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Product Stewardship

Check-up Tool

CIA | Chemical
Industries
Association

Working for chemical and
pharmaceutical businesses



Responsible Care:
continuously improving health, safety
and environmental performance



Take ten minutes to review your company's product stewardship programme to ensure your products are effectively managed on site and throughout the supply chain.

Product Stewardship is the responsible and ethical management of the health, safety and environmental aspects of a product throughout its lifecycle. In other words, product stewardship is Responsible Care applied to products. Taking responsibility for the products we manufacture adds value and benefits through cost savings, reduced liability and better credibility providing the competitive advantage every business seeks to succeed in the global chemical supply chain today.

Product Stewardship integrates all aspects of a product's health, safety and environmental management taking into account regulatory requirements, societal pressures and best business practices. Hence, a Product Stewardship health check is seen as a vital component of Responsible Care.

This check-up tool provides a means for companies to review their product stewardship programme by assessing the strengths and weaknesses of established chemical management practices. Such a gap analysis enables companies to offer a continuous mechanism to improve and deliver on the wide-ranging topics product stewardship applies to. The check-up tool has been developed for internal purposes to help companies identify and explore potential activities that they are not currently pursuing with the view of improving or extending existing Product Stewardship practices. The check-up tool has been aligned with the CIA's existing Product Stewardship guidelines which define PS activities function by function within a company. Together these core tools should help companies ensure that products are managed effectively throughout their lifecycle, whilst meeting Responsible Care commitments.

NB: Based on product hazard profile and supply arrangements, not all sections will be relevant to your company.

Corporate strategy

Commitment to sound product stewardship is embedded within business strategy and company ethics.

Commitment to continuously improve the management of product in terms of their health, safety & environmental (HS&E) impacts ranks amongst the highest within corporate priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employees are educated and trained in line with their job remit to ensure the safe purchasing, storage, handling, supply, distribution, use and disposal of products on site and at customer sites.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Regular reviews are undertaken to establish progress on company's aims and objectives with improvement plans in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The company seeks to respond to public concerns on the potential hazards, safe management and impact of its products by making the appropriate information publicly available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Product development

Company implements life cycle thinking to decide whether to develop a new product taking into consideration the production, use, end use and disposal phases of the substance or formulation.

Products are designed, developed or modified to meet both customer needs and minimise potential HS&E impacts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Any new use of existing products is reviewed to ensure it does not pose unacceptable risks, and where possible, the product is modified or alternatives are developed to minimise product risk.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New products are developed to provide substitutes that lower HS&E risks whilst maintaining quality in functionality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing chemicals are prioritised based on use and potential adverse effects so that the re-assessment of risks can be undertaken in a timely fashion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Products are designed, developed or modified to optimise resource and energy use and reduce waste down the supply chain.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Information on potential adverse effects of products and their uses is maintained to re-assess potential risks and exposures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Product manufacturing

Manufacturing processes are operated with due attention to good process safety practices to ensure safe operation.

Information is provided to employees, on-site contractors and local community on hazards and associated risks of products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Changes likely to affect the original HS&E assessment of the product are reviewed and communicated to staff promptly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Raw materials and finished product are stored and handled safely to industry good practice standards which protect employees, local community and the environment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community concerns relating to manufacturing operations are responded to in an open and pro-active manner.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Procedures are in place to reduce exposure and emissions as part of standard plant practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Processes are continuously improved to optimise resource, raw materials and energy use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Product sourcing and purchasing

The company provides information and works with suppliers to foster good practices up the supply chain in line with Responsible Care and product stewardship.

Product specifications and use criteria are clearly communicated to suppliers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approval process is in place for new suppliers which includes HS&E considerations and regulatory compliance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HS&E aspects of raw material used are considered including any potential differences between sources (e.g. by trialling samples before any scale-up).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Products sourced meet standards of sectors the company intends to supply into (e.g. food contact approval, GMP, cGMP, ISO 9000, REACH).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets (SDSs) are received from supplier along with any other relevant product related information including correct labels on packaging.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Responsible Care and Product Stewardship practices are integrated within purchasing policies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Product Supply

The company provides product related data and works with customers to foster good product stewardship practices down the supply chain.

