

European Responsible Care Self-Assessment Webtool User Manual for Headquarters



November 2020

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Introduction

This is a voluntary self-assessment Webtool developed by Cefic's Responsible Care Issue Team to help companies to:

- evaluate their [Responsible Care performance](#) and improve over time;
- identify areas of improvement at national and European levels;
- collect aggregate data on the Responsible Care implementation at national and European levels for communication, inside and outside the industry.

The webtool hosts a self-assessment for manufacturers and one for distributors, developed by the FECC's Responsible Care Committee starting from the self-assessment tool made by Cefic for manufacturers and adjusting it to the needs of distributor companies.

The tool is based on a questionnaire with a simple multiple-choice format and is structured along the six elements of the [Responsible Care Global Charter](#). Each question has four possible answers corresponding to four "levels of maturity" (different levels of Responsible Care implementation). To know more about the maturity levels see the "[Responsible Care management framework](#)" (pages 12-17). While the navigation of the tool is only in English the questionnaire itself (questions/replies/tips) is available in 18 languages for manufacturers (English, Turkish, Russian, Portuguese, French, German, Italian, Spanish, Slovak, Czech, Slovenian, Croatian, Bulgarian, Estonian, Polish, Hungarian, Finnish and Romanian) and in 9 languages for distributors (English, Portuguese, French, German, Italian, Spanish, Czech, Estonian and Romanian).

This user manual is directed to headquarters (HQ), but the main users of the Responsible Care self-assessment webtool are sites as the tool aims at helping companies to improve at site level. Furthermore, the tool is also used by HQ, national associations of the chemical industry, Cefic (for manufacturers at European level) and FECC (for distributors at European level).

By filling in the questionnaire conscientiously and meticulously, a site can generate a true and reliable assessment of its status or progress. The tool helps prioritise topics where progress is most needed. It will identify which changes are needed for each separate chapter to reach self-defined targets, among other things through quantification of outcomes, or to approach compliance with selected standards. It will get buy-in from senior leadership and will support on maturing the management processes. Last but not least the tool gives sites the possibility to benchmark, so to compare their results with others.

As HQ you can link your account to the ones of your "daughter sites" to visualise and aggregate their results and to make a "corporate assessment", when management approaches are deeply harmonised between sites. You can also benchmark your corporate assessment or the aggregate assessment of your sites against the European aggregate or a specific daughter site.

N.B. there is full protection of data in the self-assessment webtool. Only the legal entity (site) that entered the data has online access to its own detailed filled in questionnaires. There are systems of protection that prevent the national associations, FECC, Cefic, other sites and headquarters of other mother companies to see the detailed filled in questionnaire of individual sites (for more information on data access [please go to chapter 16.2](#)).

In the following pages we will provide you with some technical, step-by-step guidance.

1. Login page

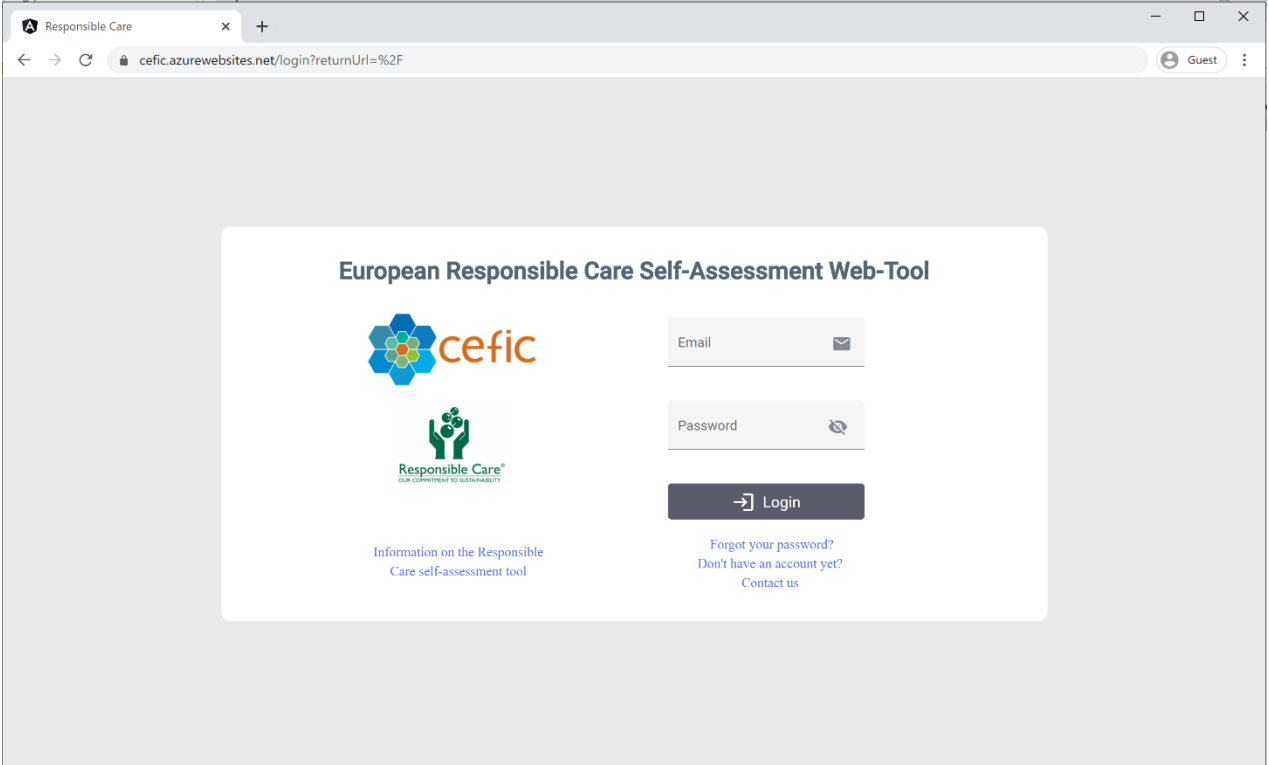
To obtain the Login page, please click this [link](http://self-assessment.responsible-care.com/): <http://self-assessment.responsible-care.com/>

Attention: This Webtool must be open with Google Chrome and for an optimal visualisation of the report the scale and layout of display should be set on 100%. If your default browser is not Google Chrome, please copy the link above, open Google Chrome and paste it in the url field.

For an optimal visualization of the reports please set the following « Display settings »:

- the scale and layout: 100%
- the minimal resolution: 1920 x 1080

The Login page appears:



The screenshot shows a web browser window with the title 'Responsible Care'. The address bar shows the URL 'cefic.azurewebsites.net/login?returnUrl=%2F'. The page content is centered and features the title 'European Responsible Care Self-Assessment Web-Tool'. Below the title are two logos: the Cefic logo (a blue hexagon with a green center) and the Responsible Care logo (a green leaf-like shape with the text 'Responsible Care' and 'our commitment to sustainability' below it). To the right of the logos is a login form with two input fields: 'Email' and 'Password'. Below the 'Password' field is a 'Login' button with a right-pointing arrow icon. To the left of the 'Login' button is a link 'Information on the Responsible Care self-assessment tool'. To the right of the 'Login' button are three links: 'Forgot your password?', 'Don't have an account yet?', and 'Contact us'.

To have access to the webtool you need to enter your credentials (login email and password) and click on “login”.

2. How to create the account in the webtool

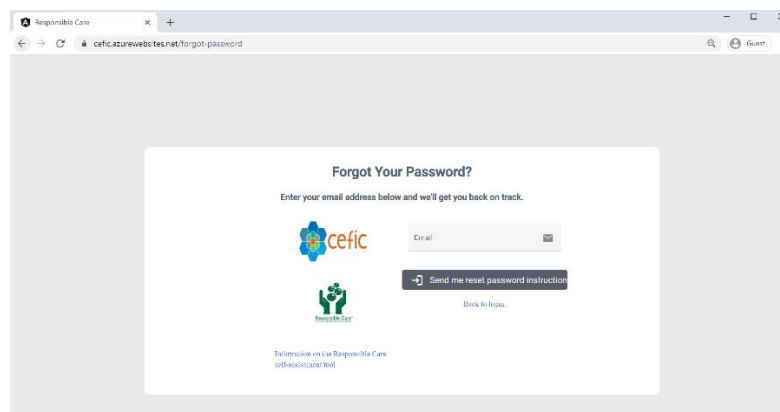
To create your account, you need to contact Cefic at RCWebtool@cefic.be

In the webtool there is a self-service creation form to create accounts, but it is just for sites.

You will receive an email that informs you that your account has been created with your credentials to have access to it.

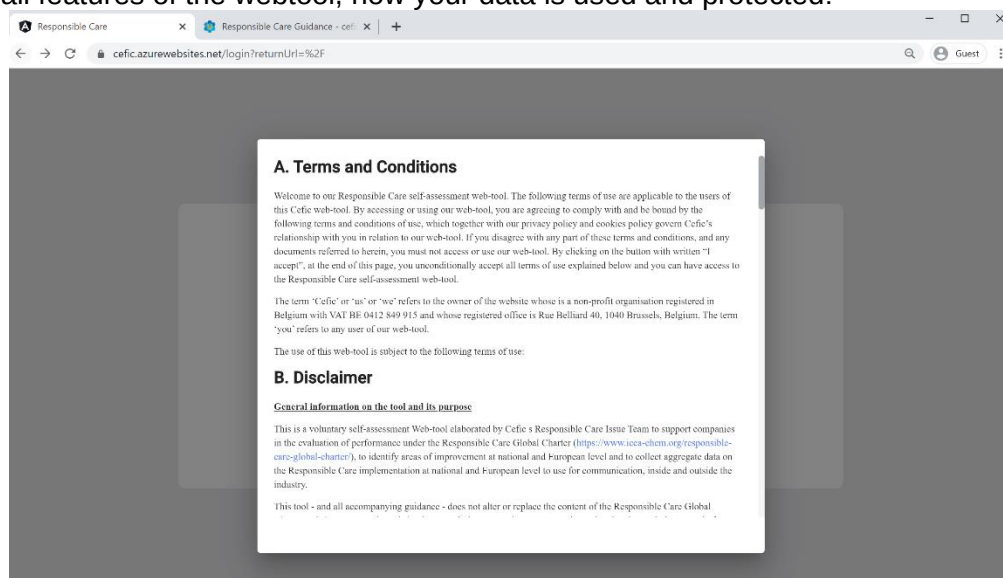
3. What to do if you forgot your password

If you have forgotten your password, please click on the link “Forgot your password” and we will get back to you with the information to reset it.

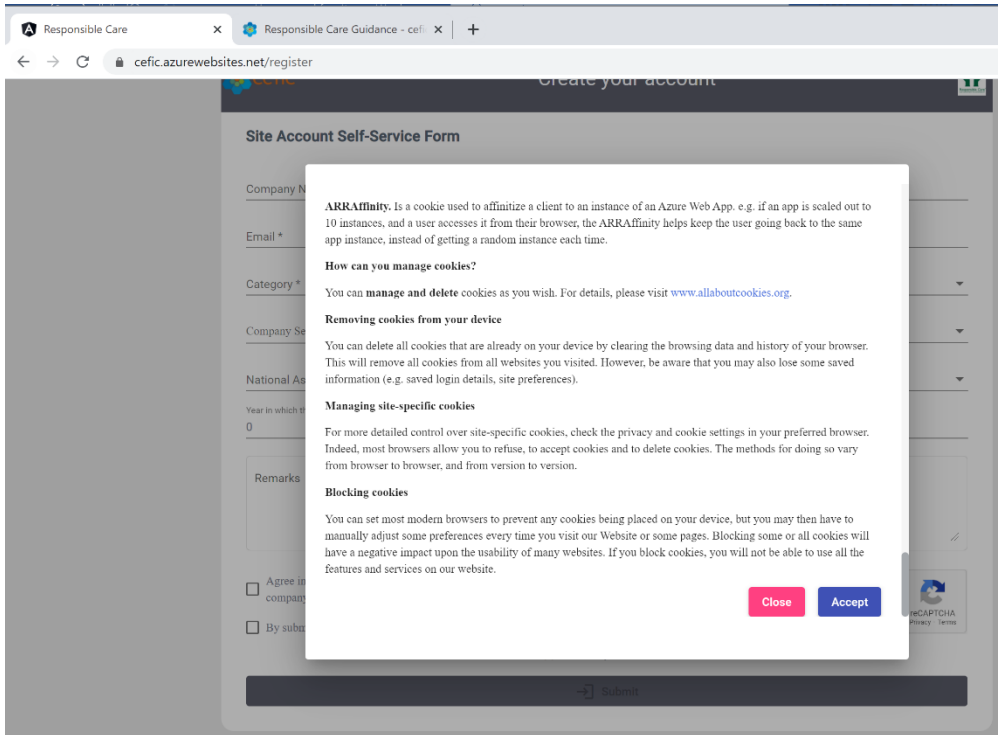


4. Accept Terms and Conditions and Disclaimer

After clicking on “login” the terms and condition and disclaimer appears, explaining you all features of the webtool, how your data is used and protected:



Please scroll down to read all text.



The screenshot shows a web browser window with the address bar displaying "cefic.azurewebsites.net/register". The page title is "Create your account". A "Site Account Self-Service Form" is visible in the background, with fields for "Company Name", "Email", "Category", "Company Size", "National Association", "Year in which...", and "Remarks". A "Submit" button is at the bottom of the form. A modal window is open in the foreground, titled "How can you manage cookies?". It contains the following text:

ARRAffinity. Is a cookie used to affinitize a client to an instance of an Azure Web App. e.g. if an app is scaled out to 10 instances, and a user accesses it from their browser, the ARRAffinity helps keep the user going back to the same app instance, instead of getting a random instance each time.

How can you manage cookies?

You can **manage and delete** cookies as you wish. For details, please visit www.allaboutcookies.org.

Removing cookies from your device

You can delete all cookies that are already on your device by clearing the browsing data and history of your browser. This will remove all cookies from all websites you visited. However, be aware that you may also lose some saved information (e.g. saved login details, site preferences).

Managing site-specific cookies

For more detailed control over site-specific cookies, check the privacy and cookie settings in your preferred browser. Indeed, most browsers allow you to refuse, to accept cookies and to delete cookies. The methods for doing so vary from browser to browser, and from version to version.

Blocking cookies

You can set most modern browsers to prevent any cookies being placed on your device, but you may then have to manually adjust some preferences every time you visit our Website or some pages. Blocking some or all cookies will have a negative impact upon the usability of many websites. If you block cookies, you will not be able to use all the features and services on our website.

At the bottom of the modal, there are two buttons: "Close" (pink) and "Accept" (blue). In the background, there are checkboxes for "Agree in company" and "By sub...", and a "Submit" button at the bottom of the form.

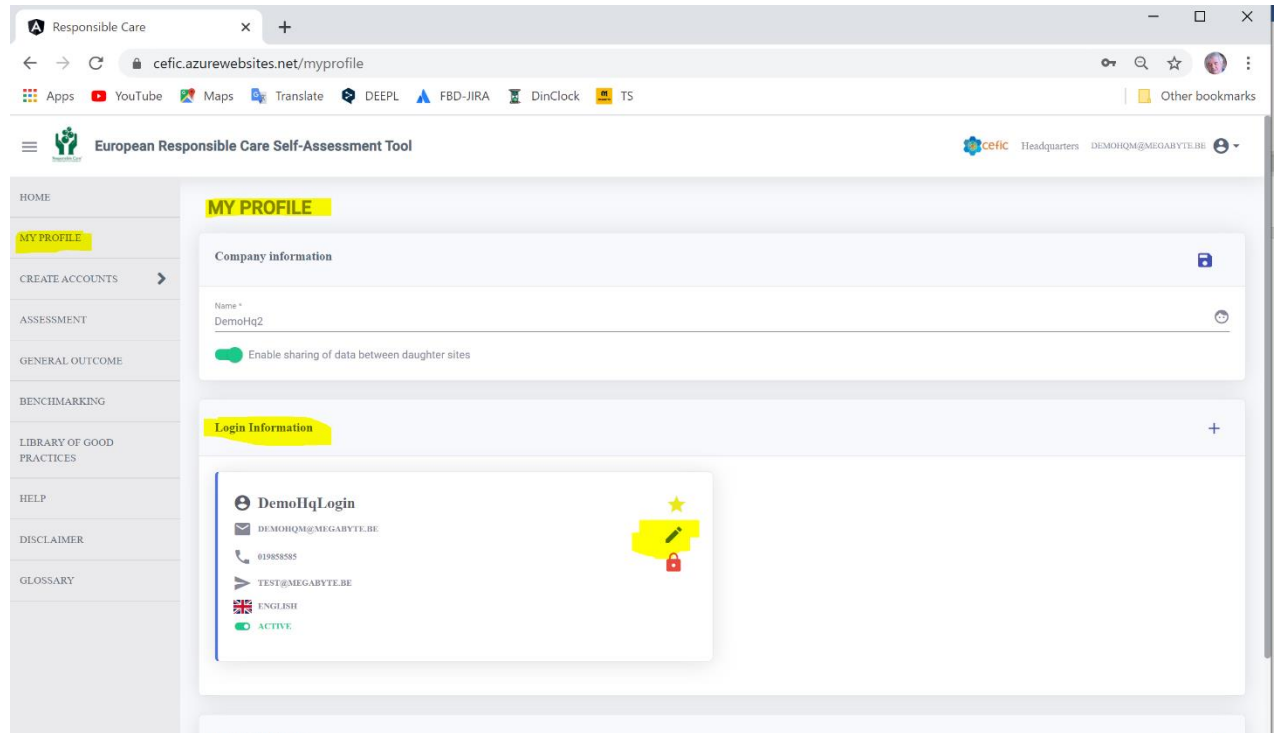
To have access to the webtool you need to accept the general of conditions by clicking on "Accept". If you click on "Close" you will come back to the login page and will not have access to the Application.

5. How to change your account information (login, password, language, etc.)

To change your account information please select “My profile” in the main menu.

5.1 To change login information and the language (of the assessment)

Please go to “Login information” and click on the icon showing a pencil.



It will appear the window below where you can change:

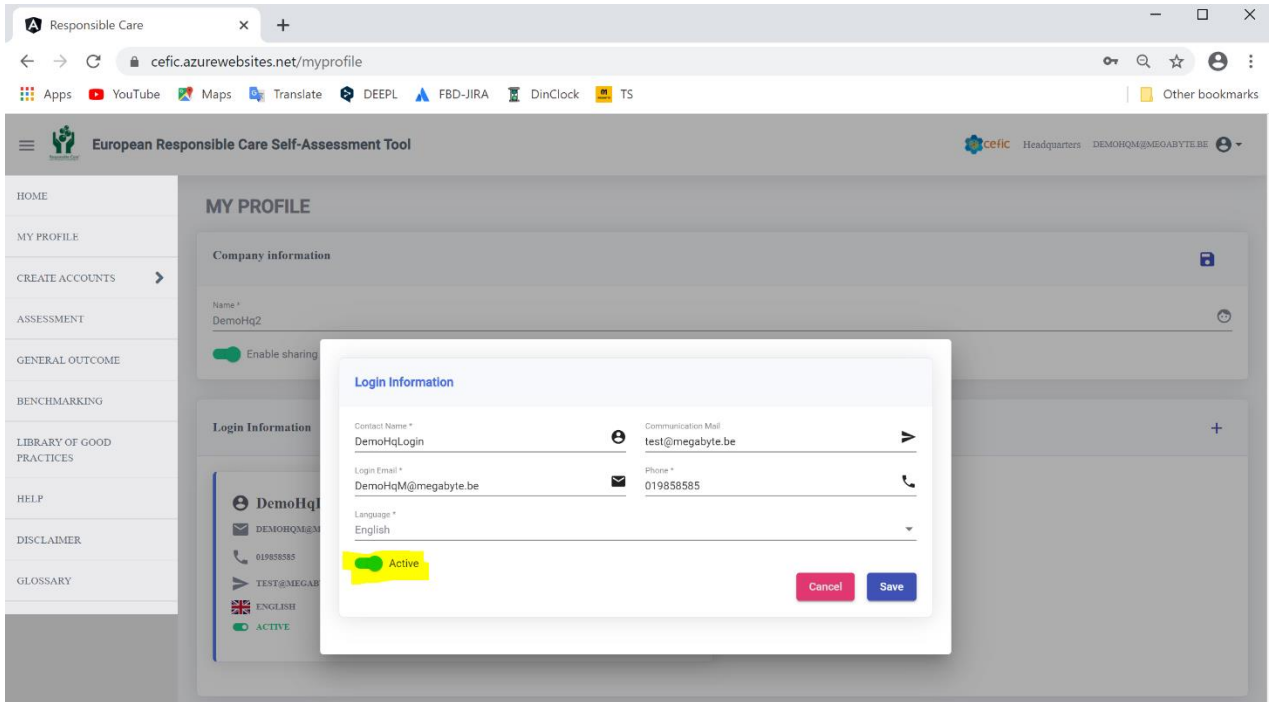
- the contact name;
- the login email to have access to the webtool;
- the communication email* (you have the possibility to insert a different email from the login one to receive all email sent by the webtool. In case you do not insert a communication email, then the webtool will automatically send the emails to the login email);
- the language (choosing one from the dropdown list).

