



GULF SQAS IMPORT FUNCTIONALITY

User Manual V 1.0

3rd March 2021

To allow assessors conduct offline assessments, the Gulf SQAS sub-committee enabled a new import feature. The below steps will take you through the process of importing questionnaires.

Step 1:

1. Assessor should login into the Gulf SQAS website.





 Download guidelines Planning Assessed companies FAQs Login

Click on Login

Gulf Sustainability & Quality Assessment System

System to evaluate the quality, safety, security and environmental performance of logistics service providers in a uniform manner by single standardized assessments carried out by independent assessors using a standard questionnaire.

READ MORE

GULF SQAS Modules

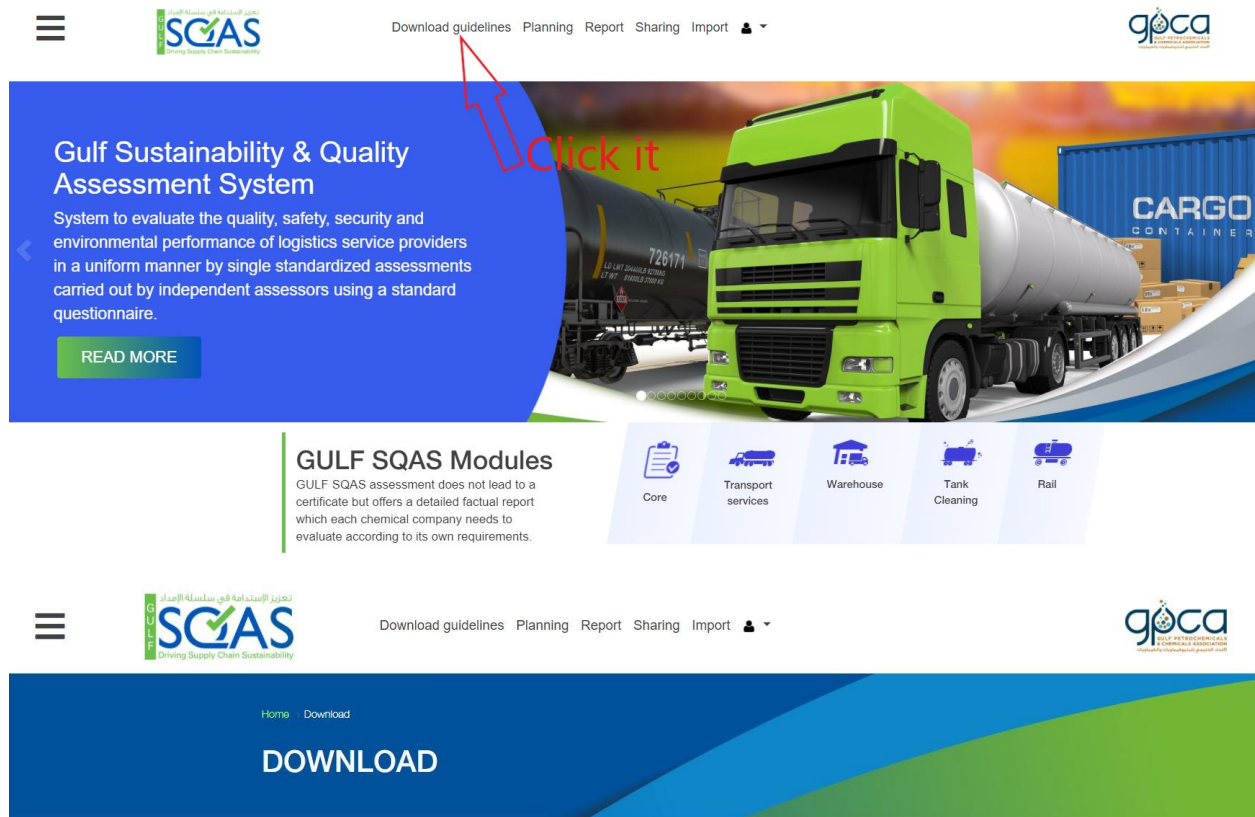
GULF SQAS assessment does not lead to a certificate but offers a detailed factual report which each chemical company needs to evaluate according to its own requirements.

- Core
- Transport services
- Warehouse
- Tank Cleaning
- Rail

LOGIN
 some@gmail.com
 Password [Forgot?](#)
 LOGIN

Step 2:

- The new import functionality will only work with the updated versions of the PAD and questionnaires. Make sure you always download the updated documents under the download guidelines menu as indicated below.



