



**SPETRA CZ s.r.o.
Hnojník**

on 23-03-2023

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

OCS Report:	91052 (Submitted)	Module:	Tank Cleaning
Companyname:	SPETRA CZ s.r.o.	Re-assessment:	23-03-2023 by Cerny, R.
Location:	Hnojník (Czech Republic)	Expires on:	23-03-2026
Website:	www.spetra.cz	Company type:	Stand-alone, 10-50 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	SPETRA CZ s.r.o.
Location (=Town/City)	Hnojník
Country	CZ
Postal code	739 53
Postal Address	Třanovice 278, 739 53 Hnojník
Phone	+420 558 440 011
Website	www.spetra.cz
1. Contact Person	Ing. Robert Barteczek
Email	robert@spetra.cz
2. Contact Person	
Email	
3. Contact Person	
Email	
Headquarter's Name	SPETRA CZ s.r.o.
Headquarter's Address	Třanovice 278, 739 53 Hnojník
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 - ...	N/A
Total number of employees for all assessed activities	10-50

0.1.2. Assessor

Lead Assessor

Name	Cerny, R.
Assessment Agency	ProMG, s.r.o.
Address	Fibichova 1141/2 779 00 Olomouc The Czech Republic
Country	CZ
Phone	+ 420 775 314 354
Mobile Phone	+ 420 775 314 354
Email	kokory@seznam.cz

Other Assessors

Name(s)	-
---------	---

Observers

1. Name	
Company	
2. Name	
Company	

0.1.3. Activities Assessed

Road transport	N
Tank cleaning	Y
Transfer Terminal for Container/Vehicle operations	N
Warehouse Activities	N
Chemical distribution	N
Rail transport	N

0.1.4. Assessment

Assessment

First assessment	N
Re-assessment	Y
1. Report number	87963
2. Report number	85183
3. Report number	82309

0.1.5. Assessment dates and duration

	Date	Duration (number of days)
Core or ESAD Di assessment	22-03-2023	1.5
Specific assessment 1	23-03-2023	1.5
Specific assessment 2		
Previous Core or ESAD Di assessment		
Previous Specific assessment 1		

Previous Specific assessment 2	
---------------------------------------	--

Remote assessment

Partial/Full 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	Iveta Barteczkova	Tranovice-Hnojník
Operations Manager	Robert Barteczek	Tranovice-Hnojník
Quality Assurance Manager	Iveta Barteczkova	Tranovice-Hnojník
Safety & Health Manager	Jerzy Kuzma	Tranovice-Hnojník
Environmental Manager	Iveta Barteczkova	Tranovice-Hnojník
Dangerous Goods Safety Advisor	Viktor Zawadski	Stritez
	Number and scope	Valid until
DGSA Certificate	1009	31-01-2023
Security Advisor	Jerzy Kuzma	Tranovice-Hnojník

0.2.2.

Systems Certifications

Type	Accredited Certification Body	Scope	Registration Number	Expiry Date
Quality (ISO 9001, etc)	LRQA	Provision of freight forwarding in road haulage. Provision of international and national road haulage by own vehicles. Washing of vehicle sand sales of automotive fuels.	10437452	31-05-2025
Environment (ISO 14001, etc)				
Occupational Health and Safety (ISO 45001, etc)				
Business ethics or other CSR system (SA 8000, etc)				
Energy (ISO 50001, etc.)				
Road Traffic Safety Management Systems (ISO 39001, etc)				
Free field(s) to add any other certificate(s)				

	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?	N
	If yes, which?	
	For Other, specify	
0.2.4.	Infrastructure	
	Office building	Y
	On-site parking of empty vehicles/tanks/containers	Y
	On-site parking of loaded vehicles/tanks/containers	Y
	Temporary storage of packaged products	N
	Fuel storage and refuelling	Y
	Classified waste and/or plastic waste storage/treatment	N
	Railway connection	N
	Waterway connection	N
0.2.5.	Incident response	
	Description of onsite incident response team and equipment	Team led by Mr. Barteczek. Sorbents and extinguishers
	Description of the local fire brigade (manpower, equipment, response time)	Professional Fire brigade of city Dobrá u Frýdku Místku. Response time 10 minutes
0.2.6.	Emergency equipment	
	Description of emergency equipment that can be used for off-site emergencies.	Sorbents
0.2.7.	Valid Operating Licence	
	Number	10176/2007/Vol/231.2
	Scope	Cleaning of vehicles
	Validity until	indefinite
	Are all activities within the scope of the assessment mentioned in the operating licence?	Y
	If not 'Yes' please specify	
0.4.	Tank cleaning	
0.4.1.	Sub activities	
	Maintenance workshop	N
	Transfer Terminal for Container/Vehicle operations	N
	Container Depot	N
	Fixed storage tanks present	Y
	Heating of loaded tanks	N
	Tank and/or trailer repair	N
	Empty container handling	N
	Full container handling	N
0.4.2.	Type of operators	
	Own company operators	Y
	Number of own company operators	5
	Number of office employees	5
	Number of employees	10
0.4.3.	Cleaning infrastructure	
	Number of dedicated cleaning bays food/feed	1
	Number of dedicated cleaning bays chemicals	2
	Spinners (number)	5
	Steam boilers (number)	1
	Pressure (bar)	14
	Cleaning water temperature range (°C)	15-95
	Dryers (number)	0
	Pressure pumps (number)	3
	Pressure range (bar)	1-100
	Steam - pressure (bar)	
	Hot water - temperature (°C)	
	Electrical	
	Provision of Nitrogen	N
	De-gassing	N
	Periodic testing	N
	Vapour Control Systems	Y
	Effluent treatment system	Y
	Type of effluent treatment	chemical
	Other Site Activities	

