

<b>Procedure</b>	Doc Ref:	IN4.1.7	Issue Number:	7	Date Issued :	16/04/14
<b>INTEGRATED</b>	Reviewed by:	HSE & Q Manager	Approved by:	Managing Director		
	Signature:	<i>P. Swift</i>	Signature:	<i>Green me</i>		

## 1. Purpose / Scope

The purpose of this procedure is to cover the requirements for the approval and monitoring of suppliers & subcontractors who provide products and services, which are critical to our end product/service.

## 2. Procedure

ITEM	PROCEDURE	Responsibility
<b>A</b>	<b>SUPPLIER / CONTRACTOR APPROVAL LEVELS</b>	
	<p>A company may only be utilised if they are listed as approved on the <a href="#">Suppliers &amp; Subcontractors List (Procurement Plan Spreadsheet)</a>.</p> <p>Potential new companies will initially be located via word of mouth recommendation, trade directories or internet search.</p> <p>The level of risk associated with the work will determine the level of assessment that is undertaken.</p> <p><b>Level 1 Companies:</b> e.g. suppliers of low risk proprietary items e.g. stationery, computer hardware / software / peripherals, utilities, electrical consumables (supply only – not manufacture), fasteners and fixings; hand / power tools and accessories; safety signs, electrical equipment, small plant hire suppliers, consumable manufacturers (e.g. relays / cable / terminations), compressed gas suppliers / contractors and PPE suppliers (Note- PPE Manufacturers would be Level 2).</p> <p>For these types of company, no formal approval process shall be followed and they shall be selected solely on a value for money basis.</p> <p><b>Level 2 Suppliers / Contractors:</b> e.g. chemical suppliers, calibration companies, inspection companies, agency / contract labour suppliers, training providers, maintenance and servicing contractors, site accommodation suppliers, large plant hire suppliers, skip hire, waste collection and disposal / undertaking low risk work, typically work that is not covered by the Construction (Design and Management) Regulations (CDM). For these types of company, the appropriate <a href="#">Level 2 Supplier / Contractor Assessment Form (IN4.1.7A series)</a> shall be completed and the information supplied reviewed and a decision made to approve / decline the use of the organisation. The Assessment Form required to be completed will be dependant on the service being offered:</p> <ul style="list-style-type: none"> <li>IN4.1.7A1 Plant Hire / Fuel Deliveries (inc. site accommodation)</li> <li>IN4.1.7A2 Lifting Companies</li> <li>IN4.1.7A3 Scaffolding Companies</li> <li>IN4.1.7A4 Cleaning Companies</li> <li>IN4.1.7A5 General Contractor / Servicing</li> <li>IN4.1.7A6 Waste Companies</li> <li>IN4.1.7A7 Critical Suppliers</li> <li>IN4.1.7A8 Training Providers</li> <li>IN4.1.7A9 Calibration Companies</li> </ul> <p><b>Level 3 Supplier / Contractors:</b> e.g. design consultants or companies / contractors undertaking work on construction sites undertaking medium to high-risk work, typically work covered by the CDM Regulations.</p> <p>For these types of company, the assessment will be more rigorous. They will initially be required to satisfactorily complete a level 2 assessment. In addition, they will be required to complete a <a href="#">Level 3 Supplier / Contractor Assessment form (IN4.1.7B)</a> prior to them being engaged on a specific project. The level 3 Assessment / Approval will only be valid for the duration of a project; a new level 3 assessment will be required to be completed for the next project.</p>	<p>All Staff</p> <p>Project Coordinator</p> <p>HSE &amp; Q Manager</p> <p>Project Coordinator</p> <p>Project Coordinator HSE &amp; Q Department</p> <p>Project Coordinator HSE &amp; Q Department</p>



## A SUPPLIER / CONTRACTOR APPROVAL LEVELS CONT'D

**In emergency situations only:** a supplier / contractor may be utilised without being formally approved for a single order only, so long as the appropriate assessment is undertaken as soon as possible after the order is raised.

Should the findings of the assessment be to decline the use of the company, an alternative company shall be found as soon as possible with interim measures being introduced to mitigate the reasons for the negative assessment.

All Staff

## B SUPPLIER / CONTRACTOR ASSESSMENT

For level 2 / 3 suppliers & contractors, a [Supplier / Contractor Assessment Form](#) will be sent to the supplier / contractor by e-mail or post.

If the assessment is required urgently, it must be returned within one week along with the appropriate supporting information. If the assessment is non urgent the supplier / contractor will be given a maximum of 3 weeks.

If the assessment and supporting information has not been returned within the specified time periods, the supplier / contractor will be contacted and given a further week. If the assessment is then not completed after the reminder, an alternative supplier / contractor may have to be sought.

Once the assessment form has been returned, it will be reviewed based on the detail given and the supporting information provided. A score will be given for each section and scores will be totalled. At the end of the assessment the Supplier / Contractor will be given a total score and categorised:

- **Approved** - SES will prefer to use Approved contractor / supplier services. If there are actions outstanding it may be in their interest to action them but it is not mandatory.
- **Approved (Conditional)** - SES may use the contractor / supplier services but we will endeavour to utilise a company holding full approval. It is therefore in their interest to review any of the issues that SES has highlighted and take the appropriate action, informing SES of the action they have taken.
- **Not Approved** - issues need to be reviewed and actions taken in order for SES to be able to approve the supplier / contractor.

Project Coordinator  
HSE & Q  
Department  
Receptionist

HSE & Q  
Department

A [Supplier / Contractor Assessment Feedback Form \(IN4.1.7D\)](#) shall be sent to the Supplier / Contractor detailing the score and approval category. Comments will be added and the action required in order to improve the score and if applicable the approval category.