Remark

*To enable the language changes, you need **Logout and Login again again**.*

- Activate or deactivate a login access.

Attention: Only the **content** of an assessment (Chapters, Sub-Chapters, Questions, Responses and Tips) appears in the User defined Language. The Menus are in English only;

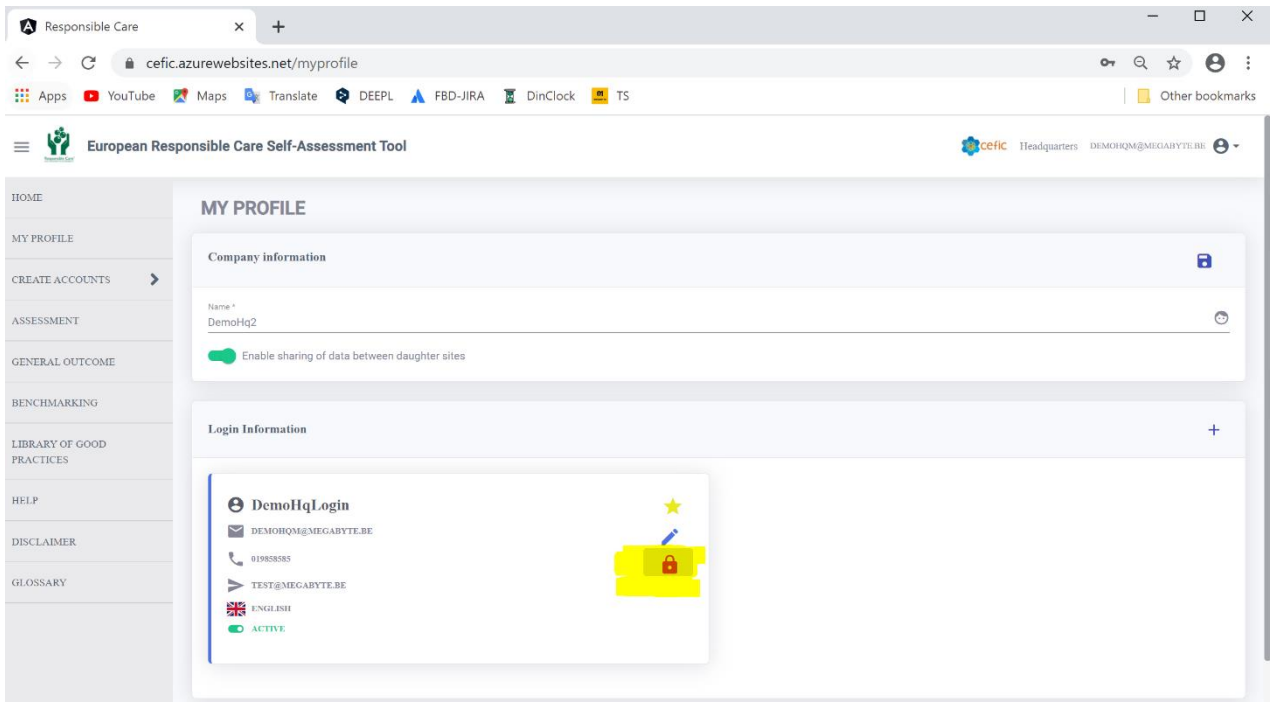


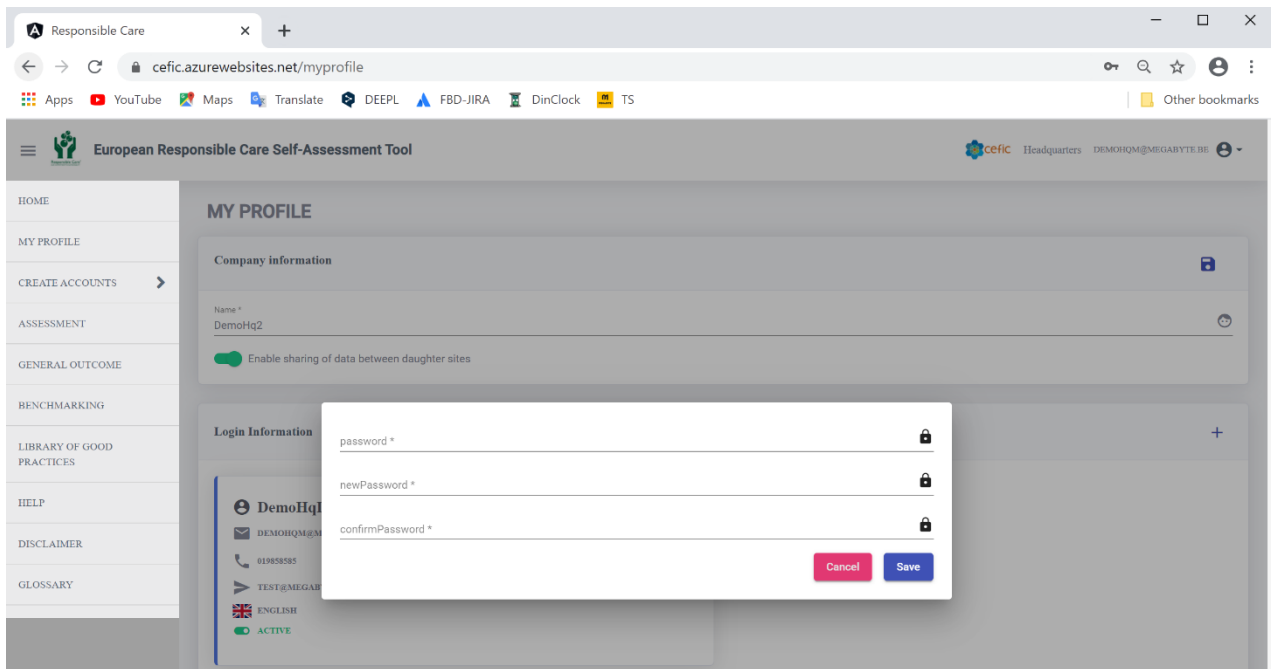
If you disactivate the profile, it will be no longer possible to log into the application.

You must save your changes clicking on the button “Save”.

[5.2. To change your password](#)

Please go to “Login information” and click on the icon with a lock. You will be asked to insert your old password and then new one. The new password must have at least 8 characters, with at least one uppercase letter and one number (ex: Test123).

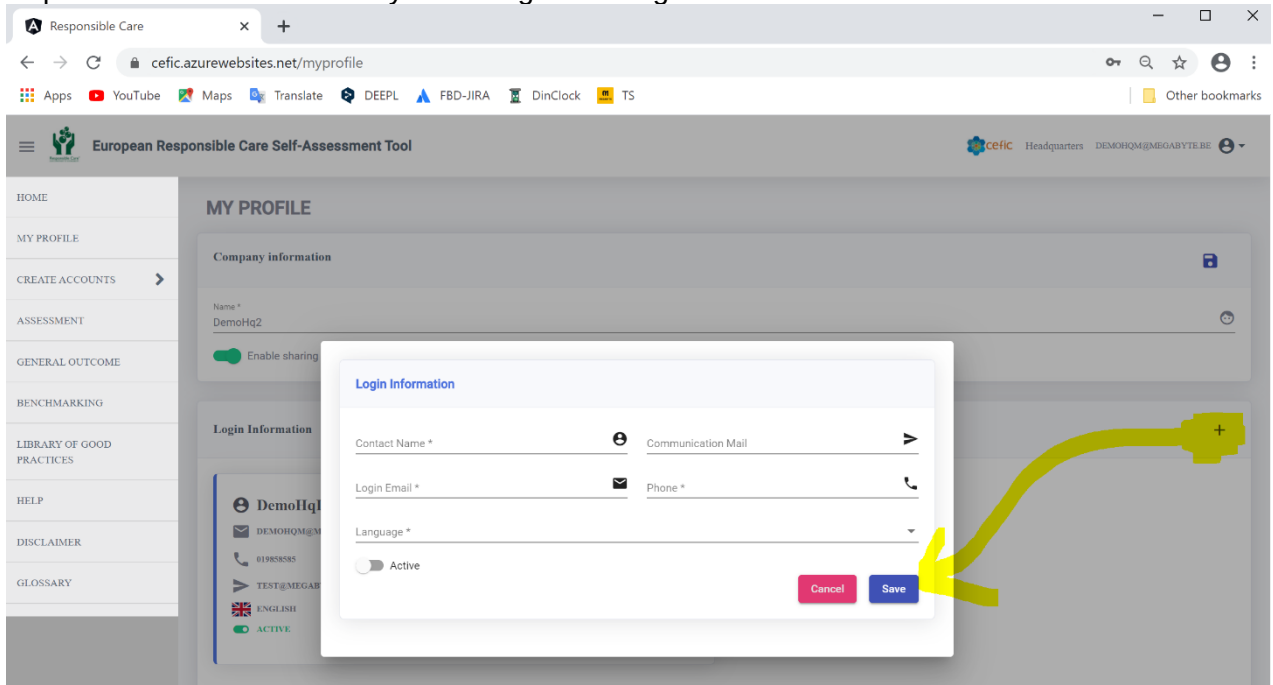




You must save the new password clicking on the button “Save”.

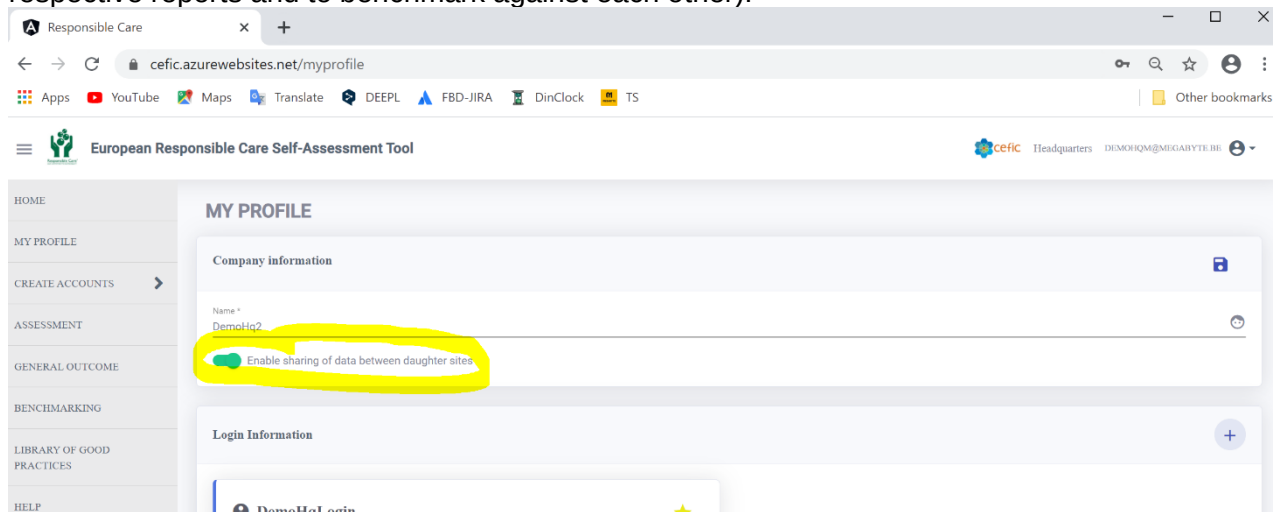
5.3. [To give access to the webtool to other colleagues](#)

You can have up to three logins for the webtool. Therefore, you can give access to other two colleagues by clicking on the + at the top right corner of the Login information and insert the required info. You must save your changes clicking on the button “Save”.



5.4. To enable the sharing of data of your daughter sites

Please click on the green button at the top of the page. This functionality will allow your daughter sites to share data between them (to produce an aggregate of their results, to visualise respective reports and to benchmark against each other).

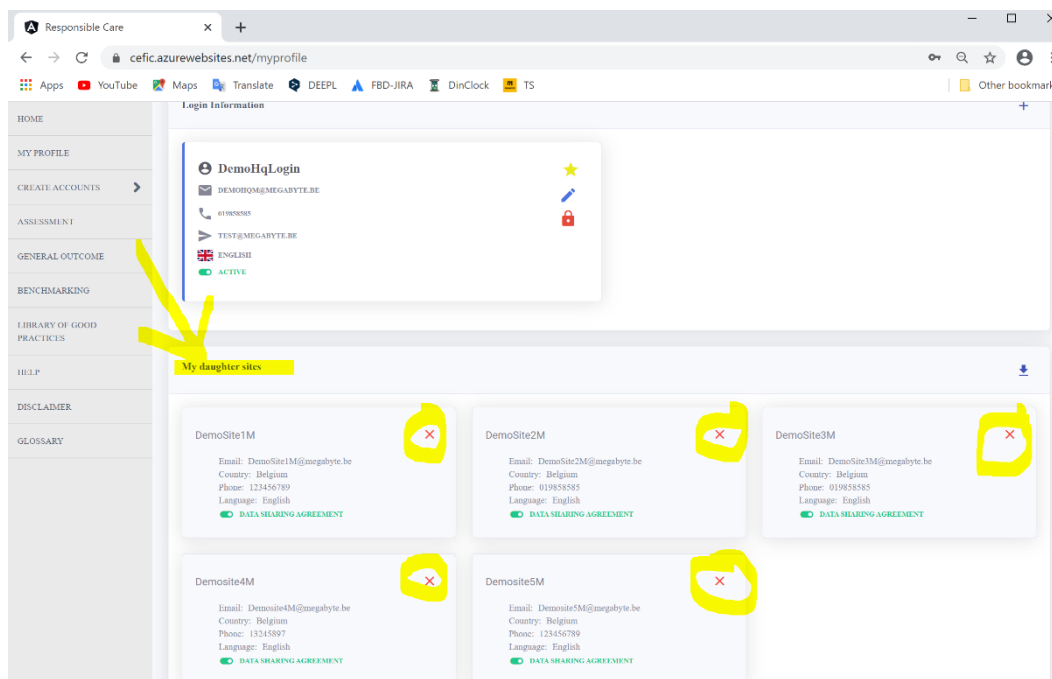


You must save your changes clicking on the button “Save”.

5.5. To remove the connection with one of your daughter sites

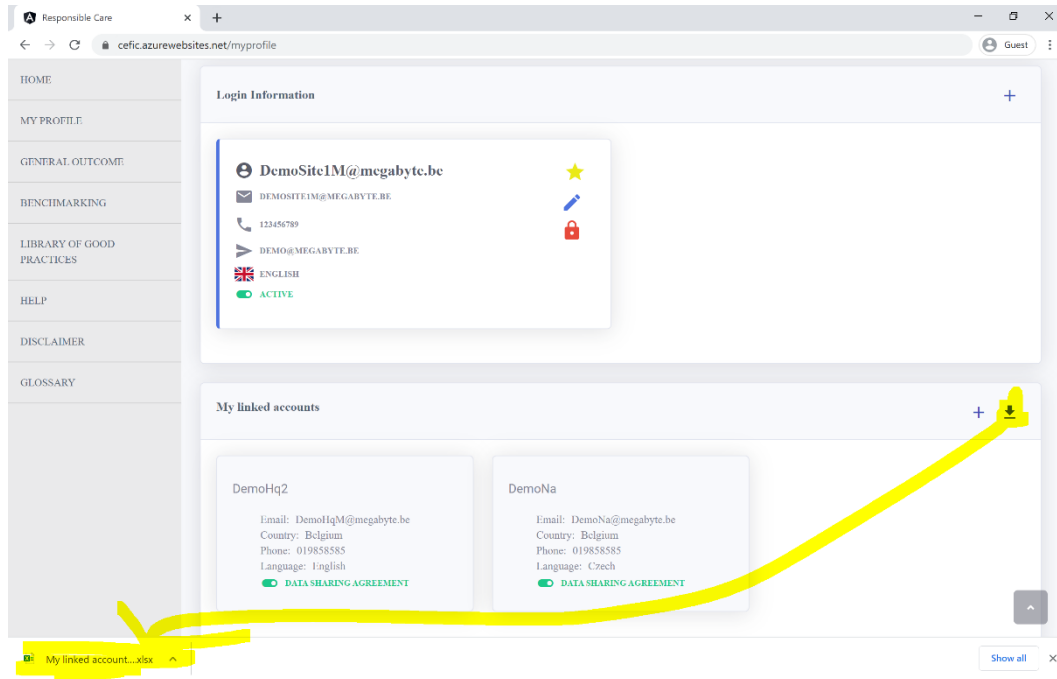
In case one of your sites is bought by another company and you do not want to be connected anymore to it, you can remove the link between your accounts.

To do so, please go to the last section of the page called “My daughter sites” where there are listed all daughter sites with their related contact information. Click on the red cross in the margin of the box of the site that you want to disconnect from. Please mind that once removed the connection you cannot re-establish it yourself. You need to contact the administrators of the webtool for it (RCWebtool@cefic.be).



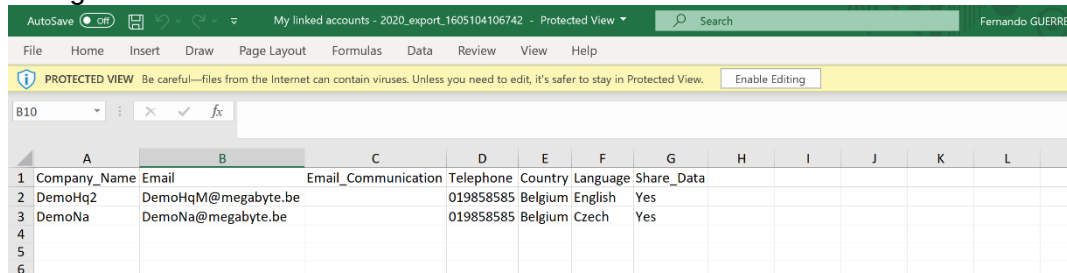
5.6 To export to Excel the contact info of your “linked accounts”

If you want to export to excel the contact info of your linked accounts, please go to the last section of the page called “Linked accounts” and select the icon 



The screenshot shows the 'My linked accounts' section of the webtool. It contains two account cards: 'DemoHq2' and 'DemoNa'. Each card displays contact information (Email, Country, Phone, Language) and a 'DATA SHARING AGREEMENT' status. A yellow arrow highlights the download icon in the top right corner of the 'My linked accounts' section, pointing to the file 'My linked account...xlsx' in the download bar at the bottom left.