0.4.4.	Type and number of cleanings	
	Roadtankers	C
	Tankcontainers	B
	Railtankcars (RTC's)	
	IBC's	B
	Other	
	Specify	
0.4.5.	Products	
	Are recipients empty from dangerous goods cleaned?	Y
	% dangerous goods	50
	Class 1 : Explosive substances and articles	N
	Class 2 : Gases	N
	Class 3 : Flammable liquids	Y
	Class 4.1. : Flammable solids, self-reactive substances, polymerizing substances and solid desensitised explosives	N
	Class 4.2. : Substances liable to spontaneous combustion	N
	Class 4.3. : Substances which in contact with water, emit flammable gases	N
	Class 5.1. : Oxidizing substances	N
	Class 5.2. : Organic peroxides	N
	Class 6.1. : Toxic substances	Y
	Class 6.2. : Infectious substances	N
	Class 7 : Radioactive material	N
	Class 8 : Corrosive substances	Y
	Class 9 : Miscellaneous dangerous substances and articles	Y
	CMR substances: Category carcinogenic, mutagenic and reprotoxical substance	N
	Handling of food contact products	Y
	Handling of food products	Y
	Handling of feed products	Y
	Handling plastics and polymers	Y
The company chooses to be assessed against the Food (contact) & Feed chapter	Y	
Allergen free business	N	
0.4.6.	Type of cleaning document	
	EFTCO Cleaning Document	Y
	Other Cleaning Document (please, specify which is used)	

C	1.	Management System and Responsibility		<input type="text" value="Y/N"/>
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: Safety & Health, Environment, Quality/customers' requirements, Security, Behaviour Based Safety, Prohibition of drugs and Alcohol, Training development, Non-conformance reporting and Corporate Social Responsibility (CSR) requirements?	RC	<input type="text" value="1"/>
C	1.1.1.2.	In case the company handles/transport or subcontracts handling or transport of pellets:		
C	* 1.1.1.2a.	- Has the senior management signed up to "Operation Clean Sweep" (OCS) programme?		<input type="text" value="1"/>
C	* 1.1.1.2b.	- Has the company asked the applicable subcontractors to sign the OCS programme?		<input type="text" value="0"/>
C	* 1.1.1.2c.	- Does the company inform and promote the OCS programme with its business partners (e.g. other service providers different from those mentioned in 1.1.1.2.b, suppliers, customers, recyclers) to encourage them to pursue the same objectives on pellet loss prevention?		<input type="text" value="0"/>
C	1.1.1.4.	Are senior managers sufficiently visible and engaged in carrying forward the SHEQ&Sec message?	RC	<input type="text" value="1"/>
C	1.1.2.	Roles & Responsibilities		
C	1.1.2.1.	Is there an organisation chart and associated job description defining each individual's role within the organisation, including their responsibilities for SHEQ&Sec and CSR?		<input type="text" value="1"/>
C	1.1.3.	Legislation and other requirements		
C	1.1.3.5.	In case the company handles/transport plastic pellets:		
C	* 1.1.3.5a.	- is there a process for informing the regulatory bodies (where regulations require it) if a pellet loss happens?		<input type="text" value="1"/>
C	* 1.1.3.5b.	- is there a process for internal and external communication about the pellet loss programme progress?		<input type="text" value="1"/>

C	2.	Risk management	Y/N
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	* 2.1.1d.	- identification of potential spillages/losses of plastic pellets in case the company handles/transportes them?	1
C	* 2.1.1e.	- identification of potential generation of plastic dust in case that the company handles/transportes pellets?	-
C	* 2.1.2.	If company has site activities: Are the physical boundaries of the OCS programme, including areas surrounding the site, defined and documented?	1
C	* 2.1.3.	Is there a risk minimization plan to prevent and address spills/losses of plastic pellets and their recurrence?	1
C	2.6.	Environment	
C	2.6.3.	Is plastic waste not sent to landfilling?	1

