

Dear EFTCO Member,

You can find some guidelines below concerning the validity of the EFTCO Food assessment, the assessment procedure and the IT aspects of this procedure:

INITIAL PROCESS

If a tank cleaning company has a valid SQAS assessment and would like to get an EFTCO Food assessment, it can require the EFTCO Food assessment which can be carried out without an additional SQAS assessment. In this case the validity of the EFTCO Food assessment is limited to the validity date of the SQAS assessment. The EFTCO Food assessor may, but must not, be the one who carried out the SQAS assessment. This exceptional procedure may only be used once by a tank cleaning station. After the validity of the SQAS assessment has expired, the SQAS re-assessment and the EFTCO Food re-assessment must be carried out together.

These guidelines are valid in general and not only for the transition period. When a tank cleaning company cleaning chemicals only, makes investments in a food bay to increase their product pallet and their SQAS assessment is still valid, they can require an EFTCO Food assessment under the same rules as above.

IT ASPECTS

A complete EFTCO food assessment consists out of **SQAS Core** and **Tank cleaning** and the **EFTCO Food questionnaire**. For the SQAS part, the normal rules for an SQAS assessment set by Cefic have to be followed.

In addition the cleaning station needs to request for a food assessment via the EFTCO website: the cleaning station logs in with its username and password and chooses an assessor. The assessed tank cleaning company must send its valid SQAS audit report in PDF format to EFTCO and must accept the conditions by clicking the appropriate button on the website to give EFTCO authorization that their SQAS report can be published in the secured part of EFTCO's website together with the result of their food assessment. After the cleaning station's request an e-mail will be sent to the assessor automatically: the assessor is able to log in with her/his username and password also and she/he can accept or refuse the assessment request. After the answer of the assessor again a message will be sent to EFTCO and the cleaning station automatically. When the assessment is accepted, the cleaning station will send its PAD and other necessary documents to the assessor.

The average required time for an EFTCO Food Assessment is 5 assessment hours on top of the time needed for the SQAS assessment.

The cleaning station has following possibilities via the website:

- Can place **online** assessments **requests**
- Is able to **consult** a [list of approved assessors](#) online
- Has the ability to **schedule** the assessment **online**
- Can add **comments** and **improvement plans** to an assessment
- Will be **published** as an [assessed company](#) on the **website** by EFTCO, once the assessment is successfully passed
- will be able to select who (of the registered users (Producers & Certifiers)) can have access to their assessment report

The EFTCO website (www.eftco.org) is easily accessible from smart-phones, tablets, desktops and laptops with an Internet connection.

When the report is finalized by the assessor, the cleaning station receives an email that they can review their report on the EFTCO website. They have the possibility to add comments to each question, but cannot change the score of the questions or the comments of the assessor. Once the cleaning station accepts the report, EFTCO receives a mail that a final report is available on the website. EFTCO will publish the report in the user part of the website. From this moment on the tank cleaning station is authorized to use the EFTCO food logo as long as their food assessment is valid.

The reports are accessible for the tank cleaning company, the assessor and the loading and transport companies having access to the secured part of EFTCO's website.

We hope this short description and the infographics helps you to understand EFTCO's food assessment procedure, but if you have additional questions, please contact us via secretary@eftco.org.

Erwig Seliaerts
President of



ANNEX: Infographics for TANK CLEANING COMPANIES



THE TANK CLEANING COMPANY

How does the EFTCO web-app work for the Tank Cleaning Company user type?

This type of user can use the app to:

1

Request an account on the homepage of www.eftco.org and register their depot(s).

2

Login and update depot information or request to add new depot(s).

3

Request assessment(s) (select module, assessor and date) for their depot(s).

4

Add comments & documents (SQAS report, improvement plans, ...) to assessment, after the assessor finished his task.

5

View history of all your assessments.

6

Download their assessment as a secured Excel file.

7

Get published as an Assessed Company on the EFTCO website.

8

Grant or deny other users (producers & certifiers) access to their assessment report.