HSE & Q  
Department

Details will also be passed to the Project Co-ordinator.

All approved / approved (conditional) companies shall have their details recorded on the [Suppliers & Subcontractors List \(Procurement Plan Spreadsheet\)](#).

Project Coordinator

## C SUPPLIER / CONTRACTOR MONITORING

On-going monitoring of the performance of all suppliers and contractors is undertaken on a monthly basis in the HSE & Q Meetings and also in Management Review Meetings.

HSE & Q  
Department

General concerns and issues shall be recorded on the [Health & Safety and Environmental System Spreadsheet](#) and on an [Accident / Injury Report \(IN6H\)](#), [Incident / Near Miss / Safety Observation Notification Form \(IN6N\)](#) or [Quality Issue Notification Form \(IN6O\)](#) (problems identified by management, staff or customers). The Reporting / Notification Form will be distributed to key members of staff to ensure that they are aware of the issue.

HSE & Q  
Department

Quality issues shall be recorded on the [Quality System Spreadsheet](#) and costs of non conformance will be logged.

A [Supplier / Subcontractor Complaint Response Form \(IN4.1.7F\)](#) shall be sent to the Supplier / Subcontractor detailing the issue and requesting a response and corrective action. If the response is satisfactory the Form will be signed off and distributed to key personnel. If the response is deemed as being unsatisfactory the Supplier / Contractor will be contacted for further investigation.

HSE & Q  
Department

### C SUPPLIER / CONTRACTOR MONITORING CONT'D

A [Supplier / Contractor Update Assessment \(IN4.1.7C\)](#) shall be completed and reviewed for all level 2 & 3 companies, on an annual basis, to ensure that the information held on our most critical suppliers / contractors is always current and remains satisfactory.

Project Coordinator  
HSE & Q  
Department

On site monitoring shall be conducted utilising the [Subcontractor On Site Assessment Form \(IN4.1.7E\)](#). The purpose of this form is to record the performance of individual subcontract companies as approved subcontractors. This form shall be completed as soon as their work is completed on site and should be sent back head office to file for future reference and as part of our approval process. If the subcontractor does not meet the required standards, this must be highlighted to the management team who will put in place the necessary actions.

Site Manager  
Project Manager  
HSE & Q  
Department

### D DOWNGRADING COMPANIES

A company can be downgraded where the delivered items / services do not meet agreed requirements (H&S / Environmental performance [accidents / incidents / near misses], late delivery, damaged, wrong items, poor service etc). Agreed actions shall be recorded in [Management Reviews](#).

Management Team

Upgrade accordingly and record on the [Suppliers & Subcontractors List \(Procurement Plan Spreadsheet\)](#).

Project Coordinator  
HSE & Q  
Department

### E UPGRADING COMPANIES

Companies can be upgraded based on a specific need (price, poor service from similar companies, improvement in company's performance etc.)

Project Coordinator  
HSE & Q  
Department

Verify company has been improved (via verbal discussions/review of supplier's data/information).

Upgrade accordingly and record on the [Suppliers & Subcontractors List \(Procurement Plan Spreadsheet\)](#).

HSE & Q  
Department

Monitor performance & record outcomes in [Management Reviews](#).

## 3. References

Suppliers & Subcontractors List (Procurement Plan Spreadsheet)  
Health & Safety and Environmental System Spreadsheet  
Quality System Spreadsheet  
IN7 Management Review  
IN6H Accident / Injury Report  
IN6N Incident / Near Miss / Safety Observation Notification Form  
IN6O Quality Issue Notification Form (IN6O)  
IN4.1.7A1 Plant Hire / Fuel Deliveries (inc. site accommodation)  
IN4.1.7A2 Lifting Companies  
IN4.1.7A3 Scaffolding Companies  
IN4.1.7A4 Cleaning Companies  
IN4.1.7A5 General Contractor / Servicing  
IN4.1.7A6 Waste Companies  
IN4.1.7A7 Critical Suppliers  
IN4.1.7A8 Training Providers  
IN4.1.7A9 Calibration Companies  
IN4.1.7B Level 3 Supplier / Contractor Assessment form  
IN4.1.7C Supplier / Contractor Update Assessment  
IN4.1.7D Supplier / Contractor Assessment Feedback Form  
IN4.1.7E Subcontractor on Site Assessment Form  
IN4.1.7F Supplier / Subcontractor Complaint Response Form



#### 4. Document History

Issue Number	Date	Originator	Description of Change
1	17/04/07	P.A.Swift	Original Issue
2	17/06/10	P.A.Swift	Minor changes only
3	04/07/11	P.A.Swift	Procedure re-written to take into account amended assessment forms; New Format adopted
4	17/10/12	P.A.Swift	New Format adopted; new assessment form for training providers added to section A; reference to IN4.17A7 changed from calibration companies to critical suppliers (section A); small plant hire suppliers added to level 1 companies (section A); plant hire suppliers changed to large plant hire suppliers (section A); reference to score card omitted from section C; reference to IN6H changed – now split into three separate forms (IN6H, IN6N, IN6O).
5	18/10/12	P.A.Swift	Section B – Requirement for details of approved companies to be passed to the Project Coordinator and logged on the Suppliers & Subcontractors List (Procurement Plan Spreadsheet).
6	21/03/13	P.A.Swift	Section A & References – Calibration Companies added.
7	16/04/14	P.A.Swift	Document signed & reviewed by new MD

**\*\*\*End of Procedure\*\*\***