C	3.	Human Resources		<input type="text" value="Y/N"/>
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?	RC	<input type="text" value="1"/>
C	3.2.2.	Are the following subjects being trained?		
C	* 3.2.2n.	- awareness and accountability for spill/loss prevention, containment, clean-up, and disposal of plastics pellets, - written procedures to prevent, contain, clean-up and dispose spills/losses, in case the company handles/transport plastic pellets		<input type="text" value="1"/>
C	* 3.2.3.	Are employees informed about the evolution of the company's OCS programme?		<input type="text" value="0"/>
C	* 3.2.4.	Are employees encouraged to provide feedback on the company's OCS programme to the line management?		<input type="text" value="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?	RC	<input type="text" value="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	* 4.2.e.	<ul style="list-style-type: none"> - In case the company handles/transportes plastic pellets, is there a documented procedure(s) in place including: - Instructions for managing the clean-up, the use of the clean-up equipment and disposal of the pellets after a spill/loss to prevent impact to the environment? - A clear definition for an acceptable cleaned up scenario after the incident? 		<input type="text" value="1"/>
C	4.4.	Has there been a comprehensive test of the emergency plan for on-site and offsite emergencies during the past 12 months?		<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	* 5.1.1a.	- accidents & incidents?	RC	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	5.1.4.	Is there a procedure in place to inform the customer promptly of all non-conformances involving his shipments/products?		1
C	5.2.	SHEQ&Sec & CSR Objectives and Trend Analysis		
C	* 5.2.2.	In case the company handles/transport plastic pellets, are performance objectives established?		1
C	5.2.3.	In case the company handles/transport plastic pellets, does the company have internal KPIs on:		
C	* 5.2.3c.	- Number and volume of incidents resulting in any unrecovered release (loss) of plastic pellets, flakes, powders, or granules, to ground or water outside the facility and estimated to be greater than 0,5 litres or 0,5 kilograms per incident.		1
C	* 5.2.3d.	- percentage of employees and contractors dealing with pellets that received operating training		0
C	* 5.2.3e.	- % of programmed/planned OCS inspection/self-assessment that have been executed		1
C	* 5.2.3f.	- % of relevant pellet handling business partners with whom the company promoted pellet loss awareness and the OCS programme?		0
C	* 5.2.3g.	- % of contract(s) where there is an OCS clause with relevant pellet handling suppliers?		0
C	5.2.6.	Is the KPI about pellet loss mentioned in 5.2.3.c reported to the corresponding trade association?		0
C	5.3.	Internal Audit		
C	5.3.1.	Is there a documented programme		
C	* 5.3.1a.	- for internal auditing of all areas referred to in SQAS and covering compliance with applicable legislation and permits?	RC	1
C	* 5.3.1b.	- For internal annual auditing of OCS requirements covering: · the compliance of the routine inspection plan inside and outside its physical boundaries, and its effectiveness · the housekeeping status · the effectiveness and suitability of procedures, equipment and instructions to avoid spills and a potential loss into the environment · the estimation of the amount of pellet lost per year as a way to track progress towards the objective of zero pellet loss		1
C	5.4.	Management Review Meetings		
C	5.4.1.	Is a formal management review meeting held at least once a year by the senior manager to review the management system that includes, as minimum, the following inputs?	RC	
C	* 5.4.1e.	- the results of internal and external audits		1
C	* 5.4.1f.	- the monitoring of trends of SHEQ, Sec & CSR KPIs, BBS KPIs and Responsible Care KPIs (if applicable)		1
C	* 5.4.1i.	- the status of compliance with local, national and EU regulations		1
C	5.4.1m.	- recommendation(s) for continuous improvements		1

9.	Site Operating Procedures and Customer Interface		<input type="text" value="Y/N"/>
9.1.	Site Operating Procedures		
9.1.4.	Water Discharges		
* 9.1.4.2.	Are water discharges monitored according to the permit requirements?	RC	<input type="text" value="1"/>

10.	Order Process and Operations	<input type="text" value="Y/N"/>
10.2.	Operations	
10.2.1.	Operating instructions	
10.2.1.3.	Do these instructions cover:	
* 10.2.1.4.	In case of transportation of pellets in bulk tanks, is the bottom manhole/cone of the silo tank not opened before entering the cleaning bay?	<input type="text" value="1"/>
* 10.2.1.5.	Does the effluent treatment of the tank cleaning station avoid plastic pellets coming from the cleaning station facilities and tank silos from getting into waterways?	<input type="text" value="1"/>
* 10.2.1.6.	Are the labels removed from tanks properly treated?	<input type="text" value="1"/>

12.	Site Inspection		<input type="text" value="Y/N"/>
12.2.	Tank Cleaning and Decontamination		
* 12.2.21.	Does the cleaning area have a system guiding the waste waters to the treatment plant?		<input type="text" value="1"/>
* 12.2.23.	Is all possibly contaminated water collected and drained to the public sewer system via the local treatment unit ?		<input type="text" value="1"/>
12.4.	Waste		
12.4.1.	Waste management		
* 12.4.1.1.	Is all waste disposed of according to locally applicable legislation?	RC	<input type="text" value="1"/>