The screenshot shows the SQAS website interface. At the top, there is a navigation bar with the SQAS logo and a menu containing 'Download guidelines', 'Planning', 'Report', 'Sharing', and 'Import'. A red arrow points to the 'Download guidelines' link, with the text 'Click it' written next to it. Below the navigation bar, there is a large banner for the 'Gulf Sustainability & Quality Assessment System' (SQAS) with a description and a 'READ MORE' button. To the right of the banner, there is a section titled 'GULF SQAS Modules' with a description and five icons representing different modules: Core, Transport services, Warehouse, Tank Cleaning, and Rail. Below this, there is another screenshot of the website showing the 'DOWNLOAD' section with a list of documents for download.

Download the Pre-Assessment Document (PAD), the Core and Module Questionnaires (currently only transport services and Warehouse Questionnaires are available) in English and Arabic, Gulf SQAS Brochure, Best Practice Industry Guidelines, Assessor Accreditation Manual and Assessor Application.



Assessment Related Documents

General Documents

GPCA COVID-19 Letter

COVID-19 GPCA Survey

Assessor Documents

Assessor Application

3. The updated PAD and questionnaires are available under “Assessment related documents” tab.



 Download guidelines Planning Report Sharing Import 


[Home](#)
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ASSESSMENT RELATED DOCUMENTS

▼ Pre-Assessment Document (PAD)

▼ Questionnaire

Assessment Related Documents

- General Documents
- GPCA COVID-19 Letter
- COVID-19 GPCA Survey
- Assessor Documents
- Assessor Application



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ASSESSMENT RELATED DOCUMENTS

▲ Pre-Assessment Document (PAD)

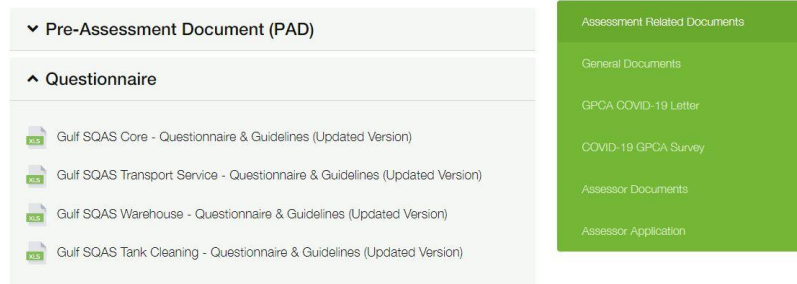
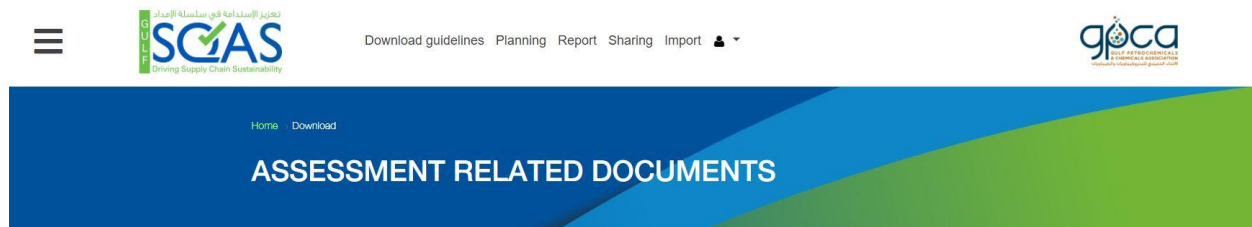
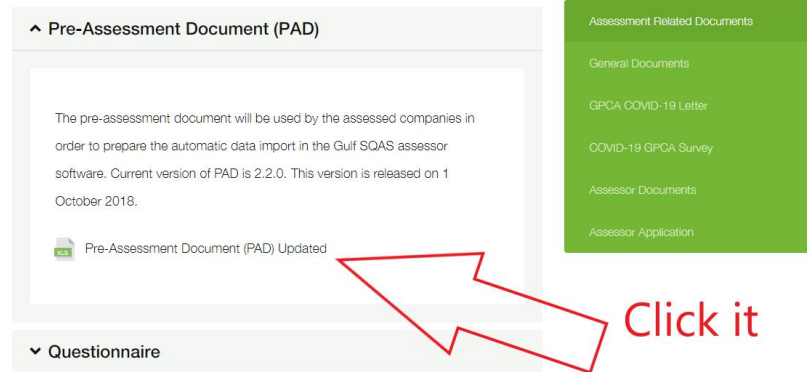
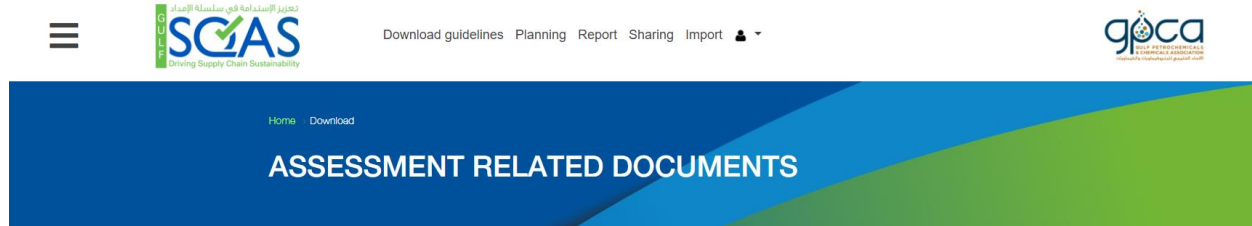
▼ Questionnaire