You get this:

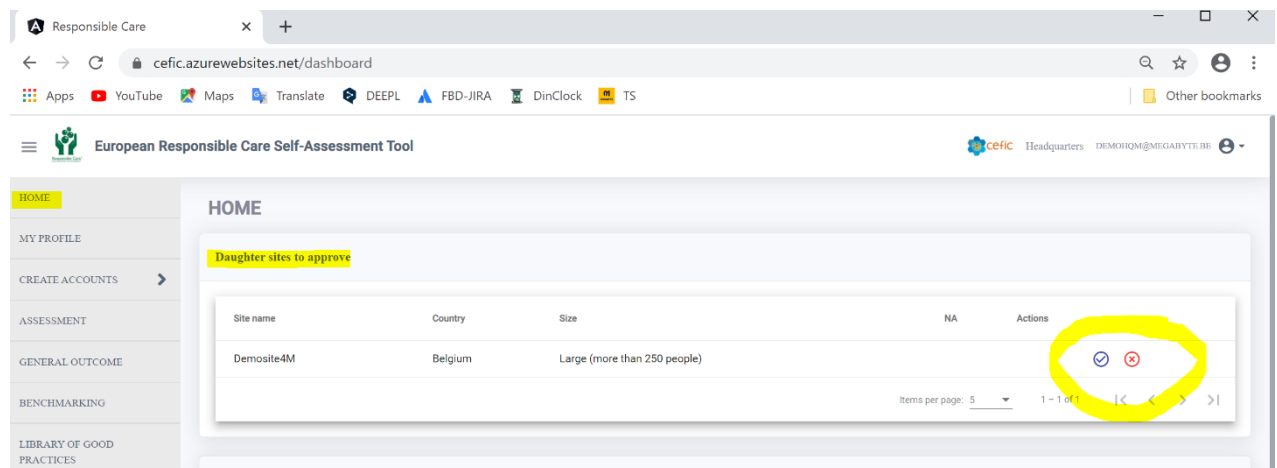


Company Name	Email	Email Communication	Telephone	Country	Language	Share Data
DemoHq2	DemoHqM@megabyte.be		019858585	Belgium	English	Yes
DemoNa	DemoNa@megabyte.be		019858585	Belgium	Czech	Yes

6. How to connect your account to the one of a daughter site

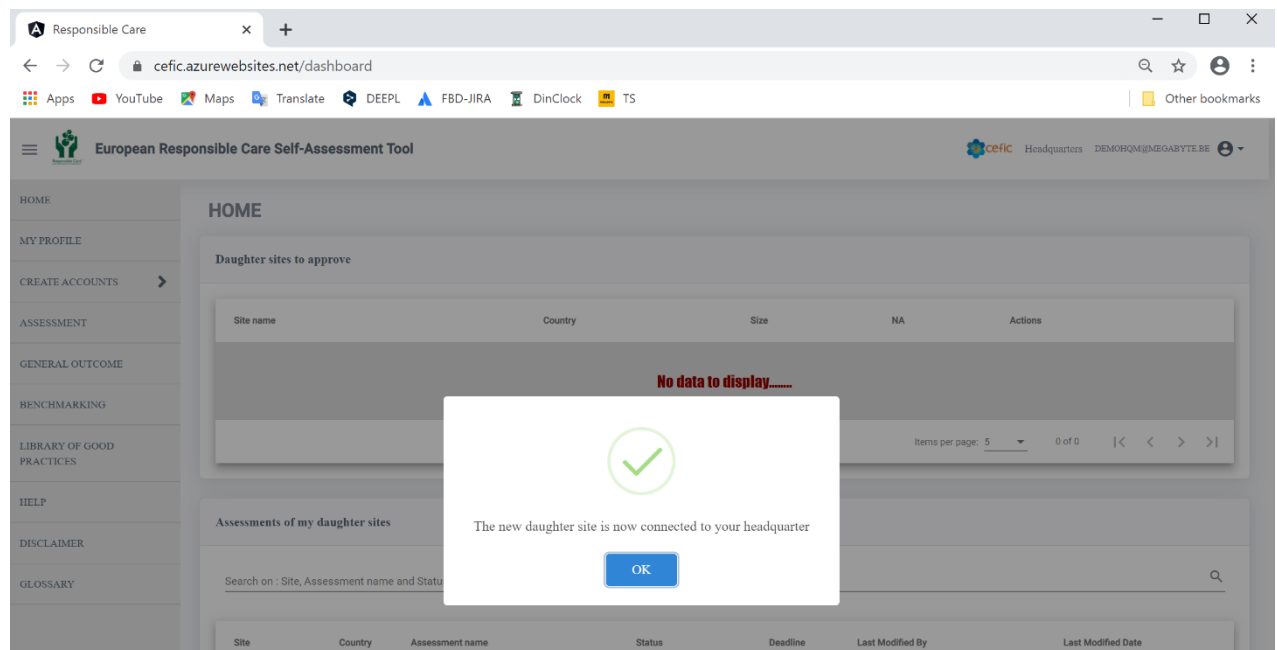
If your daughter sites have selected your HQ at the moment of the creation of their account, you will receive a notification by email to inform you that you need to connect to the webtool to approve the connection between your accounts.

Once logged in the webtool **select “Home” in the main menu**. At the top of this page you will visualise the list of the sites that asked to be connected to your HQ. You must click on the icon to approve them.



Click  to approve, click  to reject

If you approve, you will receive this confirmation window:



In the same page, below this section, you can see the status of the assessment of all your daughter sites.

Responsible Care

cefic.azurewebsites.net/dashboard

Apps YouTube Maps Translate DEEPL FBD-JIRA DinClock TS

Other bookmarks

European Responsible Care Self-Assessment Tool

cefic Headquarters DEMOHQM@MEGABYTE.BE

HOME

MY PROFILE

CREATE ACCOUNTS

ASSESSMENT

GENERAL OUTCOME

BENCHMARKING

LIBRARY OF GOOD PRACTICES

HELP

DISCLAIMER

GLOSSARY

HOME

Daughter sites to approve

Site name	Country	Size	NA	Actions
No data to display				

Items per page: 5 0 of 0 |< < > >|

Assessments of my daughter sites

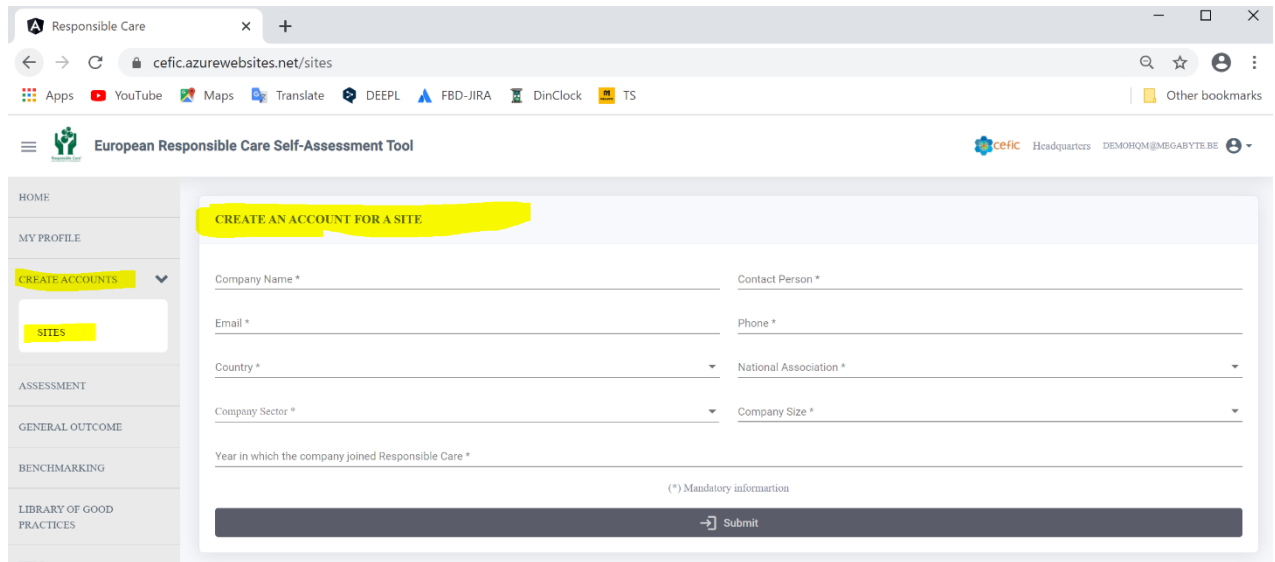
Search on : Site, Assessment name and Status

Site	Country	Assessment name	Status	Deadline	Last Modified By	Last Modified Date
DemoSite1M		Test Assessment 2020 M	Submitted 100 %	31/07/2020	DemoSite1M@megabyte.be	01/10/2020
DemoSite3M		Test Assessment 2020 M	Submitted 100 %	31/07/2020		
DemoSite2M		Test Assessment 2020 M	Submitted 100 %	30/07/2020	DemoSite2M@megabyte.be	02/11/2020
DemoSite1M		Test Assesment Swiss 2019	Submitted 100 %	31/07/2020		
DemoSite2M		Test Assesment Swiss 2019	In Progress 28 %	31/07/2020	DemoSite2M@megabyte.be	12/10/2020
DemoSite3M		Test Assesment Swiss 2019	Not Started 0 %	31/07/2020		

7. How to create accounts for your daughter sites

Your sites can create accounts on their own using the self-service creation form that can be accessed in the login page of the webtool by clicking on the link “Don’t have an account yet?”.

However, **you can also create an account for them selecting “Create accounts” in the main menu.** An account creation form will appear:



The screenshot shows a web browser window with the URL cefic.azurewebsites.net/sites. The page title is 'Responsible Care'. The main heading is 'European Responsible Care Self-Assessment Tool'. On the left, there is a sidebar menu with options: HOME, MY PROFILE, CREATE ACCOUNTS (selected), SITES, ASSESSMENT, GENERAL OUTCOME, BENCHMARKING, and LIBRARY OF GOOD PRACTICES. The main content area is titled 'CREATE AN ACCOUNT FOR A SITE'. It contains the following fields:

- Company Name *
- Contact Person *
- Email *
- Phone *
- Country *
- National Association *
- Company Sector *
- Company Size *
- Year in which the company joined Responsible Care *

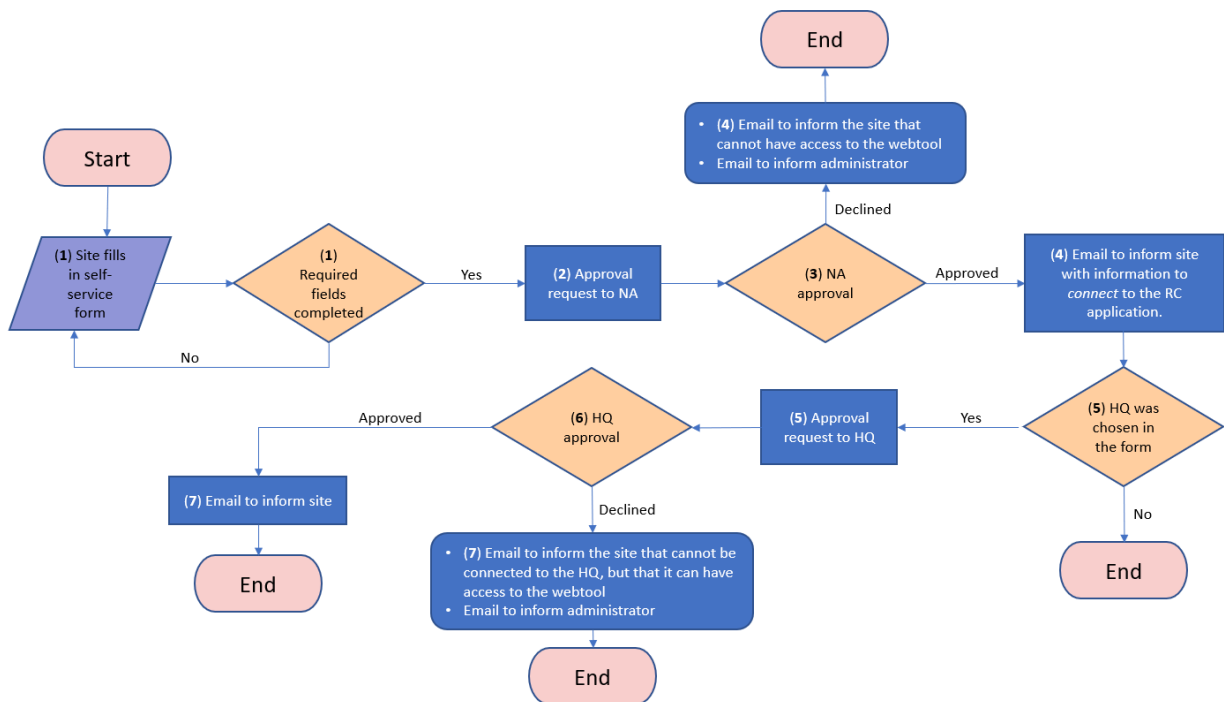
Below the fields, there is a note: '(*) Mandatory information'. At the bottom right, there is a 'Submit' button.

In which you must fill in the following info:

- ✓ All information with * is mandatory:
- ✓ Company name-site name (the “identification name” of the site-composed of both company name and site name- must be unique and not shared with other sites),
- ✓ Contact person,
- ✓ Email,
- ✓ Phone,
- ✓ Category (producer or distributor),
- ✓ Country,
- ✓ Company Size,
- ✓ National association (of the chemical industry you are member of),
- ✓ Sector (please select one or more of the 17 NACE codes listed. If you are a distributor, please select “No sector for distributors”),
- ✓ Year in which your company joined Responsible Care (If you do not know the exact year in which your organisation joined the Responsible Care programme please give an approximate year. This information is important to keep track on new companies joining the Responsible Care programme).

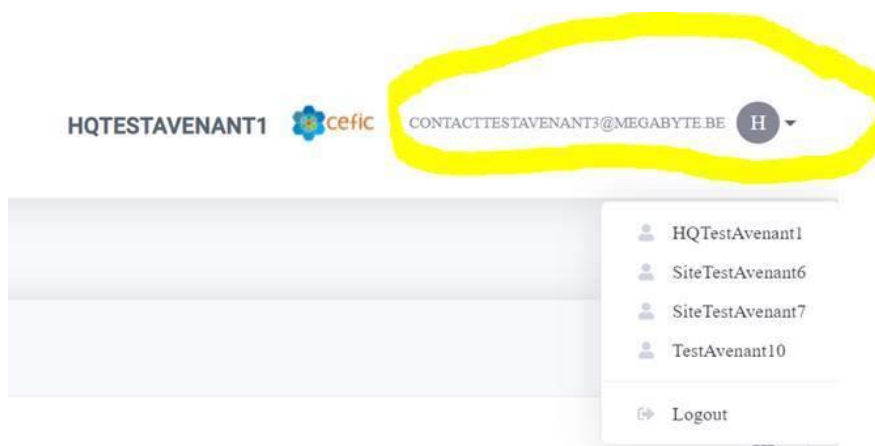
To submit the form, click on the button “Submit”. *Please note that once created the accounts need to be approved by the National Association of the Country where the Sites are located before the sites can access to the webtool!*

In the graphic below you can see the entire approval process for the creation of the account of a site.



N.B. It is possible to create accounts of different daughter sites using the same login email and contact person, used also for the HQ.

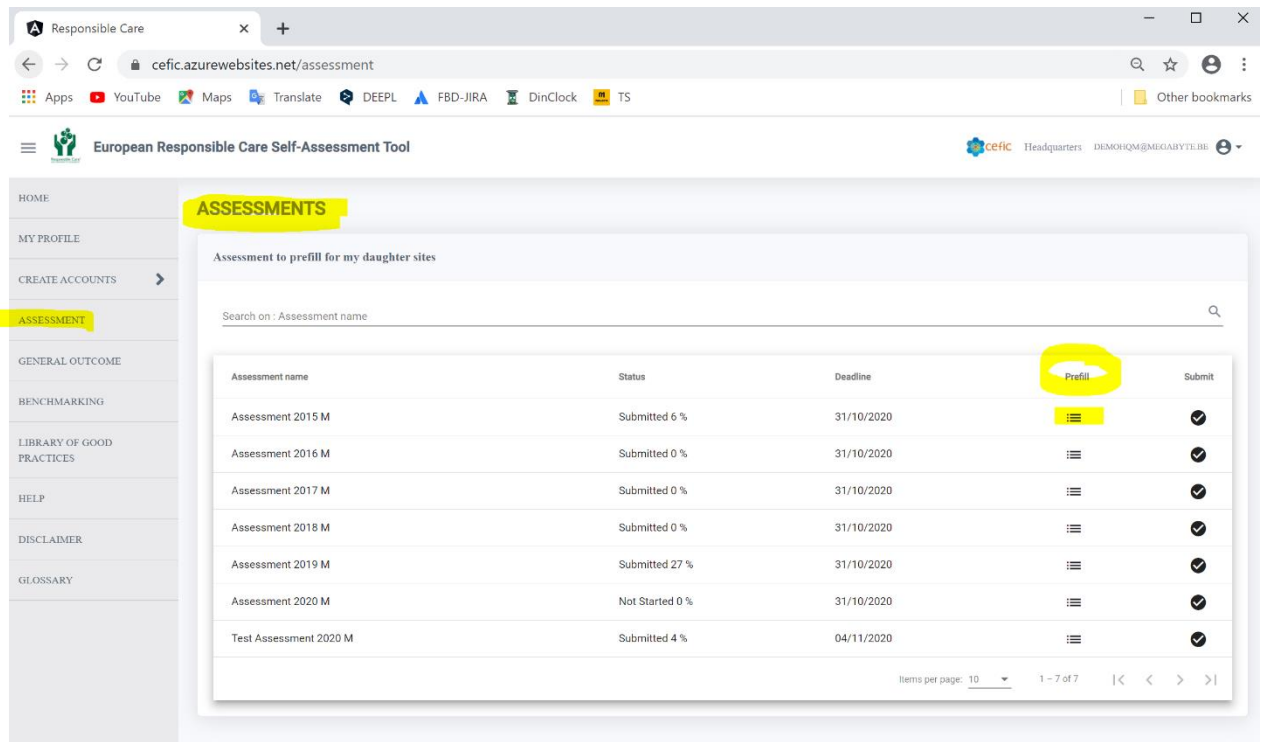
Those accounts will be linked in the tool and you can access to them using the same login email and password received when you created the first account. You can enter inside the different accounts by clicking on your login email/your account icon on the top right corner of your account and by selecting the name of the site or of the HQ that you want to access in the dropdown list, as shown in the screen shot below.



8. How to do a corporate assessment (HQ prefill)

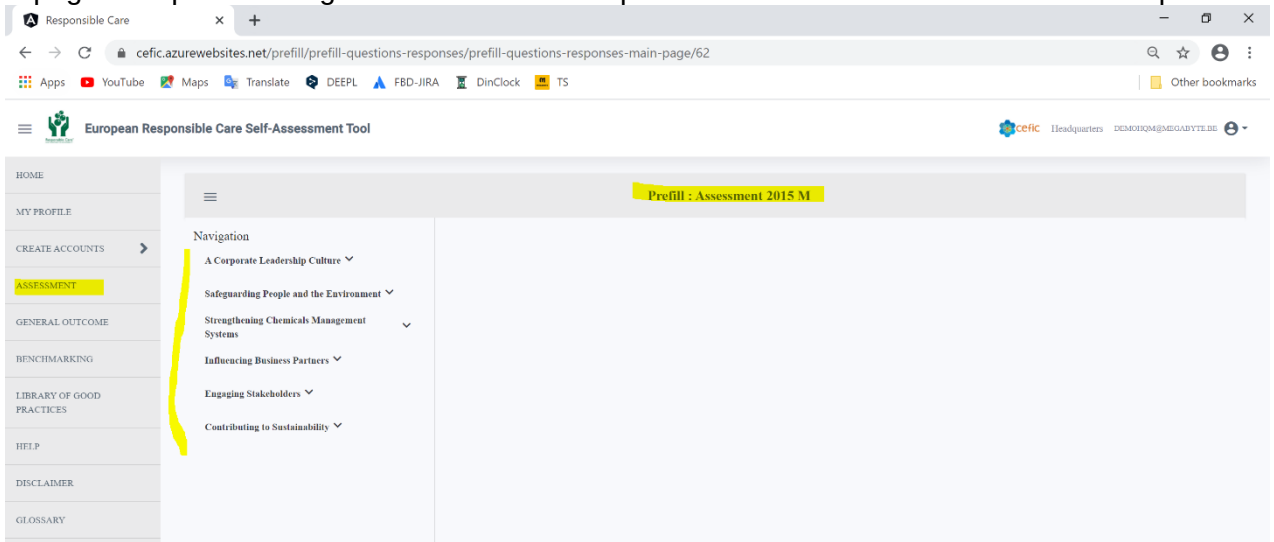
HQ are not obliged to do a corporate assessment for their daughter sites. This is an internal decision of each company. It is just a functionality thought for companies with management system very harmonised between sites to make them save time.

To do a corporate assessment select “Assessment” in the main menu. A list of assessments **to prefill for your daughter sites** will appear. You need to select the interested assessment and click on the icon “Prefill”  to open the assessment.



