

EVALUATION AND MANAGEMENT OF SUPPLY CHAIN

The purpose of this process is to define how Safespear identifies, assesses, approves, continually reviews and evaluates suppliers
The Accountant and Operations Manager is responsible for the implementation of this procedure.

Category 1 – Critical to Product:

- Supply of Ex equipment
- OEM / Single source supplier directly affecting product
- Client nominated supplier
- Suppliers who supply products and services for critical equipment.
- Suppliers performing a specified portion of a main contract by which Starn is bound.

Category 2 – Critical to Personnel / HSE:

- Direct impact on HSEQ (via product, personnel or delivery)
- Travel Companies

Category 3 – Directly hired Sub Contractor Labour:

- Public Liability Insurance
- Employers Liability Insurance

Category 4 – Non-Critical

- Effects the product but not deemed as critical eg, nuts and bolts or proprietary items
- Does not effect the product, eg: Office Supplies, Stationary, Kitchen & Cleaning Appliances
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The Approved Suppliers List must be checked prior to sourcing a new supplier to determine whether the product / service can be procured from an existing approved supplier.

New suppliers may be requested in the following instances:

- New goods / services not previously utilised
- Alternatives to current suppliers due to poor performance / non-availability
- Unique or sole sourcing requirement
- Client-nominated supplier

NEW SUPPLIER / CONTRACTOR IDENTIFIED

CATEGORISE SUPPLIER

The requestor shall select the appropriate category using Supplier Questionnaire and send out

REVIEW QUESTIONNAIRE AND ASSOCIATED DOCUMENTS

APPROVED?

INFORM FINANCE TEAM AND LOG QUESTIONNAIRE

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All new suppliers shall complete the relevant sections of Supplier Questionnaire and provide any associated documentation.
The requestor / buyer is responsible for sending out the questionnaire.

The completed Supplier Questionnaire and associated documents shall be reviewed.
For All Suppliers, HSEQ and Technical / Responsible Person shall also review and Approve.
The following should be taken into consideration as part of the review and approval process:

- Is a critical service being provided?
- Are insurance documents current and suitable?
- Is the Management System certified through a UKAS-accredited provider?
- Should an audit be conducted prior to approval based on the above?

For Category 1 suppliers, As a minimum certification to ISO 9001 QMS is required.
Inspection / Calibration suppliers/contractors to be recognized by an ISO standard eg ISO 17025/17020

Review and liaise with relevant Starn / Supplier representatives to communicate decision and reasons.
If mitigation can be provided, re-submit the questionnaire and review.

The requestor / buyer remains responsible for upload of the completed questionnaire and associated documentation into Finance system