The pre-assessment document will be used by the assessed companies in order to prepare the automatic data import in the Gulf SQAS assessor software. Current version of PAD is 2.2.0. This version is released on 1 October 2018.

 Pre-Assessment Document (PAD) Updated

Assessment Related Documents

- General Documents
- GPCA COVID-19 Letter
- COVID-19 GPCA Survey
- Assessor Documents
- Assessor Application



Step 3:

- After answering the PAD and relative questionnaire on the excel file. Assessors can simply upload their documents under the "Import" tab. The below steps will guide you through.

[Download guidelines](#)
[Planning](#)
[Report](#)
[Sharing](#)
[Import](#)

Gulf Sustainability & Quality Assessment System

System to evaluate the quality, safety, security and environmental performance of logistics service providers in a uniform manner by single standardized assessments carried out by independent assessors using a standard questionnaire.

[READ MORE](#)

GULF SQAS Modules

GULF SQAS assessment does not lead to a certificate but offers a detailed factual report which each chemical company needs to evaluate according to its own requirements.

Core
 Transport services
 Warehouse
 Tank Cleaning
 Rail

I. Under the “Import” tab, the below page opens

[Download guidelines](#)
[Planning](#)
[Report](#)
[Sharing](#)
[Import](#)

[Home](#)
[Reports](#)

IMPORT QUESTIONNAIRE DATA

How to conduct assessments offline:

1. Download the updated PAD and questionnaire.
2. Fill the documents offline.
3. Import the files according to section from the drop down menu.

Report Number:

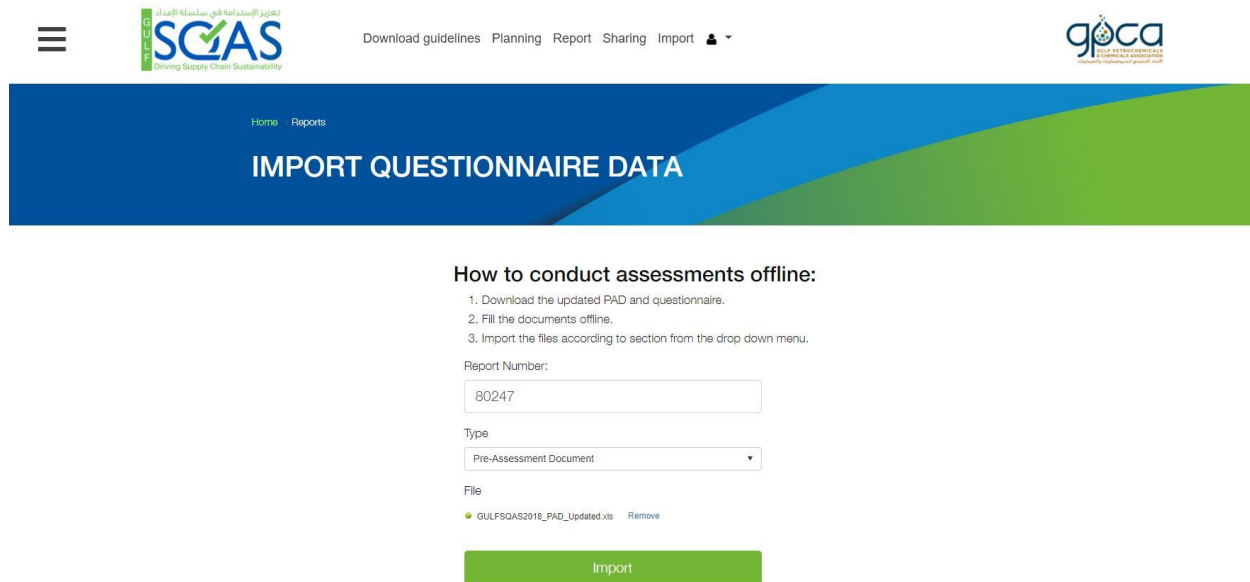
Type

File

Kindly fill the data on import page correctly to ensure your file reach its destination properly.

- I. In the first text box, write the report number of the assessment generated by the system. Please make sure you have right report number.

- II. Select the Type (Category) from dropdown menu, for example, if you want to first upload PAD file, select 'Pre-Assessment Document' from the dropdown menu.
- III. Browse and upload the relative file.
- IV. Double check your upload to match the information you entered earlier.



The screenshot shows the 'IMPORT QUESTIONNAIRE DATA' page of the GPCAS system. The header includes the GPCAS logo and navigation links: 'Download guidelines', 'Planning', 'Report', 'Sharing', 'Import', and a user profile icon. The main content area has a blue and green gradient background with the title 'IMPORT QUESTIONNAIRE DATA'. Below the title, there is a section titled 'How to conduct assessments offline:' with three numbered steps: 1. Download the updated PAD and questionnaire. 2. Fill the documents offline. 3. Import the files according to section from the drop down menu. Below these steps, there is a form with the following fields: 'Report Number:' with a text input containing '80247', 'Type:' with a dropdown menu showing 'Pre-Assessment Document', and 'File:' with a file upload button labeled 'GULFSGAS2018_PAD_Updated.xls' and a 'Remove' link. At the bottom of the form is a green 'Import' button.

After successfully uploading your data it will show a success message on that page.

You can upload the other questionnaire files by following the same procedure.

Step 4:

To verify your successful import. Visit the "Report" tab to cross reference the online questionnaire with your excel file.

Home Reports

IMPORT QUESTIONNAIRE DATA

Click it

How to conduct assessments offline:

1. Download the updated PAD and questionnaire.
2. Fill the documents offline.
3. Import the files according to section from the drop down menu.

Report Number:

80247

Type

Pre-Assessment Document

File

Select

Import

SEARCH REPORTS

Search Reports

Compare Reports

+ Add New

Note: Now you can conduct assessments offline using the import menu. Please [click here](#)

Search

Report number

80247

From date

DD/MM/YYYY

To date

DD/MM/YYYY

Country

Select Country

Company type

Select

Sort by

Report No

Sort order

Descending

Module

Select

Report status

Select

Search

Sr. #	Company	Report No	Assessment Date	Country	Company Type	Location	Module	Status	Action
1	Test name	80247	-	QA	StandAlone	Doha	Transport Service	In-Progress	 

The above report we used to import the data. Click on the  icon to view your online questionnaire.

SEARCH REPORTS

Search Reports

[Compare Reports](#)

+ Add New

Note: Now you can conduct assessments offline using the import menu. Please [click here](#)

Search

Report number

80247

From date

DD/MM/YYYY

To date

DD/MM/YYYY

Country

Select Country

Company type

Select

Sort by

Report No

Sort order

Descending

Module

Select

Report status

Select

Search

Sr. #	Company	Report No	Assessment Date	Country	Company Type	Location	Module	Status	Action
1	Test name	80247	-	QA	StandAlone	Doha	Transport Service	In-Progress	 

You will be redirected to new page. There you can match your data with your excel file.



Download guidelines Planning Report Sharing Import ▼



Home / Gulf SQAS Questionnaire

GULF SQAS QUESTIONNAIRE

Questionnaire

23.24% Completed



Report Submission Information

- ☐ Assessment Information And Scope - PART-I
- ☐ Assessment Information And Scope - PART-II
- ☐ Part-I: Core Questionnaire
- ☐ Part-II: Specific Questionnaire
- ☐ General Comments

You can now edit existing reports using the import function. [Click here](#) to import. Kindly ensure the files imported are the latest version downloaded from the website.

Assessed Company

Questionnaire