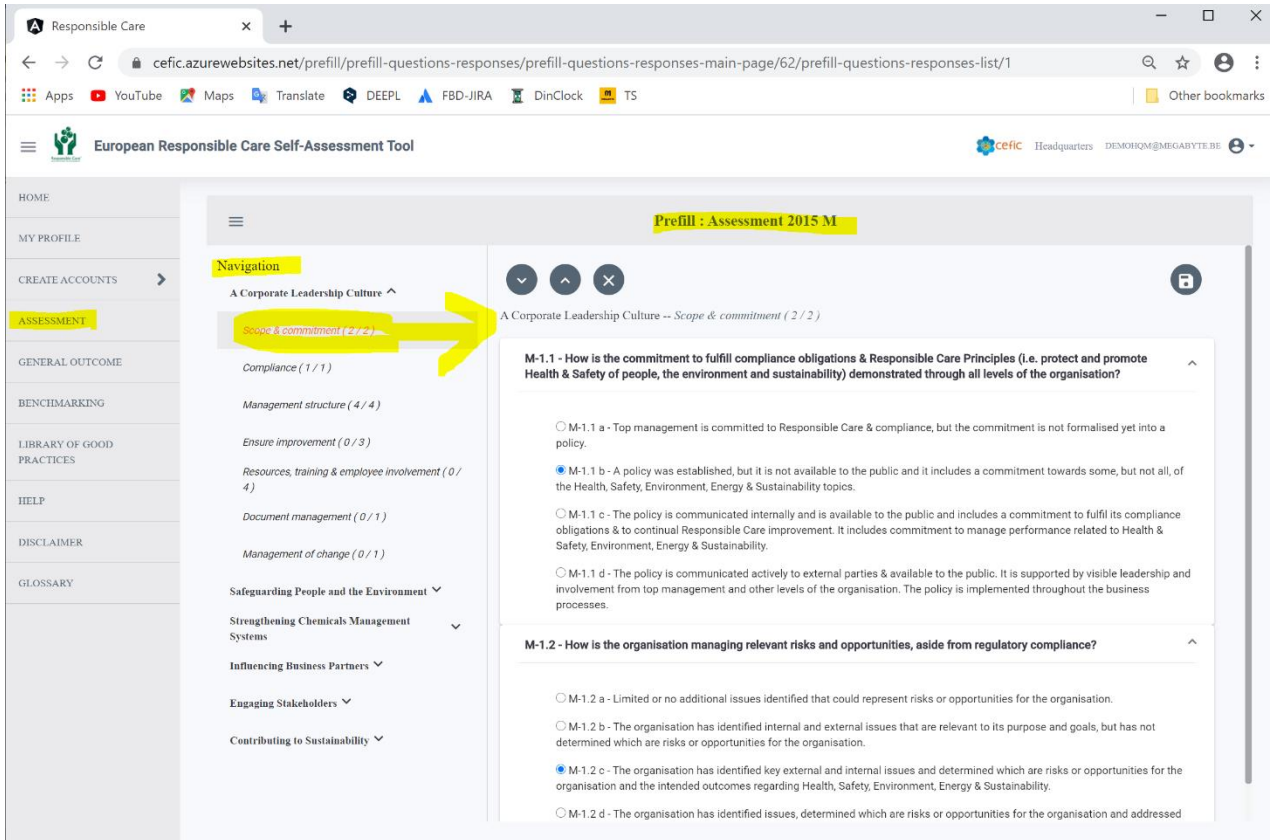
Assessment name	Status	Deadline	Prefill	Submit
Assessment 2015 M	Submitted 6 %	31/10/2020		
Assessment 2016 M	Submitted 0 %	31/10/2020		
Assessment 2017 M	Submitted 0 %	31/10/2020		
Assessment 2018 M	Submitted 0 %	31/10/2020		
Assessment 2019 M	Submitted 27 %	31/10/2020		
Assessment 2020 M	Not Started 0 %	31/10/2020		
Test Assessment 2020 M	Submitted 4 %	04/11/2020		

A page will open showing on the left the six chapters of the assessment with their subchapters:



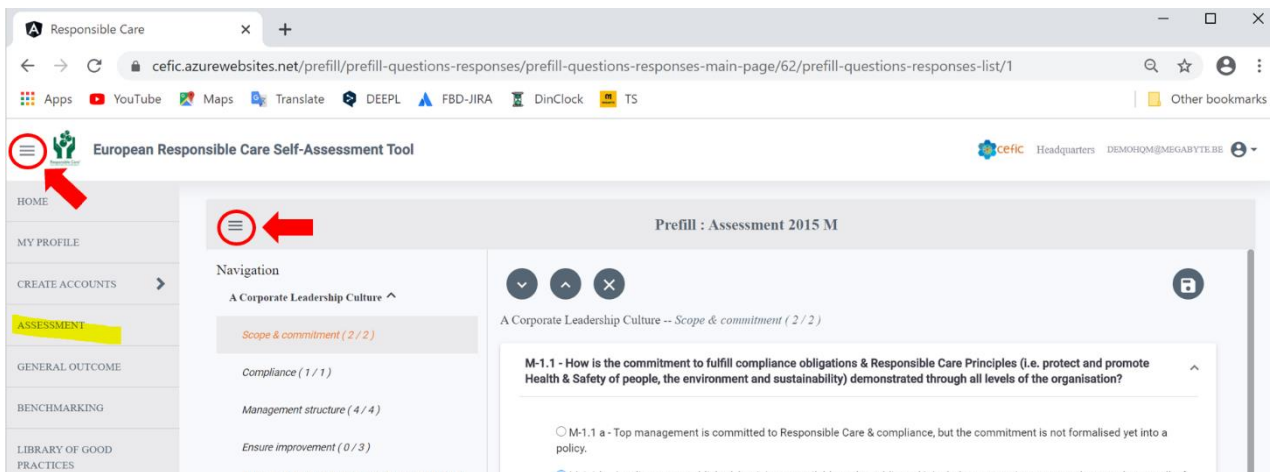
- Navigation
- A Corporate Leadership Culture
- Safeguarding People and the Environment
- Strengthening Chemicals Management Systems
- Influencing Business Partners
- Engaging Stakeholders
- Contributing to Sustainability

N.B.: Differently from sites, HQ do not have inside the assessment the following pages: assessment info, start and prefill, general outcome and tips.

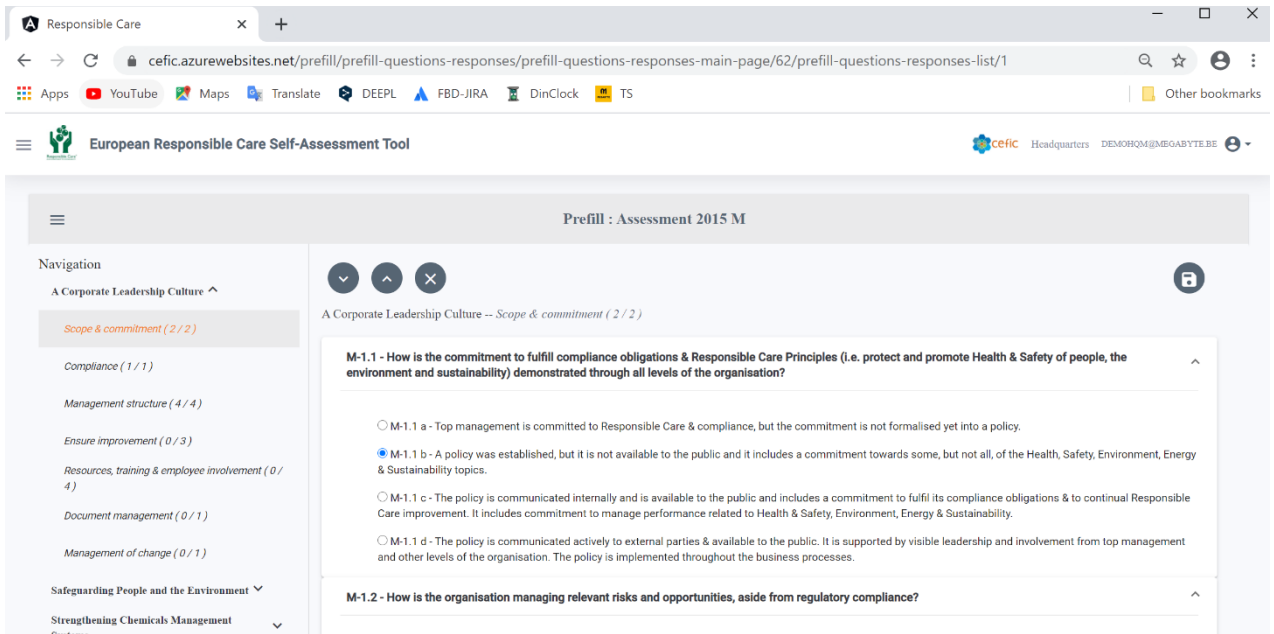


Below the Title "Navigation" you can see the six chapters of the assessment. Under each chapter are visible the subchapters in italics.

*In order to gain more space on the screen, you can disable the **assessment submenu** by clicking on the icon:*



You obtain this:



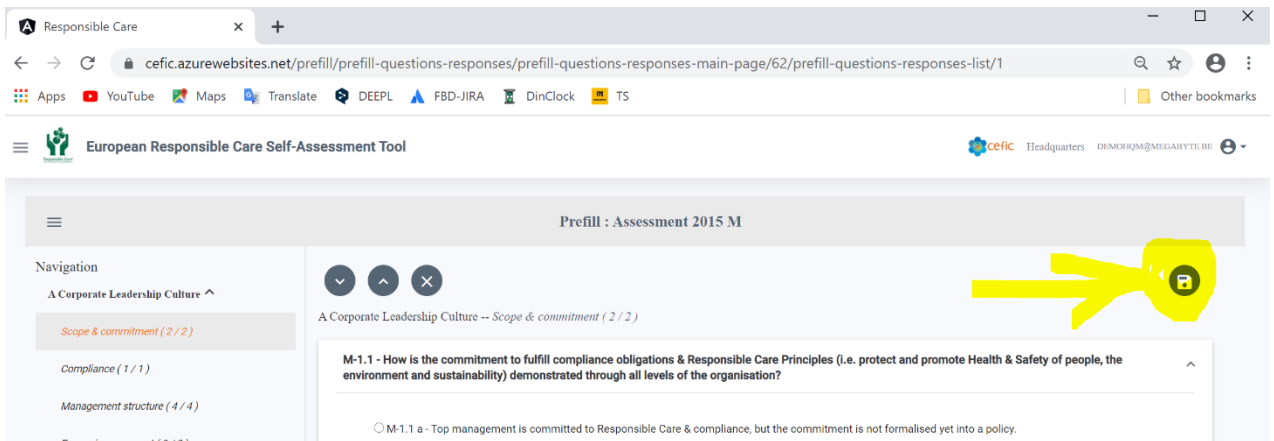
As a HQ you do not have the possibility to prefill an assessment based on standards or previous year assessments. You must reply to all questions manually. To visualise the questions, you must click on the subchapters (which are below each chapter).

For each question, four possible answers are displayed, with increasing level of maturity. For each question, select the answer that best fit your organisation's current status, to the best of your knowledge.

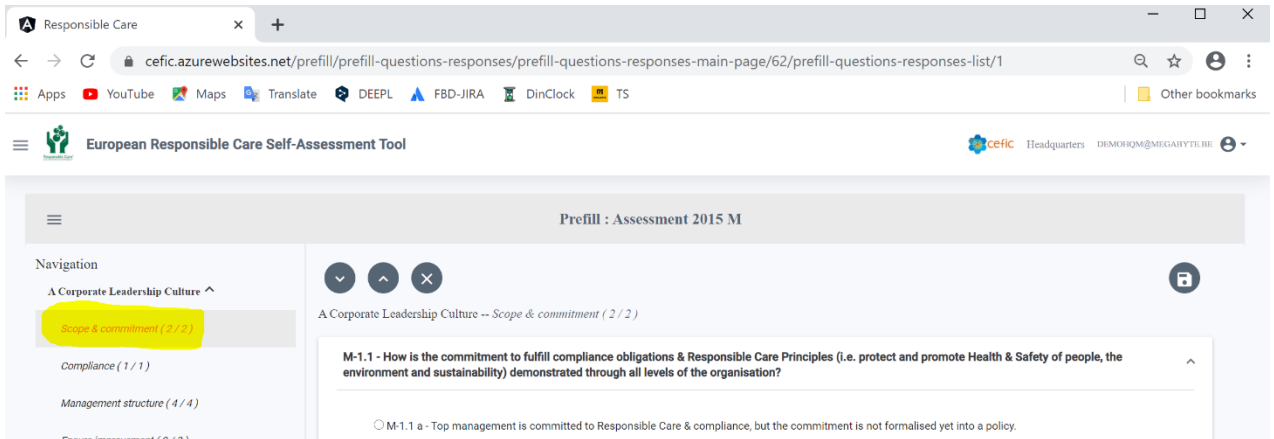
Selecting a choice does not necessarily mean that your organisation's practices fit the description in every possible aspect, but rather that this selection is the one which most closely aligns with your understanding of your organisational practices at this time.

DO NOT FORGET TO SAVE YOUR RESPONSES

To save the responses please click the button  You are not obliged to save each response. You can save at the end of a subchapter.



Close to each subchapter there is a **counter** indicating the total number of questions per subchapters and the number of questions that you have already replied.

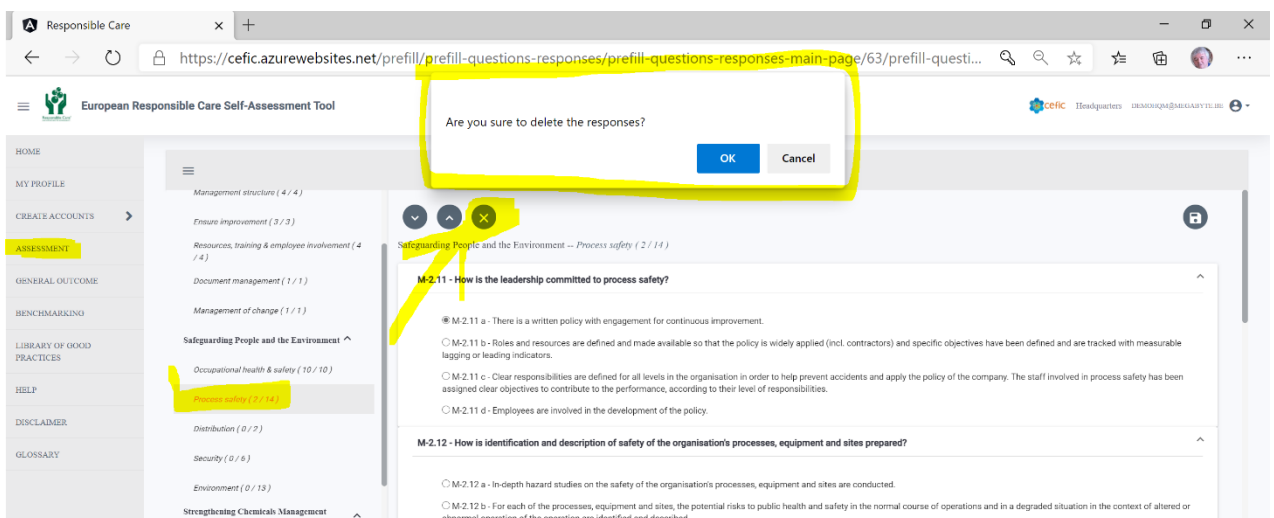


You can stop filling in the questionnaire at any time and log out the application. Your replies will be saved **if before leaving you click on the SAVE button**.



In this way you can easily restart filling in the questionnaire from where you left it.

If you want to delete a reply that you have already given and leave that question unanswered to let your sites reply to it, please click on the cross at the start of the subchapter where there is that question.

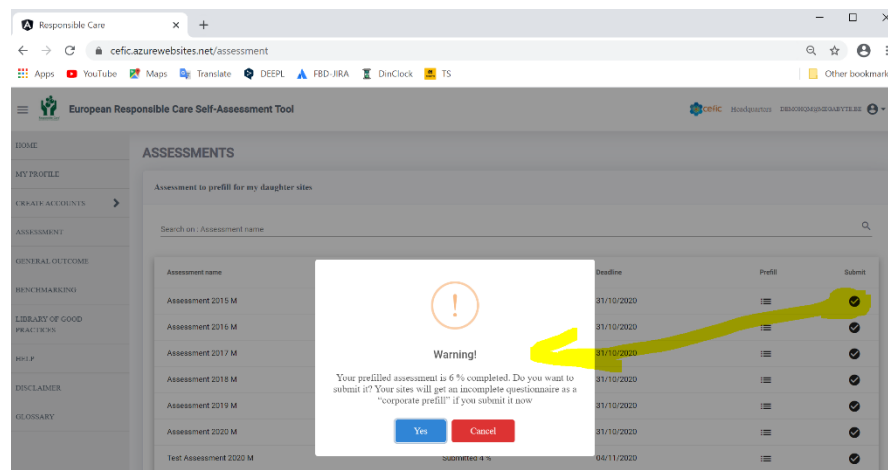


Please note that in this way you will delete all replies given in that subchapter. Therefore, you must reply again to the questions for which you want your sites to have an answer.

After having replied to all questions please do not forget to come back to the “Assessment page” and click on “Submit” at the end of row of the assessment. In this way your corporate assessment will be published on the account of your daughter sites as HQ prefill.

Your daughter sites must go to the page “start and prefill”, select your HQ prefill and validate it to have their assessment prefilled with the replies that you have given. Your daughter sites can always review the responses and change them to suit their current situation as site before submitting it.

Important: Note that you are not obliged to respond to 100% of the questions to be able to submit your corporate assessment. You can decide to prefill only a part of the assessment for your daughter sites and leave them finish the assessment at site level, for example.

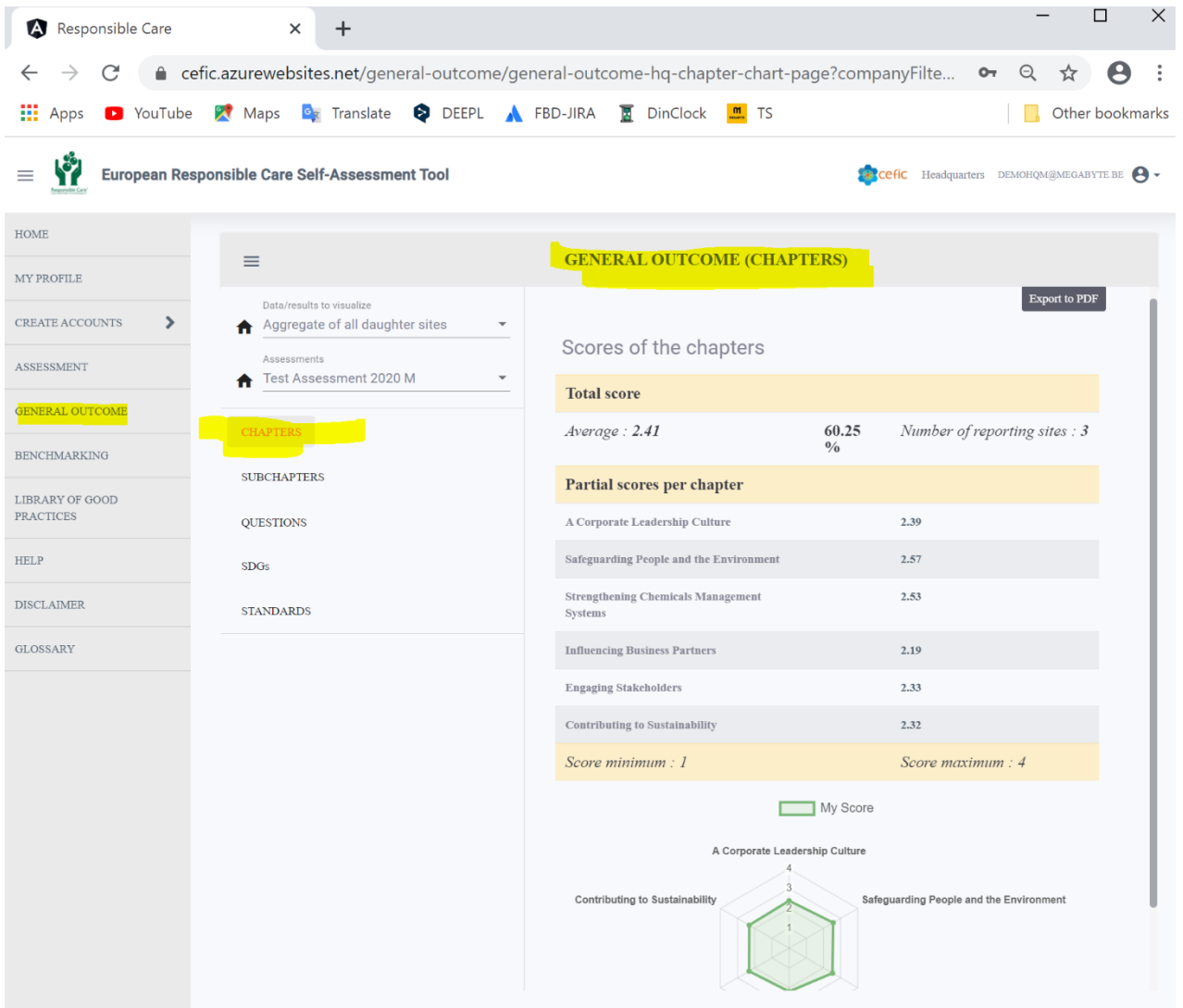


After submitting your corporate assessment, you will then receive an email informing you that you successfully submitted the assessment, with a link to a “feedback survey” to make your remarks on the Responsible Care self-assessment webtool. Your comments will be very useful to us to improve the tool!