Relevant SDSs, correct labels on packaging and product safety literature is supplied and communicated to customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SDSs and labels for packaging are produced by a person(s), who has the necessary skill, experience and knowledge to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Checks are made to ensure that SDSs are received by the correct persons within the customer's organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SDSs provide sufficient information to meet customers' needs, and customer feedback is actively encouraged on product use and misuse.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Restrictions in use (both legal and company requirements) are clearly communicated to customers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Legislative compliance advice is offered to customers relating to the product supplied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The company has a system in place to receive and address customer complaints.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Changes affecting the original HS&E assessment of the product are reviewed and communicated to customers promptly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sales and customer services encourage customers to operate within the principles of Responsible Care.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Product supply via distributors/agents (if applicable)

Distributor is supported with appropriate information and training resource on products supplied.

Advice is provided to distributor on the handling storage and transport of products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The company ensures that distributors operate in line with company HS&E and security standards through checks or audits (e.g. ESAD).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The company ensures that distributors have the ability to respond to incidents at warehouses, at customers' premises and during transport, either directly or through a contractor	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Product handling at customer site

There are technical experts within your organisation who are available to give prompt advice concerning the use of your products.

Risk assessments (e.g. COSHH) are carried out and recommendations are made to ensure safe handling at customer premises.	<input type="checkbox"/>	<input type="checkbox"/>
HS&E training material is produced for hazardous products and offered to customers. Records are kept of all customers who have received product specific training.	<input type="checkbox"/>	<input type="checkbox"/>
In-house staff training is offered to customers to ensure safe handling of products.	<input type="checkbox"/>	<input type="checkbox"/>
Necessary corrective action is taken to help remedy any identified deficiencies where customers do not meet minimum SH&E and security standards.	<input type="checkbox"/>	<input type="checkbox"/>
The company ensures customer has emergency response plans in place for site operation	<input type="checkbox"/>	<input type="checkbox"/>

Product recall

A formal product recall policy is in place arising from the identification of any HS&E defect in your product.

Product recall plans can be initiated immediately.	<input type="checkbox"/>	<input type="checkbox"/>
In the event of consumer involvement, the plans include details on press announcements and warnings to the public.	<input type="checkbox"/>	<input type="checkbox"/>
Product or packaging is marked with a lot or batch number so that in the event of a product recall all affected material may be traced.	<input type="checkbox"/>	<input type="checkbox"/>

Logistics

The company has measures in place to ensure the security of products and information is maintained throughout the transport supply chain.

Checks are made to ensure suitable UN approved packaging is selected for hazardous products.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Checks are made to ensure supply and transport labels and marks comply with current legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The company cooperates or is a member of chemical emergency response schemes within the countries you operate in (e.g. CIA's CHEMSAFE Scheme).	<input type="checkbox"/>	<input type="checkbox"/>
The company can directly or through a contractor respond to any transport-related emergency 24 hr per day, 7 days per week.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Review meetings take place after every incident to identify lessons learned and possible improvements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
As improvements to emergency response plans and systems are made, they are tested to ensure targets and objectives are met.	<input type="checkbox"/>	<input type="checkbox"/>
Checks and/or audits are made to ensure reputable carriers are selected as transport partners (e.g. SQAS).	<input type="checkbox"/>	<input type="checkbox"/>
The company works with transport partner(s) to ensure security plans are tested and reviewed on a regular basis.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborate with carriers/transport partners to ensure any deficiencies are resolved to improve overall transport operation.	<input type="checkbox"/>	<input type="checkbox"/>

Product disposal/waste management/recycling

Advice is available and communicated to customers on product waste disposal procedure.

Processes are continuously improved to minimise waste and where possible optimise the recovery and recycling of products and packagings.	<input type="checkbox"/>	<input type="checkbox"/>
Information is gathered on product end uses and waste disposal arrangements.	<input type="checkbox"/>	<input type="checkbox"/>

Responsible Care

Responsible Care is an international chemical industry voluntary initiative. It is designed not only to improve the performance of the chemical industry in the fields of health, safety, environment, product safety, distribution, emergency response and relations with the public, but also to enable companies to demonstrate that these improvements are in fact taking place. Responsible Care is about continual improvement in performance and communicating with our stakeholders.

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