otherwise, no assessment can be performed. In the event of non-compliance with the deadlines, the transport company risks not being referenced to Qualimat Transport any more, and must follow the procedure defined in §3.1 of the regulations for recognition of third party.

## 3) Sampling to be carried out for the documentary assessment:

On the basis of the list of registrations numbers transmitted, the certifying body samples the containers concerned. The checks to be carried out relate to a minimum sample of containers calculated on the following basis:

<b>N being the total number of containers concerned</b>	<b>Sampling to be carried out</b>
Up to 5 containers (included)	N
6 to 20 containers	5 + (20% of (N-5)), rounded up
More than 20 containers	10+√(N-20), rounded up

*Example: for a transport company declaring 30 containers, the sample size is (10+√(30-20)) or 14 containers to be checked*

For these containers, the elements relating to the last 5 transports from the date of the first request from the certifying body are requested. The certifying body distributes by type of container concerned.

The element requested are:

- The waybills
- Washing certificate, if applicable
- Charter confirmations, if applicable,
- The technical elements allowing for the identification of the goods

#### 4) Proceedings

The duration of the remote documentary **assessment** must include:

- A **time to interview** the manager or a competent person mandated by the manager. This can be done only by telephone or by videoconferencing system.
- A **time to study** the documents transmitted by the manager at the request of the certifying body.

#### 5) Duration

The **duration** of the remote documentary **assessment** is calculated as follows:

	Duration (hours)
Basic time	2
Additional time for prohibited goods transport	+1
Additional time for more than 10 containers "concerned"	+1
Additional time for more than 30 containers "not concerned"	+1
<b>Total</b>	

#### 6) Follow-up to the remote documentary assessment

The follow-up to the documentary assessment is described in PT5-001 and PT 5-002.

Date created : 25/03/2020

Modification date : 22/04/2020

Effective date : 17/03/2020 – 17/11/2020