9. General Outcome

To visualise the results of your assessment (corporate assessment) or the aggregate results of your daughter sites or the assessment of a specific daughter site **select the “General outcome”** in the main menu.

A page showing different filters and levels of reporting will appear.



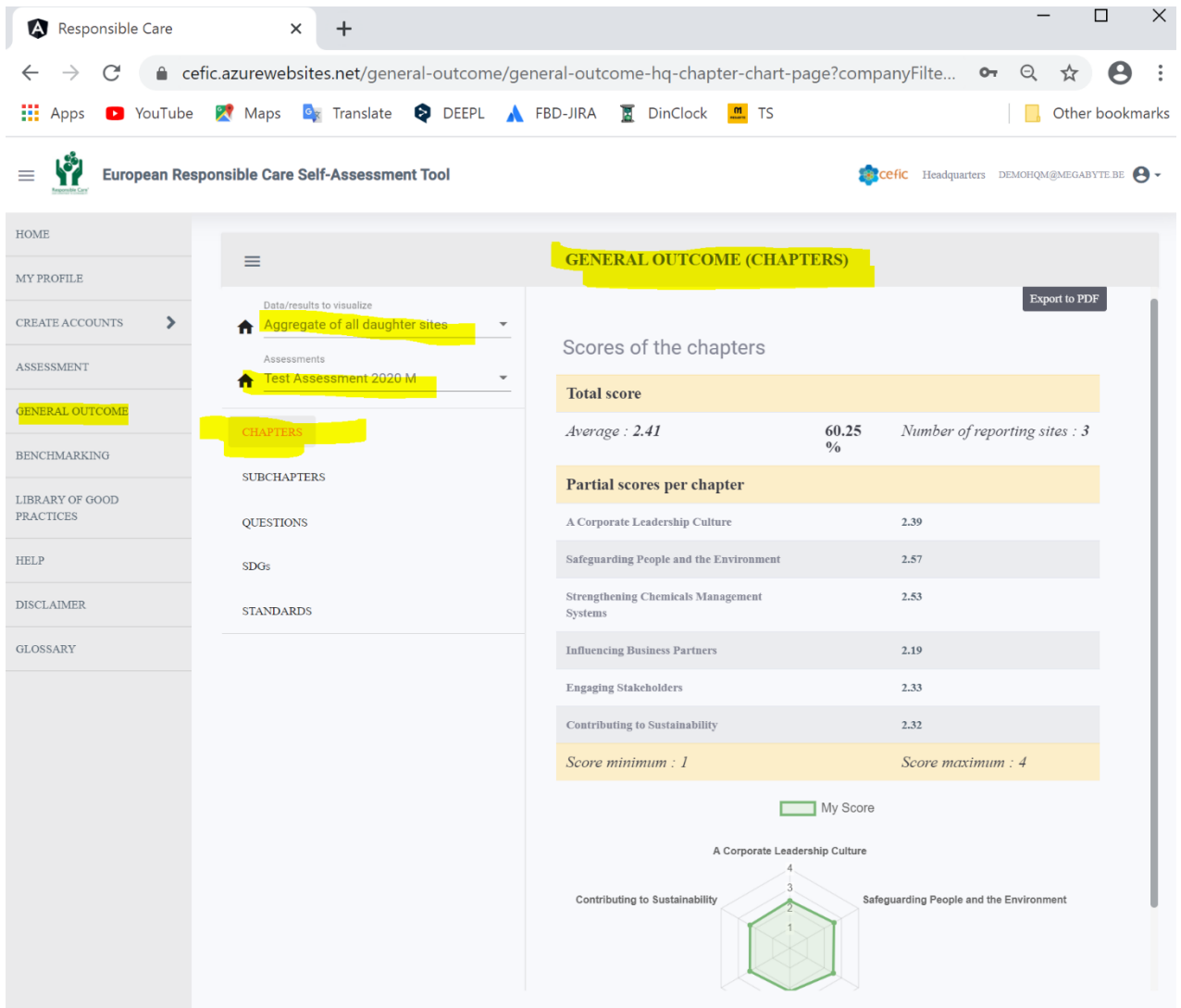
The screenshot shows the 'European Responsible Care Self-Assessment Tool' interface. The left sidebar contains navigation links: HOME, MY PROFILE, CREATE ACCOUNTS, ASSESSMENT, GENERAL OUTCOME (highlighted), BENCHMARKING, LIBRARY OF GOOD PRACTICES, HELP, DISCLAIMER, and GLOSSARY. The main content area is titled 'GENERAL OUTCOME (CHAPTERS)'. It features a dropdown menu for 'Data/results to visualize' (set to 'Aggregate of all daughter sites') and 'Assessments' (set to 'Test Assessment 2020 M'). Below this is a 'CHAPTERS' section with links to SUBCHAPTERS, QUESTIONS, SDGs, and STANDARDS. The right side displays 'Scores of the chapters' with a table of partial scores per chapter and a radar chart.

Scores of the chapters		
Total score		
Average : 2.41	60.25 %	Number of reporting sites : 3
Partial scores per chapter		
A Corporate Leadership Culture	2.39	
Safeguarding People and the Environment	2.57	
Strengthening Chemicals Management Systems	2.53	
Influencing Business Partners	2.19	
Engaging Stakeholders	2.33	
Contributing to Sustainability	2.32	
Score minimum : 1	Score maximum : 4	

The radar chart shows 'My Score' for five categories: A Corporate Leadership Culture (2.39), Safeguarding People and the Environment (2.57), Contributing to Sustainability (2.32), Engaging Stakeholders (2.33), and Strengthening Chemicals Management Systems (2.53). The chart has a scale from 1 to 4.

To visualise the GENERAL OUTCOME, you must select the following filters:

- A. the **Data/Results to visualise**:
 - by default, the aggregate of all daughter sites;
 - you can visualise also your corporate assessment or specific daughter sites.
- B. the **Assessment** (current or previous year assessment).



After selecting the filters, **you can choose which type of General Outcome you would like to visualise** by picking one of the items from the list below:

- CHAPTERS;
- SUBCHAPTERS;
- QUESTIONS;
- SDGs;
- STANDARDS.


European Responsible Care Self-Assessment Tool


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HOME
 MY PROFILE
 CREATE ACCOUNTS
 ASSESSMENT
 GENERAL OUTCOME
 BENCHMARKING
 LIBRARY OF GOOD PRACTICES
 HELP
 DISCLAIMER
 GLOSSARY

Data/results to visualize
 Aggregate of all daughter sites
 Assessments
 Test Assessment 2020 M

GENERAL OUTCOME (CHAPTERS)

Export to PDF

Scores of the chapters

Total score
 Average : **2.41** **60.25 %** Number of reporting sites : 3

Partial scores per chapter

A Corporate Leadership Culture	2.39
Safeguarding People and the Environment	2.57
Strengthening Chemicals Management Systems	2.53
Influencing Business Partners	2.19

CHAPTERS
 SUBCHAPTERS
 QUESTIONS
 SDGs
 STANDARDS

To hide the submenu of the General outcome and view the reports in full screen please click on the icon  on the top left of the grey bar.


European Responsible Care Self-Assessment Tool


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GENERAL OUTCOME (CHAPTERS)

Export to PDF

Scores of the chapters

Total score
 Average : **2.41** **60.25 %** Number of reporting sites : 3

Partial scores per chapter

A Corporate Leadership Culture	2.39
Safeguarding People and the Environment	2.57
Strengthening Chemicals Management Systems	2.53
Influencing Business Partners	2.19
Engaging Stakeholders	2.33
Contributing to Sustainability	2.32
Score minimum : 1	Score maximum : 4

My Score
 A Corporate Leadership Culture
 4

To save in pdf the reports please click on the button “Export to PDF” on the right corner of each page.


European Responsible Care Self-Assessment Tool


 Headquarters DEMOHQM@MEGABYTE.BE


GENERAL OUTCOME (CHAPTERS)

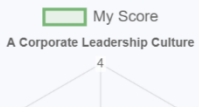


Scores of the chapters

Total score	
Average : 2.41	60.25 % Number of reporting sites : 3

Partial scores per chapter	
A Corporate Leadership Culture	2.39
Safeguarding People and the Environment	2.57
Strengthening Chemicals Management Systems	2.53
Influencing Business Partners	2.19
Engaging Stakeholders	2.33
Contributing to Sustainability	2.32

Score minimum : 1 Score maximum : 4



You get a PDF Report:

34051813-3187-4571-afa5-126c98da8dcb

1 / 1



Data/results to visualize : Aggregate of all daughter sites
Assessments : Test Assessment 2020 M

Scores of the chapters

Total score	
Average : 2.41	60.25 % Number of reporting sites : 3

Partial scores per chapter	
A Corporate Leadership Culture	2.39
Safeguarding People and the Environment	2.57
Strengthening Chemicals Management Systems	2.53
Influencing Business Partners	2.19
Engaging Stakeholders	2.33
Contributing to Sustainability	2.32

Score minimum : 1 Score maximum : 4

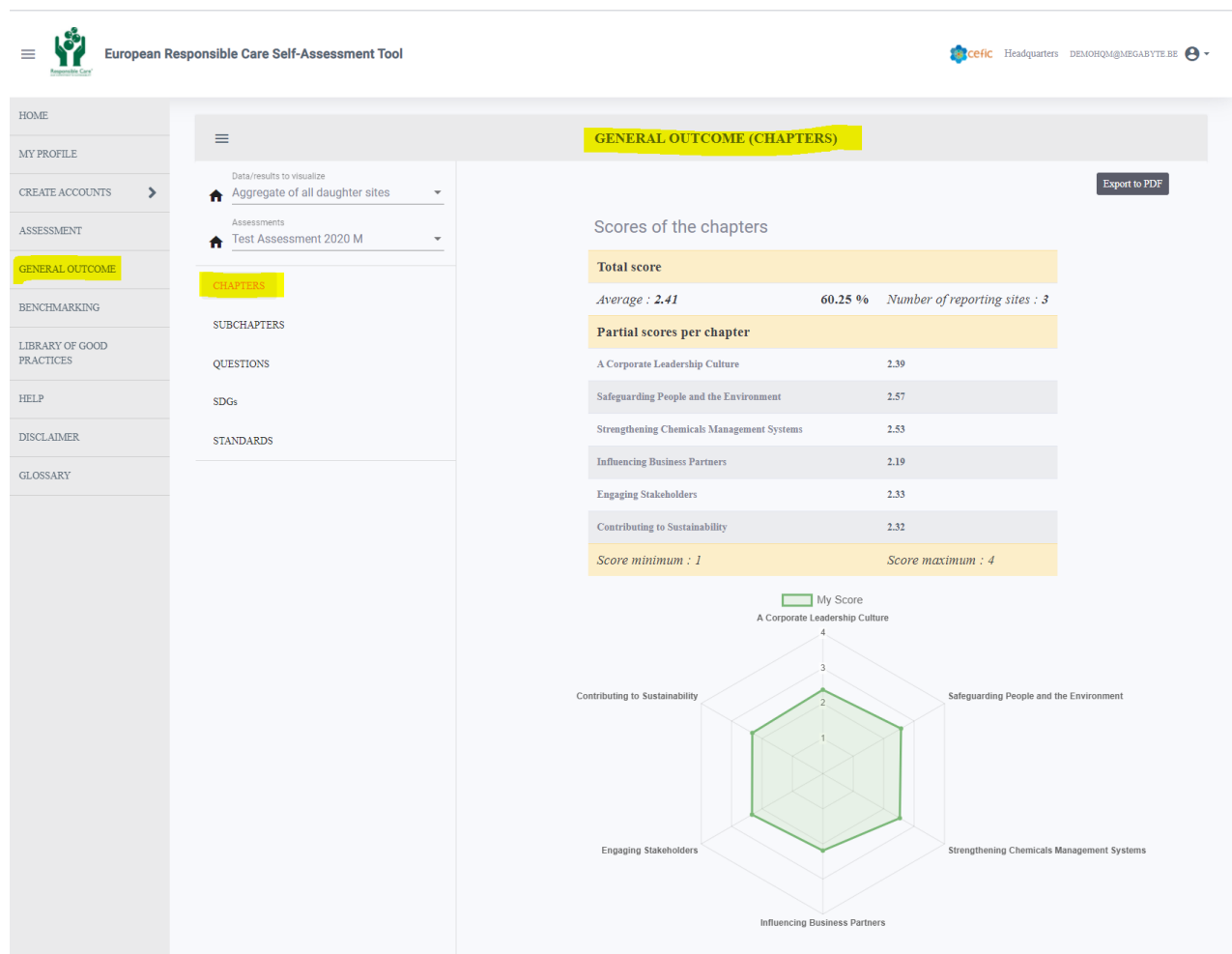


9.1. GENERAL OUTCOME (CHAPTERS)

This page provides a score, overall (in average and percentage) and per chapter (on a scale from 1 to 4). If you want to learn how the scores are calculated, please check [chapter 16](#).

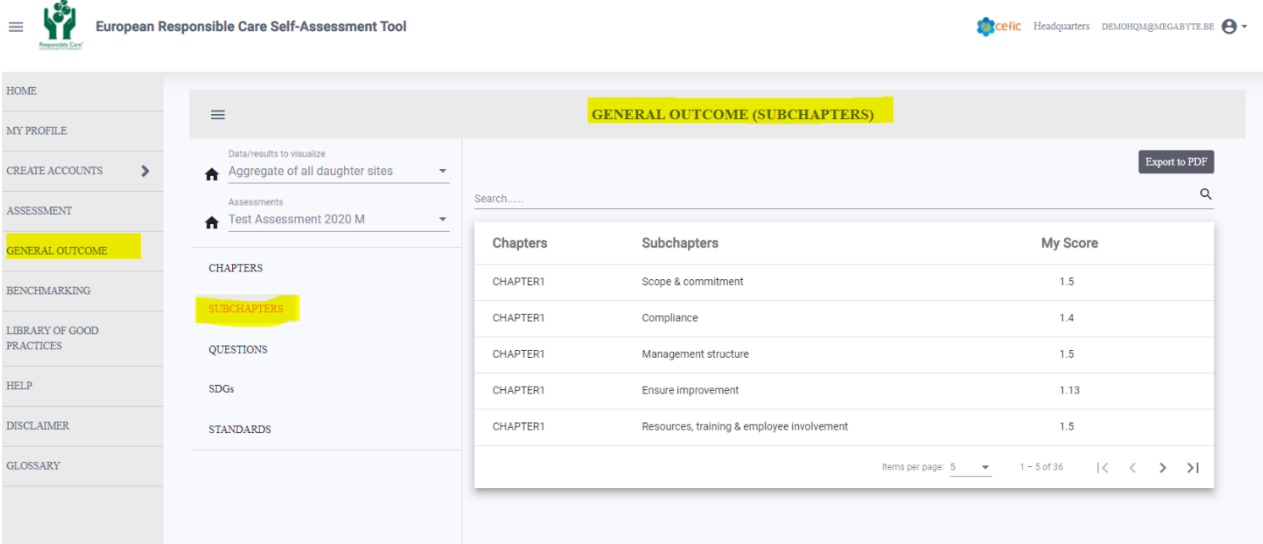
It also provides the number of reporting sites that make up the score (in case of aggregate data) and a spider chart that offers a visual highlight of the chapters your organisation performs in and the ways of improvement.

The philosophy behind the scoring is to provide a single figure position that gives each organisation a chance to evaluate where they stand and improve where they feel the need. The scoring makes it possible to track progress through time and to identify on which topics management processes could be improved and where they are already performing well.



9.2. GENERAL OUTCOME (SUBCHAPTERS)

This page shows chapter by chapter the scoring. You can search for “subchapters” in the top of the list.

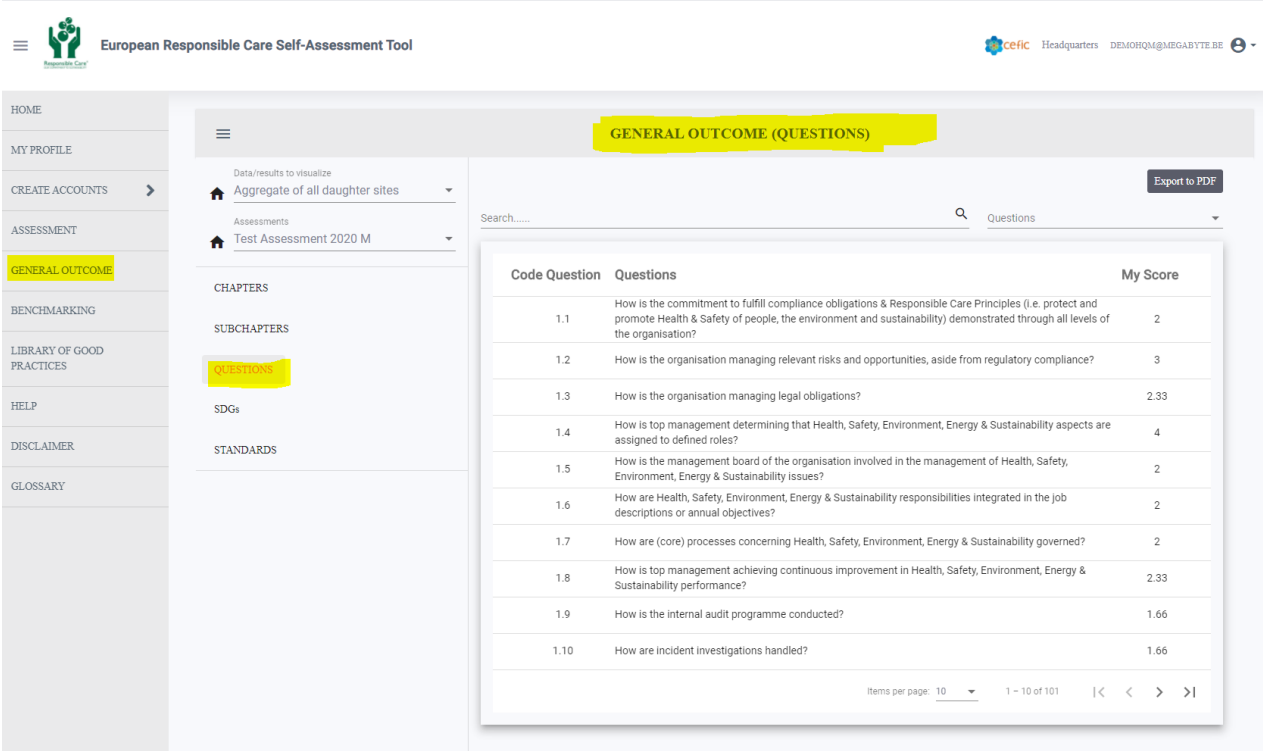


The screenshot shows the 'European Responsible Care Self-Assessment Tool' interface. The left sidebar contains navigation links: HOME, MY PROFILE, CREATE ACCOUNTS, ASSESSMENT, GENERAL OUTCOME (highlighted), BENCHMARKING, LIBRARY OF GOOD PRACTICES, HELP, DISCLAIMER, and GLOSSARY. The main content area is titled 'GENERAL OUTCOME (SUBCHAPTERS)'. It features a search bar and a table with columns: Chapters, Subchapters, and My Score. The table lists five subchapters under CHAPTER1 with their respective scores. At the bottom right, there is a pagination control showing 'Items per page: 5' and '1 - 5 of 36'.

Chapters	Subchapters	My Score
CHAPTER1	Scope & commitment	1.5
CHAPTER1	Compliance	1.4
CHAPTER1	Management structure	1.5
CHAPTER1	Ensure improvement	1.13
CHAPTER1	Resources, training & employee involvement	1.5

9.3. GENERAL OUTCOME (QUESTIONS)

This page shows question by question the scoring. You can scroll to view more questions and you can search for “questions” in the top of the list.



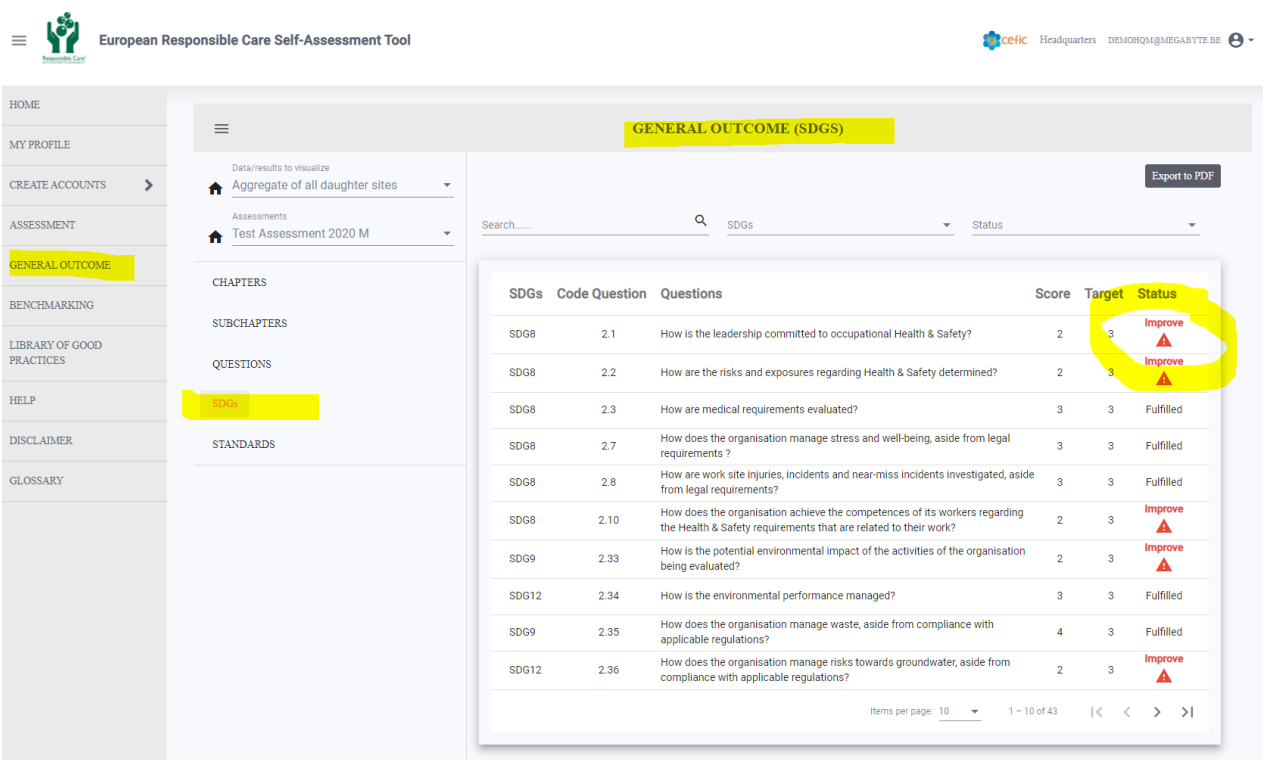
The screenshot shows the 'European Responsible Care Self-Assessment Tool' interface. The left sidebar is identical to the previous screenshot, with 'GENERAL OUTCOME' highlighted. The main content area is titled 'GENERAL OUTCOME (QUESTIONS)'. It features a search bar and a table with columns: Code Question, Questions, and My Score. The table lists ten questions with their respective scores. At the bottom right, there is a pagination control showing 'Items per page: 10' and '1 - 10 of 101'.

Code Question	Questions	My Score
1.1	How is the commitment to fulfill compliance obligations & Responsible Care Principles (i.e. protect and promote Health & Safety of people, the environment and sustainability) demonstrated through all levels of the organisation?	2
1.2	How is the organisation managing relevant risks and opportunities, aside from regulatory compliance?	3
1.3	How is the organisation managing legal obligations?	2.33
1.4	How is top management determining that Health, Safety, Environment, Energy & Sustainability aspects are assigned to defined roles?	4
1.5	How is the management board of the organisation involved in the management of Health, Safety, Environment, Energy & Sustainability issues?	2
1.6	How are Health, Safety, Environment, Energy & Sustainability responsibilities integrated in the job descriptions or annual objectives?	2
1.7	How are (core) processes concerning Health, Safety, Environment, Energy & Sustainability governed?	2
1.8	How is top management achieving continuous improvement in Health, Safety, Environment, Energy & Sustainability performance?	2.33
1.9	How is the internal audit programme conducted?	1.66
1.10	How are incident investigations handled?	1.66

9.4. GENERAL OUTCOME (SDGs)

This page lists the questions linked to one or more of the 17 United Nations Sustainable Development Goals (SDGs). The table offers a visual overview of your contributions to these goals, as reflected by your answers. It helps you to identify relevant SDGs you already contribute to (indicated as “fulfilled”), or SDG you can further focus on by implementing identified actions (signaled with “**improve**”). The Target indicates to which level you might consider increasing your score to reach SDG compliance.

You can scroll to view more SDGs / questions and you can search for “questions” or select a desired “SDG” and “status” on top of the list.



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GENERAL OUTCOME (SDGs)

Data/results to visualize
Aggregate of all daughter sites

Assessments
Test Assessment 2020 M

CHAPTERS

SUBCHAPTERS

QUESTIONS

SDGs

STANDARDS

Search..... SDGs Status

SDGs	Code	Question	Score	Target	Status
SDG8	2.1	How is the leadership committed to occupational Health & Safety?	2	3	improve
SDG8	2.2	How are the risks and exposures regarding Health & Safety determined?	2	3	improve
SDG8	2.3	How are medical requirements evaluated?	3	3	Fulfilled
SDG8	2.7	How does the organisation manage stress and well-being, aside from legal requirements ?	3	3	Fulfilled
SDG8	2.8	How are work site injuries, incidents and near-miss incidents investigated, aside from legal requirements?	3	3	Fulfilled
SDG8	2.10	How does the organisation achieve the competences of its workers regarding the Health & Safety requirements that are related to their work?	2	3	improve
SDG9	2.33	How is the potential environmental impact of the activities of the organisation being evaluated?	2	3	improve
SDG12	2.34	How is the environmental performance managed?	3	3	Fulfilled
SDG9	2.35	How does the organisation manage waste, aside from compliance with applicable regulations?	4	3	Fulfilled
SDG12	2.36	How does the organisation manage risks towards groundwater, aside from compliance with applicable regulations?	2	3	improve

Items per page: 10 1 - 10 of 43

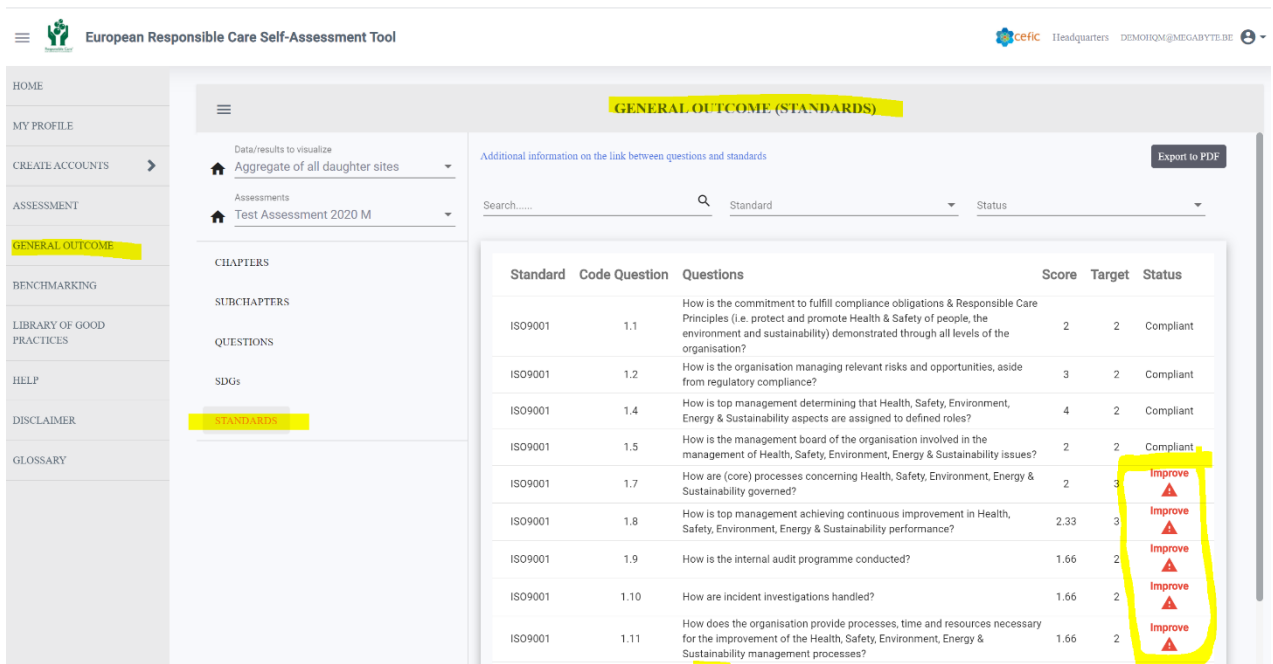
9.5. GENERAL OUTCOME (STANDARDS)

This page lists all the questions linked to a specific standard through the six chapters and indicates if an international standard is still far away or would already be within reach.

If your answer to a question reaches a score that is equivalent to or higher than the compliance level with one or more requirement(s) from this standard, this question will be indicated as “compliant”. If your score is lower, “improve” will appear for this question.

Only the relevant questions for a standard are reported in this page.

You can scroll to view more standards / questions and you can search for “questions” or select a desired “standard” and “status” on top of the list.



The screenshot shows the 'European Responsible Care Self-Assessment Tool' interface. The left sidebar contains navigation links: HOME, MY PROFILE, CREATE ACCOUNTS, ASSESSMENT, GENERAL OUTCOME (highlighted), BENCHMARKING, LIBRARY OF GOOD PRACTICES, HELP, DISCLAIMER, and GLOSSARY. The main content area is titled 'GENERAL OUTCOME (STANDARDS)' and includes a search bar and filters for Standard and Status. Below this is a table with columns: Standard, Code, Question, Score, Target, and Status. The table lists 11 questions under the ISO9001 standard. Questions 1.1, 1.2, 1.4, and 1.5 are marked as 'Compliant', while questions 1.7, 1.8, 1.9, 1.10, and 1.11 are marked as 'Improve'. A yellow box highlights the 'Improve' status for the last five questions.

Standard	Code	Question	Score	Target	Status
ISO9001	1.1	How is the commitment to fulfill compliance obligations & Responsible Care Principles (i.e. protect and promote Health & Safety of people, the environment and sustainability) demonstrated through all levels of the organisation?	2	2	Compliant
ISO9001	1.2	How is the organisation managing relevant risks and opportunities, aside from regulatory compliance?	3	2	Compliant
ISO9001	1.4	How is top management determining that Health, Safety, Environment, Energy & Sustainability aspects are assigned to defined roles?	4	2	Compliant
ISO9001	1.5	How is the management board of the organisation involved in the management of Health, Safety, Environment, Energy & Sustainability issues?	2	2	Compliant
ISO9001	1.7	How are (core) processes concerning Health, Safety, Environment, Energy & Sustainability governed?	2	3	Improve
ISO9001	1.8	How is top management achieving continuous improvement in Health, Safety, Environment, Energy & Sustainability performance?	2.33	3	Improve
ISO9001	1.9	How is the internal audit programme conducted?	1.66	2	Improve
ISO9001	1.10	How are incident investigations handled?	1.66	2	Improve
ISO9001	1.11	How does the organisation provide processes, time and resources necessary for the improvement of the Health, Safety, Environment, Energy & Sustainability management processes?	1.66	2	Improve

Note: If all the questions related to a particular standard are marked as “compliant”, this does not mean that your company is compliant with this standard. The questions cover many points of the standards, but not all.

Therefore, it provides an indication of your situation in terms of implementation but does not guarantee your compliance or that all the requirements are met. For an organisation intending to set some steps towards certification against one of the selected standards, we advise to screen the mapping in the link at the top of the page **“Additional information on the link between the questions and the standards”**. In this way they can comprehensively evaluate how they stand towards all requirements, even those not included in the present self-assessment tool.

HOME
MY PROFILE
CREATE ACCOUNTS
ASSESSMENT
GENERAL OUTCOME
BENCHMARKING
LIBRARY OF GOOD PRACTICES
HELP
DISCLAIMER
GLOSSARY

GENERAL OUTCOME (STANDARDS)

Data/results to visualize
Aggregate of all daughter sites
Assessments
Test Assessment 2020 M

CHAPTERS
SUBCHAPTERS
QUESTIONS
SDGs
STANDARDS

Search..... Standard Status

Standard	Code	Question	Questions	Score	Target	Status
ISO9001	1.1		How is the commitment to fulfill compliance obligations & Responsible Care Principles (i.e. protect and promote Health & Safety of people, the environment and sustainability) demonstrated through all levels of the organisation?	2	2	Compliant
ISO9001	1.2		How is the organisation managing relevant risks and opportunities, aside from regulatory compliance?	3	2	Compliant
ISO9001	1.4		How is top management determining that Health, Safety, Environment, Energy & Sustainability aspects are assigned to defined roles?	4	2	Compliant
ISO9001	1.5		How is the management board of the organisation involved in the management of Health, Safety, Environment, Energy & Sustainability issues?	2	2	Compliant
ISO9001	1.7		How are (core) processes concerning Health, Safety, Environment, Energy & Sustainability governed?	2	3	Improve
ISO9001	1.8		How is top management achieving continuous improvement in Health, Safety, Environment, Energy & Sustainability performance?	2.33	3	Improve
ISO9001	1.9		How is the internal audit programme conducted?	1.66	2	Improve
ISO9001	1.10		How are incident investigations handled?	1.66	2	Improve
ISO9001	1.11		How does the organisation provide processes, time and resources necessary for the improvement of the Health, Safety, Environment, Energy & Sustainability management processes?	1.66	2	Improve

After clicking the link, you get this:

Additional information on the links between questions and standards.pdf
1 / 15

Detailed cross references of the Responsible Care self-assessment tool with international standards and chemical industry driven standards

Legend:

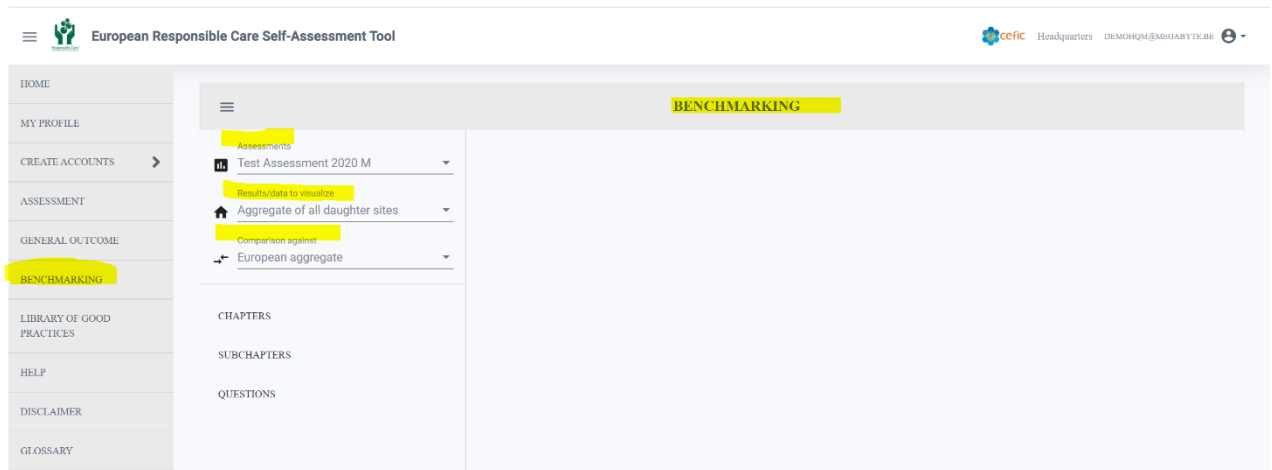
	Requirement included in the standard and covered by the Responsible Care self-assessment tool
	Requirement included in the standard but not covered by the Responsible Care self-assessment tool
	No requirement in that specific standard

Table 1.1 Requirements of ISO9001, ISO14001, ISO 50001, ISO50001 and RC14001 as from chapter four because the first three chapters are not applicable to the self-assessment questionnaire.

Requirements of standards	ISO9001: 2015	ISO14001: 2015	EMAS IV	RC14001: 2015	ISO45001: 2018 ¹	ISO50001: 2018			
4. Context of the organisation									
4.1 Understanding the organisation and its context									
4.2 Understanding the needs and expectations of interested parties									
4.3 Determining the scope of the management system									
4.4 Management system									
5 Leadership									
5.1 Leadership and commitment									
5.1.1 General									

10. BENCHMARKING

Once the deadline for filling in the questionnaire has passed, you can compare your results with others going to the Benchmarking section. Please select in the Main Menu “BENCHMARKING “. A page showing different filters and levels of benchmarking will appear.

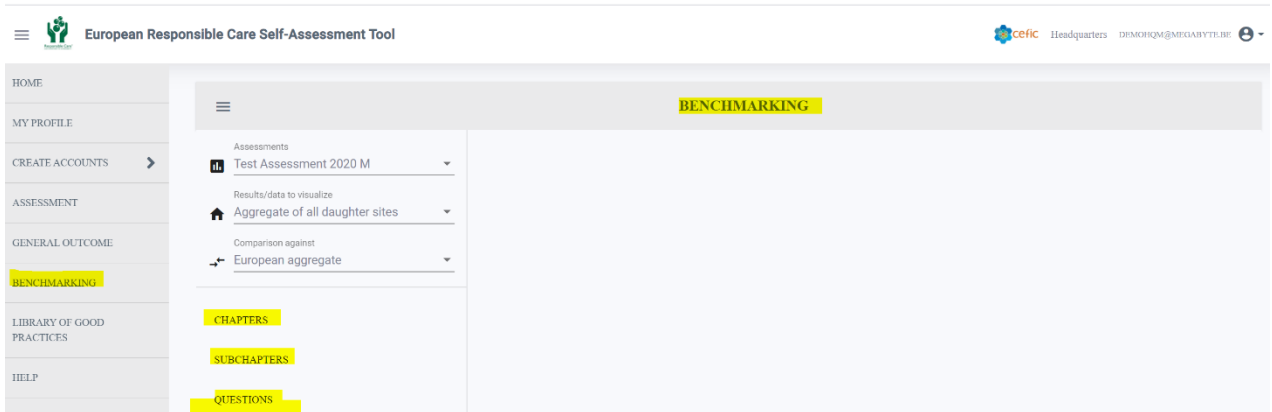


In the BENCHMARKING submenu, you must select the following filters:

- the **Assessment** (this year assessment or a previous year assessment);
- the **Data/Results to visualise** (your corporate assessment or the aggregate of your daughter sites);
- the **Comparison against** (your benchmark):
 - by the default the “European aggregate” (It includes the data of the following countries: Austria, Belgium, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, UK and Norway. Important: Turkey, Ukraine and Russia are not part of the European aggregate!);
 - but you can also select one of your daughter sites.

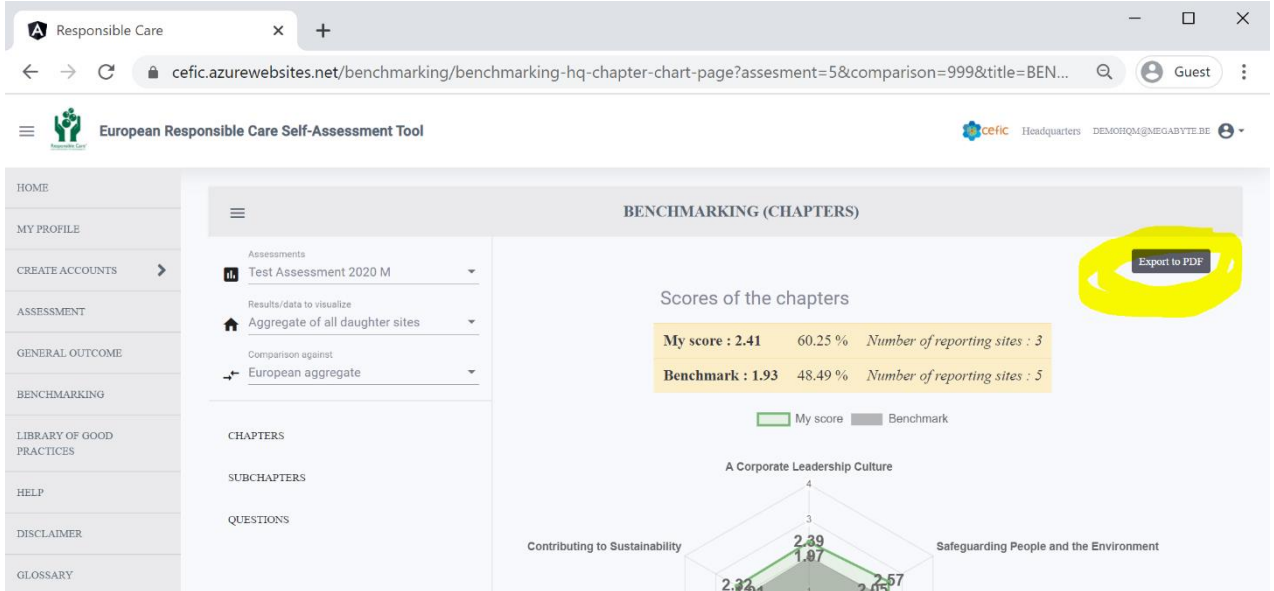
After selecting the filters, you can choose at which level to benchmark by picking one of the items from the list below:

- CHAPTERS;
- SUBCHAPTERS;
- QUESTIONS



To hide the submenu of the General outcome and view the reports in full screen please click on the icon  on the top left of the grey bar.

To save in pdf the reports please click on the button “Export to PDF” on the right corner of each page.



BENCHMARKING (CHAPTERS)

Assessments: Test Assessment 2020 M

Results/data to visualize: Aggregate of all daughter sites

Comparison against: European aggregate

Scores of the chapters

Category	My score	Percentage	Number of reporting sites
My score	2.41	60.25 %	3
Benchmark	1.93	48.49 %	5

A Corporate Leadership Culture

Contributing to Sustainability: My score 2.32, Benchmark 1.91

Safeguarding People and the Environment: My score 2.57, Benchmark 2.05

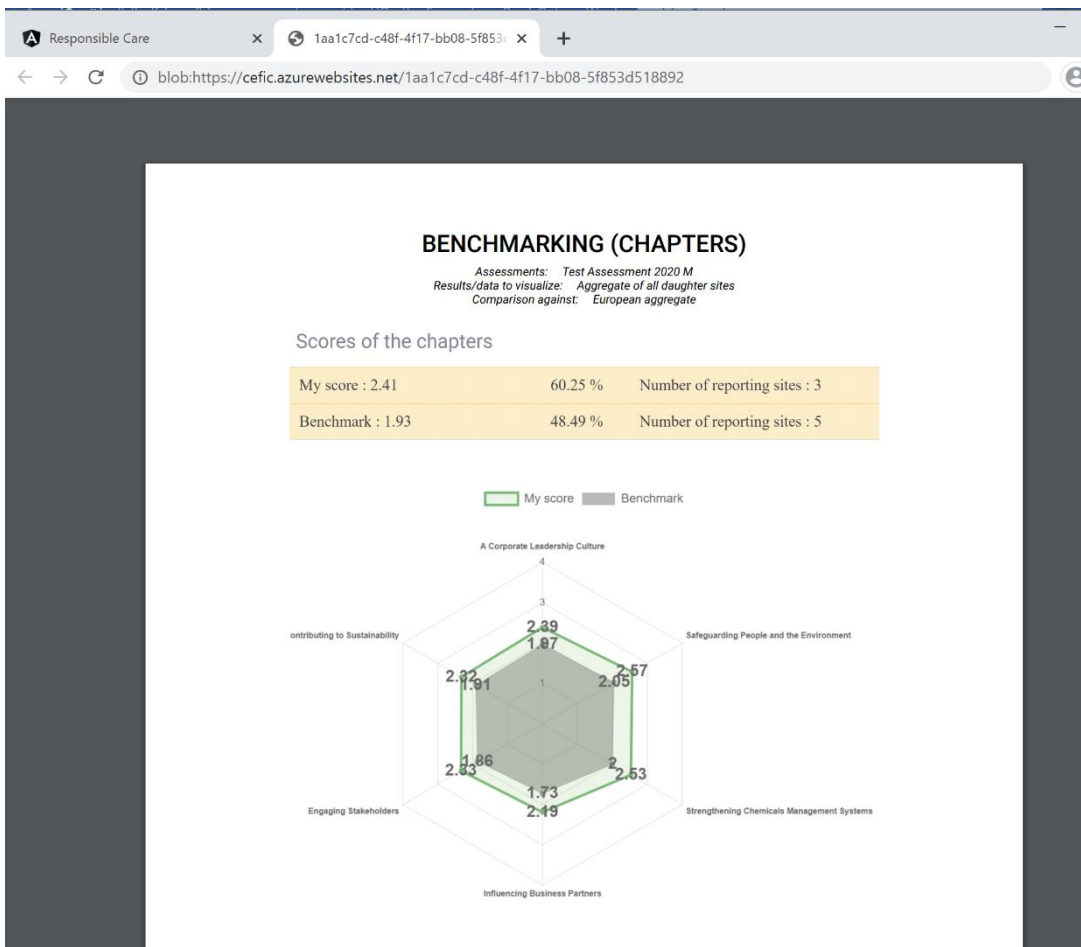
Strengthening Chemicals Management Systems: My score 2.63, Benchmark 2.19

Influencing Business Partners: My score 1.73, Benchmark 1.86

Engaging Stakeholders: My score 2.33, Benchmark 1.86

A Corporate Leadership Culture: My score 2.39, Benchmark 1.87

You get the PDF Report:



BENCHMARKING (CHAPTERS)

Assessments: Test Assessment 2020 M

Results/data to visualize: Aggregate of all daughter sites

Comparison against: European aggregate

Scores of the chapters

Category	My score	Percentage	Number of reporting sites
My score	2.41	60.25 %	3
Benchmark	1.93	48.49 %	5

A Corporate Leadership Culture

Contributing to Sustainability: My score 2.32, Benchmark 1.91

Safeguarding People and the Environment: My score 2.57, Benchmark 2.05

Strengthening Chemicals Management Systems: My score 2.63, Benchmark 2.19

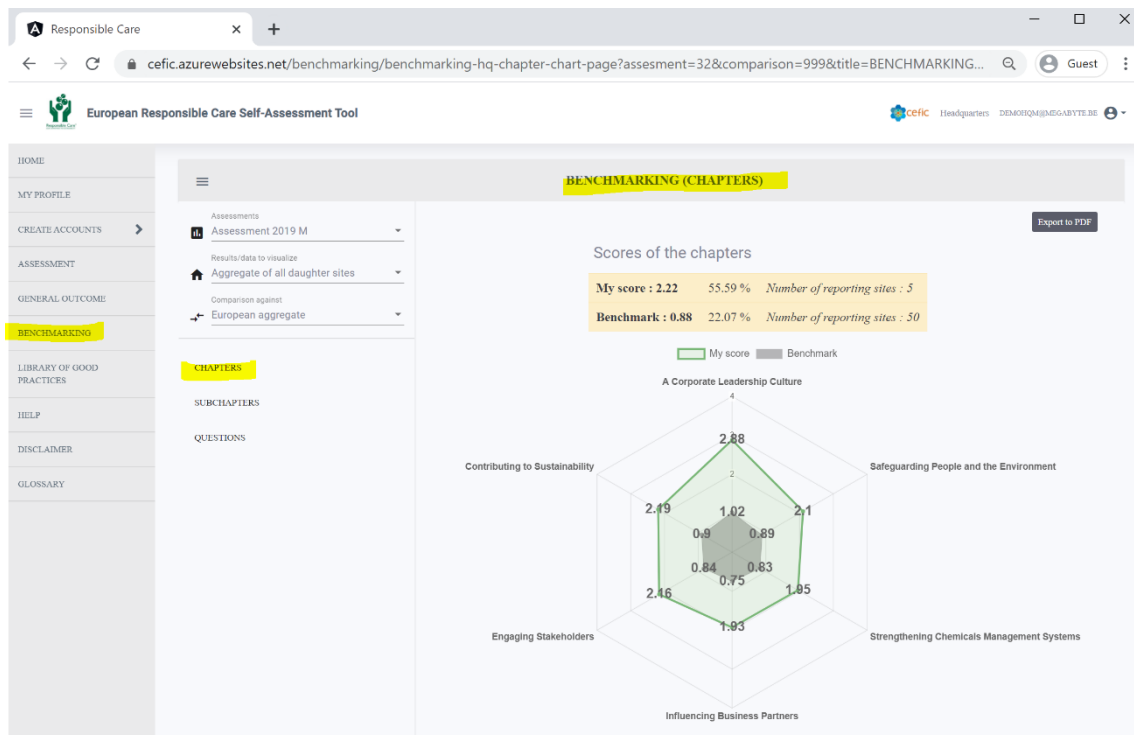
Influencing Business Partners: My score 1.73, Benchmark 1.86

Engaging Stakeholders: My score 2.33, Benchmark 1.86

A Corporate Leadership Culture: My score 2.39, Benchmark 1.87

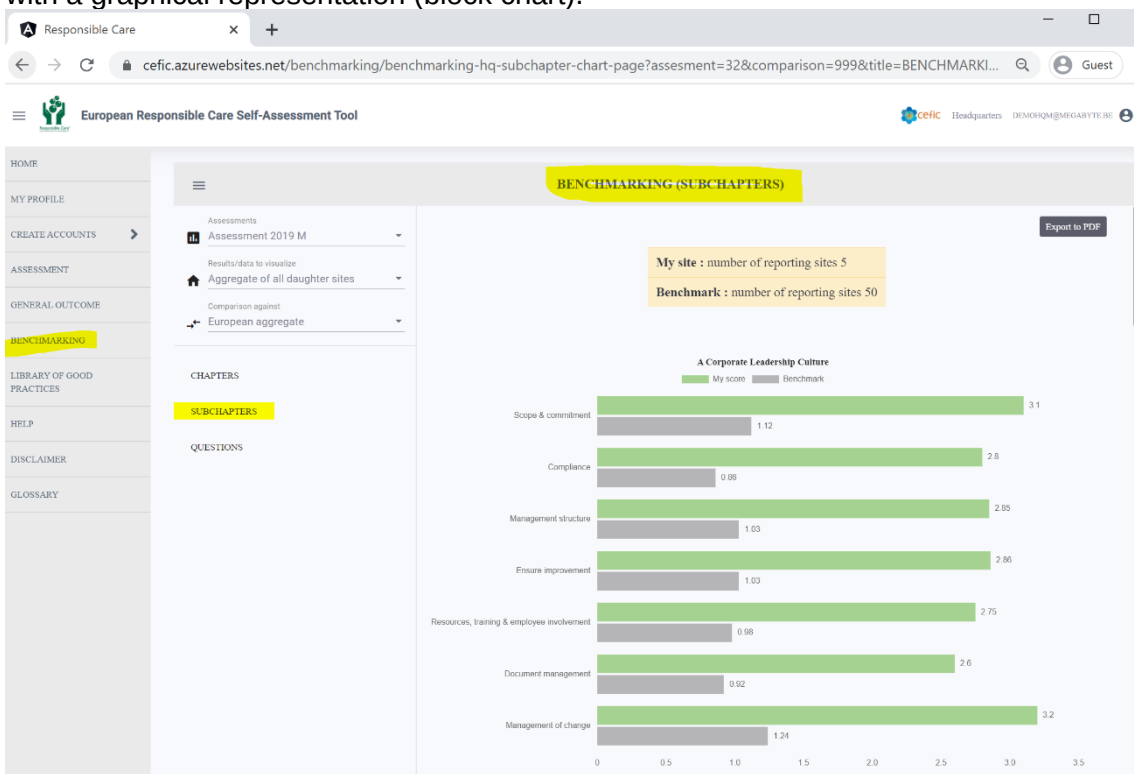
10.1 BENCHMARKING (CHAPTERS)

This page shows your total score and your partial scores per chapter against the scores of your benchmark, together with a graphical representation (spider chart).



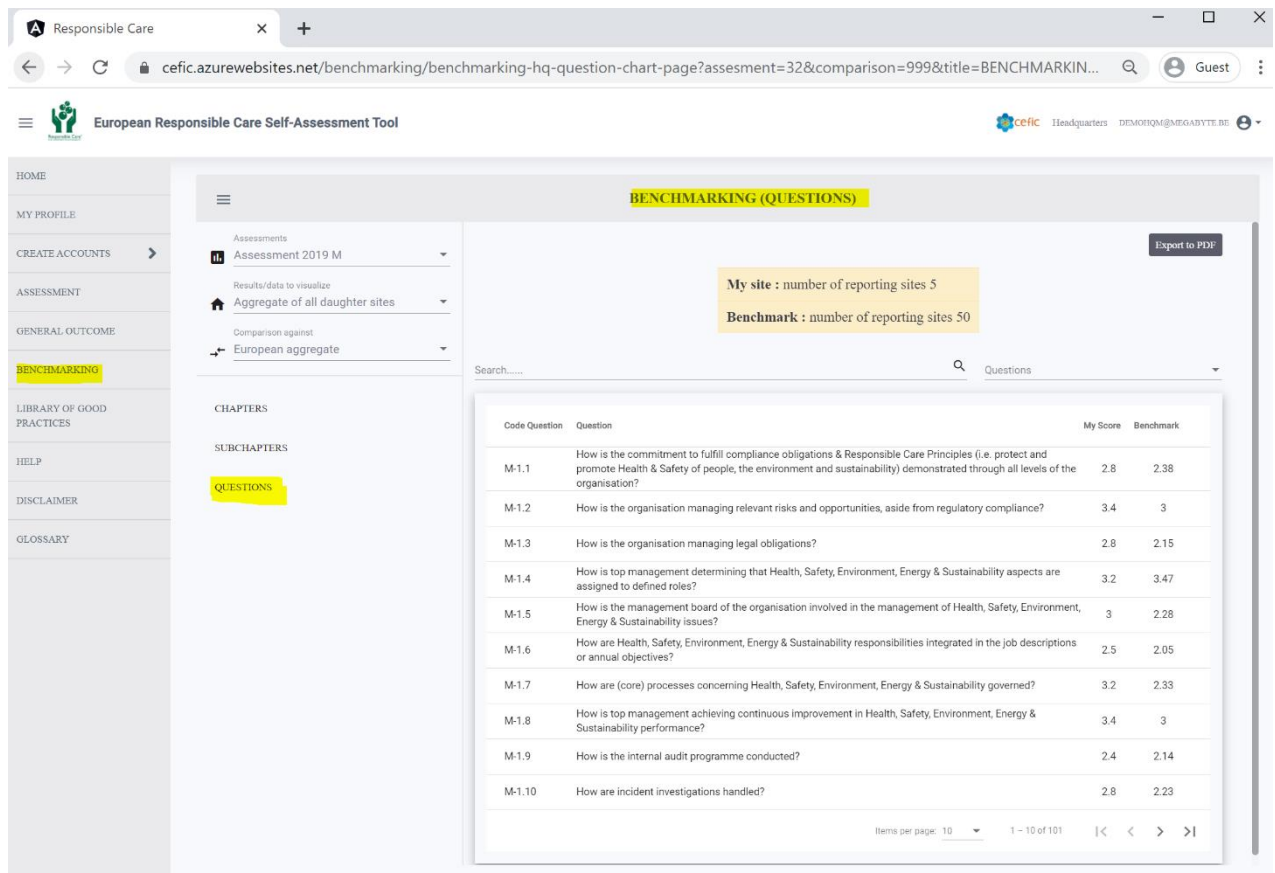
10.2 BENCHMARKING (SUBCHAPTERS)

This page shows your scores per subchapter against the scores of your benchmark, together with a graphical representation (block chart).



10.3 BENCHMARKING (QUESTIONS)

This page shows your scores question by question against the scores of your benchmark.



BENCHMARKING (QUESTIONS)

Assessments
Assessment 2019 M

Results/data to visualize
Aggregate of all daughter sites

Comparison against
European aggregate

My site : number of reporting sites 5

Benchmark : number of reporting sites 50

Export to PDF

Search.....

Questions

Code	Question	My Score	Benchmark
M-1.1	How is the commitment to fulfill compliance obligations & Responsible Care Principles (i.e. protect and promote Health & Safety of people, the environment and sustainability) demonstrated through all levels of the organisation?	2.8	2.38
M-1.2	How is the organisation managing relevant risks and opportunities, aside from regulatory compliance?	3.4	3
M-1.3	How is the organisation managing legal obligations?	2.8	2.15
M-1.4	How is top management determining that Health, Safety, Environment, Energy & Sustainability aspects are assigned to defined roles?	3.2	3.47
M-1.5	How is the management board of the organisation involved in the management of Health, Safety, Environment, Energy & Sustainability issues?	3	2.28
M-1.6	How are Health, Safety, Environment, Energy & Sustainability responsibilities integrated in the job descriptions or annual objectives?	2.5	2.05
M-1.7	How are (core) processes concerning Health, Safety, Environment, Energy & Sustainability governed?	3.2	2.33
M-1.8	How is top management achieving continuous improvement in Health, Safety, Environment, Energy & Sustainability performance?	3.4	3
M-1.9	How is the internal audit programme conducted?	2.4	2.14
M-1.10	How are incident investigations handled?	2.8	2.23

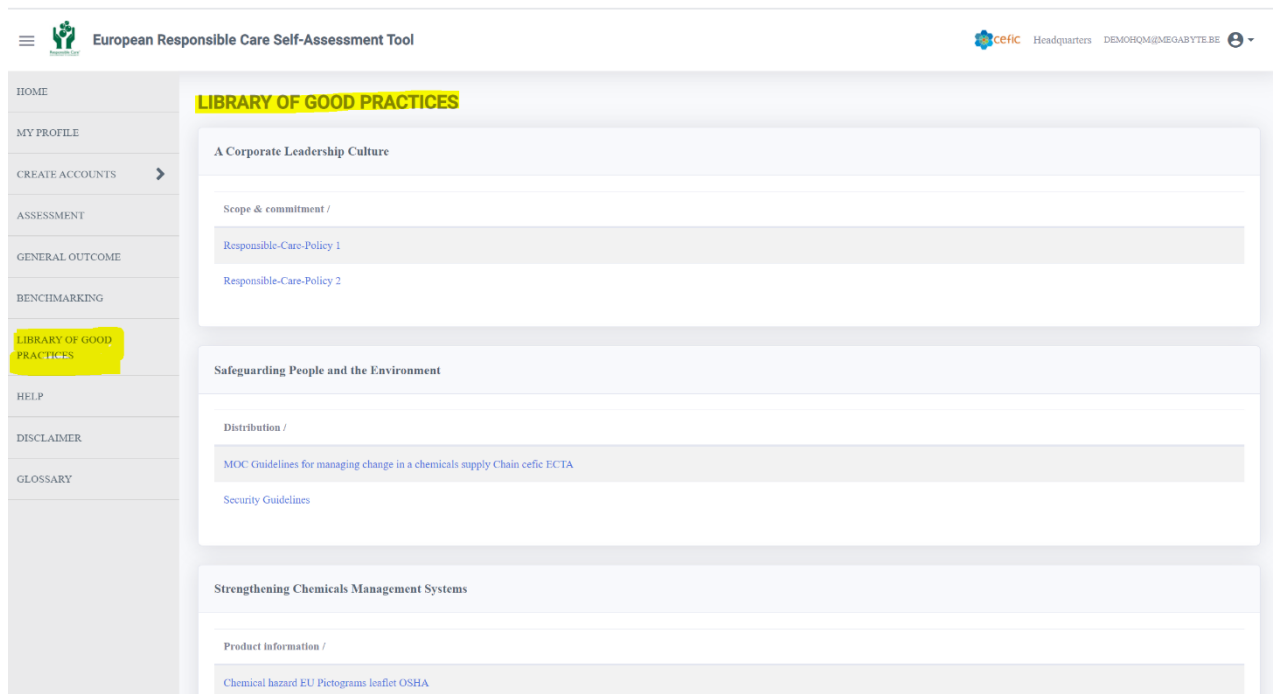
Items per page: 10 1 - 10 of 101

11. LIBRARY OF GOOD PRACTISES

To support the aim of continuous development and information sharing, companies should actively share “good practices” of their responsibility work with other Responsible Care companies. The main value of sharing good practices is to assist other businesses that face similar challenges to improve their responsible care management.

With the term ‘good practice’ we refer to a well-documented management practice considered to be of value in improving the safety, health, security or environment aspects of managing risk and preventing incidents. Good practices are practical, replicable, transferable, and exportable to other Responsible Care companies. All documents are in English.

To visualise the good practices collected so far select in the main menu “Library of good practices” where you can find them listed per chapter. To visualise each document, click the related link.



The screenshot displays the 'European Responsible Care Self-Assessment Tool' interface. On the left is a navigation menu with options: HOME, MY PROFILE, CREATE ACCOUNTS, ASSESSMENT, GENERAL OUTCOME, BENCHMARKING, LIBRARY OF GOOD PRACTICES (highlighted in yellow), HELP, DISCLAIMER, and GLOSSARY. The main content area is titled 'LIBRARY OF GOOD PRACTICES' and is organized into three sections:

- A Corporate Leadership Culture**
 - Scope & commitment /
 - [Responsible-Care-Policy 1](#)
 - [Responsible-Care-Policy 2](#)
- Safeguarding People and the Environment**
 - Distribution /
 - [MOC Guidelines for managing change in a chemicals supply Chain cefic ECTA](#)
 - [Security Guidelines](#)
- Strengthening Chemicals Management Systems**
 - Product Information /
 - [Chemical hazard EU Pictograms leaflet OSHA](#)

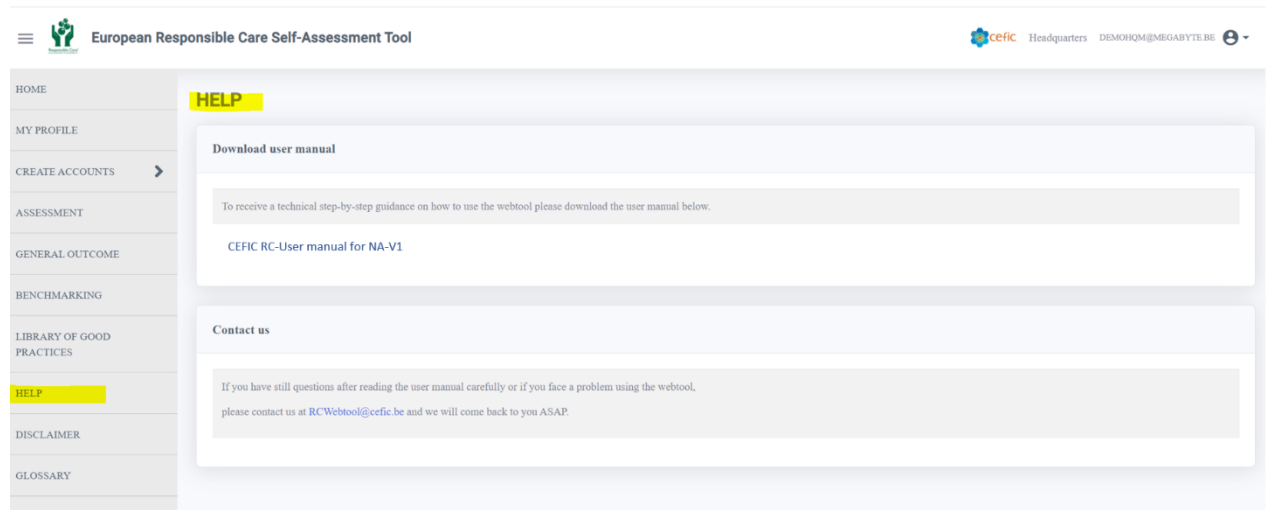
This is an “ever green” library that will be updated each year with new documents.

If you have any good practice from your company that you would like to share with others or if you would like to ask for new ones on specific topics not covered yet, please contact your national association or write a remark in the “feedback questionnaire” that you will receive by email when you have submitting your assessment.

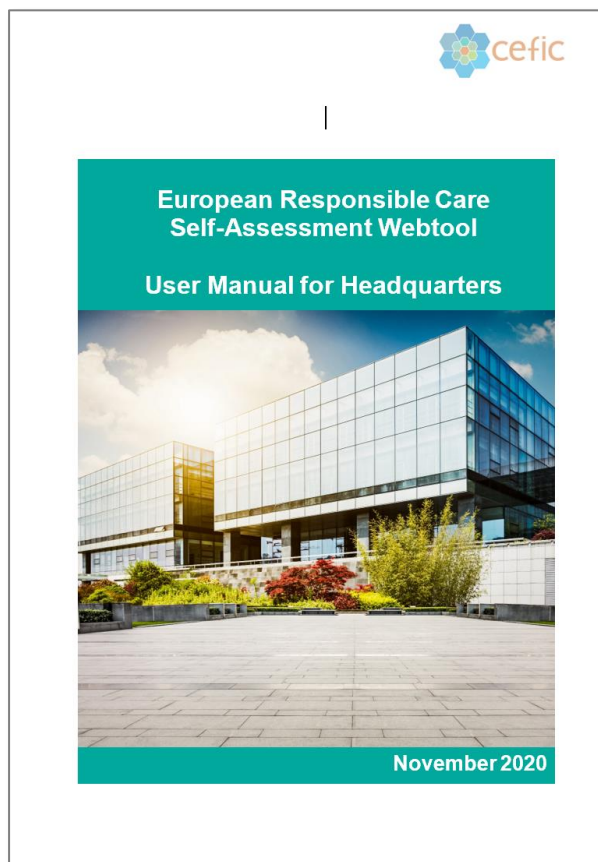
12. HELP

To download this manual and receive a technical step-by-step guidance on how to use the webtool **please select “HELP”** in the main menu.

If you have still questions after reading this user manual carefully, you can contact us at: RCWebtool@cefic.be



The application will display this User Manual:



13. DISCLAIMER

To know more on data use and protection, cookies policy and copyright and trademarks **select DISCLAIMER** in the main menu.


European Responsible Care Self-Assessment Tool


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DISCLAIMER
 GLOSSARY

DISCLAIMER

A. Terms and Conditions

Welcome to our Responsible Care self-assessment web-tool. The following terms of use are applicable to the users of this Cefic web-tool. By accessing or using our web-tool, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy and cookies policy govern Cefic's relationship with you in relation to our web-tool. If you disagree with any part of these terms and conditions, and any documents referred to herein, you must not access or use our web-tool. By clicking on the button with written "I accept", at the end of this page, you unconditionally accept all terms of use explained below and you can have access to the Responsible Care self-assessment web-tool.

The term 'Cefic' or 'us' or 'we' refers to the owner of the website whose is a non-profit organisation registered in Belgium with VAT BE 0412 849 915 and whose registered office is Rue Belliard 40, 1040 Brussels, Belgium. The term 'you' refers to any user of our web-tool.

The use of this web-tool is subject to the following terms of use:

B. Disclaimer

General information on the tool and its purpose

This is a voluntary self-assessment Web-tool elaborated by Cefic's Responsible Care Issue Team to support companies in the evaluation of performance under the Responsible Care Global Charter (<https://www.icca-chem.org/responsible-care-global-charter/>), to identify areas of improvement at national and European level and to collect aggregate data on the Responsible Care implementation at national and European level to use for communication, inside and outside the industry.

This tool - and all accompanying guidance - does not alter or replace the content of the Responsible Care Global Charter. It is by no means intended to be prescriptive or mandatory: companies and national associations remain free to define the way they implement the Global Charter including in terms of priorities and level of engagement. Ultimately, it is for each signatory of the Global Charter to assess the appropriateness of actions taken in fulfilment of the Global Charter. No representations or warranties are made with regards to the tool's completeness or accuracy and no liability will be accepted by Cefic nor any company participating in Cefic for damages of any nature whatsoever resulting from the use of or reliance on the information it contains. Your use of any information or materials on this web-tool is entirely at your own risk, for which we shall not be liable.

The information provided on the web-tool may contain third-party information and links to other websites. These links are provided for your convenience to provide further information. Cefic does not endorse - and cannot be held liable for the content of third-party information or website(s).

1. Sites:

a. Each site will enter qualitative data on their level of Responsible Care implementation. Data is entered exclusively online.

b. By default, only the legal entity (site) that entered the data has online access to its own detailed filled in questionnaires. There are systems of protection that prevent the national associations, Cefic, other sites and headquarters of other mother companies to see the detailed filled in questionnaire of individual sites.

c. One exception to that rule: each legal entity pertaining to a same mother company can (i) disclose the contents of the questionnaire to the other legal entities pertaining to that same mother company, (ii) benchmark between them and (iii) aggregate the data at group/mother company level. The web-tool will be designed so that (i) the above functionalities are activities subject to agreement by each concerned legal entity; and (ii) filled in questionnaires cannot be shared between legal entities that do not pertain to the same mother company.

2. Headquarters:

a. Each headquarter can have access to the data of its daughter sites (sites pertaining to their mother company), once established the connection between their accounts;

14. GLOSSARY

In the Main Menu, **select “GLOSSARY”** to visualise the abbreviations used within the tool (in the questions, answers and/or tips) as well as the definitions of the technical terms.

The source of the definition is indicated in the last column.



European Responsible Care Self-Assessment Tool


Headquarters
DEMOHQ@MBGABYTE.BE


HOME
MY PROFILE
CREATE ACCOUNTS
ASSESSMENT
GENERAL OUTCOME
BENCHMARKING
LIBRARY OF GOOD PRACTICES
HELP
DISCLAIMER
GLOSSARY

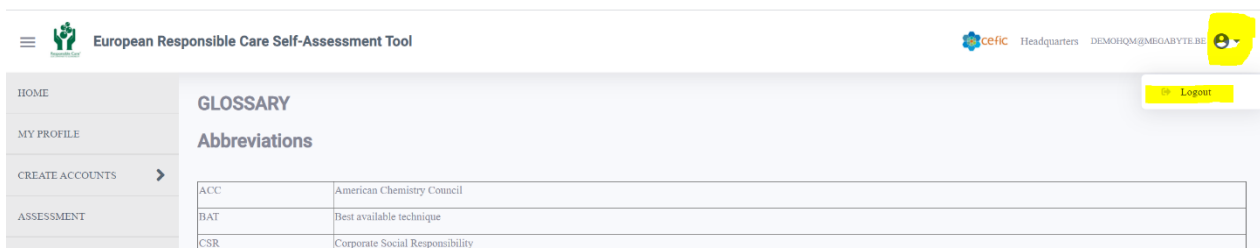
GLOSSARY

Abbreviations

ACC	American Chemistry Council
BAT	Best available technique
CSR	Corporate Social Responsibility
EnB	Energy Baseline
EnPI	Energy Performance Indicator
EWS	European Water Stewardship
GHG	Greenhouse Gas
GRI	Global Reporting Initiative
H&S	Health and safety
ICCA	International Council of Chemical Associations
ICE	Intervention in Chemical Transport Emergencies
KPI	Key Performance Indicator
LoPC	Loss of Primary Containment
MoC	Management of Change
PDCA	Planning Doing Checking and Acting
PPE	Personal protective equipment
R&D	Research and Development
REACH	Registration, evaluation, authorisation and restriction of chemicals

15. QUIT APPLICATION

When you want to quit the application, click on the icon indicated by the arrow and then on “log out”:



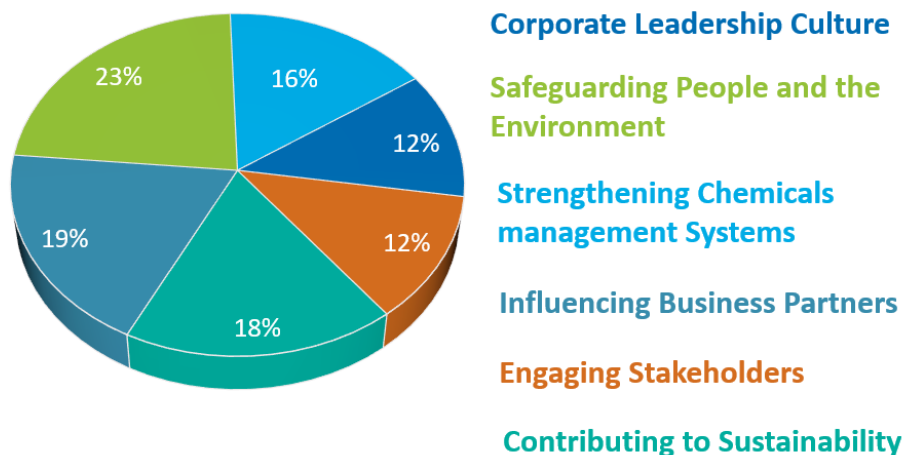
Please mind that you need to login in again to have access to the webtool after logging out!

Now that you have carefully read this short guideline explaining you the main features of the RC self-assessment webtool **you can proceed with your self-assessment.**

16. HOW THE SCORE IS CALCULATED AND THE DATA AGGREGATED

16.1 How the score is calculated

The score per chapter is calculated based on the individual scores assigned to your answers. The total score is calculated as the weighed mean of all scores obtained per chapter using multi criteria analysis and gives an overall appreciation. The weights have been decided through consultation and co-creation with the industry participants in the tool creation process and can be consulted on the ‘Assessment info page’ and below. The contributions of the various chapters to the overall scoring are as follows:



Chapter 2 on “safeguarding people and the environment”, the **chapter** with the largest set of questions, is also the chapter with the highest weight for the final score calculation. “Corporate leadership culture” and “contribution to sustainability” are also relatively important, although the differences in weight between the six chapters are rather low. In the self-assessment tool, all the **subchapters** and all the **questions** within one chapter are of equal weight.

16.2 Data collection, access and aggregation

1. Sites:

- Each site will enter qualitative data on their level of Responsible Care implementation. Data is entered exclusively online.
- by default, only the legal entity (site) that entered the data has online access to its own detailed filled in questionnaires. There are systems of protection that prevent the national associations, Cefic, other sites and headquarters of other mother companies to see the detailed filled in questionnaire of individual sites.
- one exception to that rule: each legal entity pertaining to a same mother company can (i) disclose the contents of the questionnaire to the other legal entities pertaining to that same mother company, (ii) benchmark between them and (iii) aggregate the data at group/mother company level. The web-tool will be designed so that (i) the above functionalities are activities subject to agreement by each concerned legal entity; and

(ii) filled in questionnaires cannot be shared between legal entities that do not pertain to the same mother company.

2. Headquarters:

- a. Each headquarter can have access to the data of its daughter sites (sites pertaining to their mother company), once established the connection between their accounts;
- b. Each headquarter can do a prefilled assessment for its daughter sites;

3. National associations (staff):

- a. The National associations do not have access to the detailed questionnaires filled in at site level.
- b. The National associations have access to the aggregate data for their own country: i.e. the aggregated responses provided to the multiple-choice questionnaire by the sites operating in that specific country. The aggregated data consists of average scores of chapters, subchapters, questions, SDGs (Sustainable Development Goals) and standards. The average scores can be generated only when at least 5 independent companies (sites belonging to different company groups) have submitted the questionnaire. Free text will not appear in the aggregated country data. Aggregate data will be only available to the national association and to Cefic.
- c. The National associations have access to the aggregate data of other countries.

4. Cefic (staff):

- a. Cefic does not have access to the detailed questionnaires filled in at site level.
- b. Cefic has access to the country aggregates and to the European aggregate.

16.3. Benchmarking

1. **Sites** can benchmark anonymously against the country aggregate (made of all participating legal entities inside their country or in another country) or against the European aggregate – provided that at least 5 independent companies (sites belonging to different company groups) have submitted the questionnaire and are involved in the benchmarking. To protect the confidentiality of data when less than 5 independent companies have done the self-assessment the functionality that allows benchmarking and aggregation of data is automatically blocked.
2. **Headquarters** can benchmark either the aggregate data of their daughter sites or their prefilled assessment against the European aggregate.
3. **National associations** can benchmark their country aggregate against the European aggregate or the aggregate of other countries.
4. **Cefic** does not benchmark.

17. Q&A

1. Who should fill in the self-assessment?

The Responsible Care Manager of a site or the managers of the key processes are invited to fill in the self-assessment tool by responding to all these multiple-choice questions. Specific managers may be appointed to fill in specific parts of the tool:

- Health & Safety: Chapter 2 - Safeguarding people
- Product Stewardship: Chapter 3 - Strengthening chemicals management systems
- Environment: Chapter 2 - Safeguarding the environment
- Sustainability: Chapter 6 - Contribute to sustainability
- Energy: Chapter 6 - Contribute to sustainability
- Procurement: Chapter 4 - Influencing business partners

2. What is the difference between OHSAS 18001 vs ISO 45001?

Since its first publication in 1999, OHSAS 18001 has been a recognised occupational health and safety management system (OH & SMS) standard against which management systems can be assessed and certified. 19 years later, a new ISO standard has been released to replace OHSAS 18001; this standard is ISO 45001. ISO 45001 is an OH SMS standard developed by an ISO Project Committee, which was published on March 12th 2018.

3. What if a question is not applicable to my company?

There is no specific answer you can pick to indicate that a question is not relevant or not applicable. We advise you to select Level 2 and to indicate in the box for notes next to the question the reason why it is not applicable.

4. How many questions are to be filled in manually if I chose to automatically fill in the following international standards?

The self-assessment tool is made up of 101 questions in total for manufacturers and 102 for distributors. If you chose to automatically fill in the following international standards you will have fewer questions to fill in manually. Please see below the exact number of questions left to fill in manually, depending on the standard:

- ISO9001: 79 questions to be filled in manually.
- ISO14001: 70 questions
- ISO45001: 74 questions
- ISO50001: 81 questions
- ISO 9001 + ISO 14001: 63 questions
- ISO 9001+ISO 45001: 66 questions
- ISO 9001+ISO 14001+ISO 45001: 54 questions

- ISO 9001+ISO 14001+ISO 45001 + ISO 50001: 53 questions
- EMAS: 67 questions
- RC14001: 55 questions
- RCMS: 63 questions

Further the ISO26000 principles are present within 26 questions and the SDGs are linked with 43 questions, but for those “standards” there is not the prefilled functionality as an organisation cannot certify against them.

5. What score does my company get when we have RC14001/ EMAS / ISO14001 or any other of the standards?

For an organisation certified for one of the linked standards, the number of questions is reduced, but a Responsible Care score cannot be obtained solely by clicking the pre-fill button. Addressing the requirements from the management systems will on average lead to a level 3 score. The overall score of a company with certification for a certain standard will vary on its implementation level of the other questions which are not pre-filled. This simplified scoring is not available, as the Responsible Care management framework represents the integration of all those topics into one framework. Therefore, a company should assess its implementation maturity for all the topics, not only those related to one specific standard, to get a complete view and score.

6. What is the “Simplified assessment for small businesses” prefill?

It is a prefill only available for distributors that allows small businesses (companies with only an office, for example) to get a simplified assessment, avoiding all questions that are not applicable to them. The selection of the questions not applicable to them has been already done by the FECC Responsible Committee and include the following questions: Q2.12, Q2.15, Q2.16, Q2.17, Q2.18, Q2.20, Q2.22, Q2.23, Q2.24, Q2.36, Q2.37, Q2.38, Q2.39, Q2.40, Q2.41, Q2.42, Q2.43, Q2.44 and Q2.45. A distributor selecting this “prefill” has automatically excluded all the above-mentioned questions from the assessment.

7. What answer should be selected if a company implements measures belonging to different answers (maturity levels)?

The maturity level that should be selected is the one with full completion of the measures. Your company might implement a few measures of a higher level, but not all. As long as you haven’t completed all the suggested implementation measures, the higher level shouldn’t be selected. With this approach, you will be able to demonstrate improvement from one year to another and use the action plan to ensure the next level can be reached in the future.

8. How long does it take to fill in the questionnaire on average?

Filling in the questionnaire for the first time takes between 2 and 5 hours, with an average of 3,5 hours (average over 60 testers, who tested the tool in English). Using the pre-filled buttons will save you some time (see Q&A 4). Also filling in the

questionnaire in your own mother tongue will facilitate the assessment (the questionnaire is available in 18 languages for manufactures and 9 for distributors). The time spent depends also on the notes you want to make to facilitate filling in next year.