

QUALITY MANAGEMENT SYSTEM PROCEDURE
SELECTION OF SUPPLIERS

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Document History

Revision	Date	Details	Amended by
1.0	March 10	First Issue	
2.0	14/03/12	Change branding	A Fletcher
2.1	01/05/12	Review – Doc control added	A Fletcher
2.1	03/05/13	Review – No change	A Fletcher
2.2	23/08/13	Amended responsibilities	A Fletcher
2.2	26/09/14	Review – No change	A Fletcher
2.3	13/03/15	CDM Reg 2015 updated	A Fletcher
2.3	13/06/16	Review – No change	A Fletcher
2.4	21/09/17	Updated job titles and implement modern slavery policy.	Prudence Dunn

PURPOSE

To ensure that the supplier is assessed to meet the requirements of the blu-3 (UK) Limited and therefore the blu-3 (UK) Ltd Management System and also BS EN ISO 9001, 14001 and OHSAS 18001 to satisfy ourselves that the supplier is capable of producing the required quality, whilst operating in accordance with the Universal Declaration of Human Rights (UDHR), Modern Slavery Act 2015 and International Labour Organisation (ILO) whilst minimising their impact on the environment.

Also, an important part of the ‘Construction (Design and Management) Regulations’ deal with the need to use suppliers and organisations who are competent and adequately resourced. The Approved Code of Practice [Managing Health and Safety in Construction – Construction (Design and Management) Regulations 2015] recommends that the person who engages a supplier should make certain enquiries to assess competence.

To ensure that all suppliers who conduct undertakings on behalf of blu-3 (UK) Limited are competent to do so and hold the correct, valid documentation which meets their

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legal obligations under the Health and Safety at Work etc. Act 1974 and Employers Liability (Compulsory Insurance) Act 1969.

SCOPE

- 1 This procedure is mandatory and is applicable to materials/equipment procured for the use of works carried out by blu-3 (UK) Ltd. The scope does not apply to suppliers with less than £50,000 annual spend unless specific standards or client/ accreditation requirements apply.

RESPONSIBILITIES

- 2 **Managing Director.** The Managing Director has overall responsibility for the selection and control of Suppliers and to ensure that this procedure is complied with. Where a supplier is to be used but are not on the approved list and/ or have not been approved by either or both the Procurement Manager and Health and Safety Manager, The Managing Director is responsible for review and approval or exclusion of the Supplier.
- 3 **Project Manager.** The Project Manager is responsible for ensuring that all materials and equipment conform to quality standards and is the correct specification and quantities for any contract thereby responsible for the selection of suppliers who supply materials/ equipment used by blu-3 (UK) Ltd by ensuring that only Suppliers on the approved list are used.
- 4 **Health & Safety Manager** is responsible for ensuring that all the required Health and Safety and Environmental documentation is in order and up to date and is suitable for the tasks they are to carry out.
- 5 **Procurement Manager** is responsible for ensuring that all the Suppliers financial records are in order and up to date and are suitable for the tasks that they are to carry out.

The Procurement Manager is responsible for producing and maintaining, reviewing and updating an approved suppliers list for materials/ equipment used by blu-3 (UK) Ltd. The Project Manager will be responsible for the approval process for Suppliers

The Procurement Manager is responsible for ensuring that all materials and equipment is procured from an approved supplier under the terms of blu-3 (UK) Ltd contract agreements and suppliers are approved prior to raising/ processing orders.

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PROCEDURE

- 6 An Administrator will be appointed to manage the approved suppliers list (RI-Blu-018).
- 7 The Project Manager will identify the need for a Supplier and shall instruct the Administrator to check the approved Suppliers list to identify whether the Supplier is on the list and details are current and in date.
- 8 The Administrator will access the Approved Suppliers list to identify whether the requested Supplier has passed the Pre Qualification process and the required details are included on the Approved Suppliers list.
- 9 Where the requested Supplier is on the Approved Suppliers list and details are current and in date, Administration will notify the Project Manager that the Supplier may be used for the impending works.
- 10 Where the requested Supplier is **NOT** on the Suppliers approved list, the Administrator will notify the Project Manager of such, and the Supplier will not be permitted to be used on the works.
- 11 To use a Supplier, the Administrator will forward a supply chain questionnaire to the Supplier to complete and return.
- 12 The supply chain questionnaire form will be returned to the Administrator, where it will be logged on the Approved Suppliers list that the form has been returned. This will only be for monitoring purposes.
- 13 The form and associated documents that have been requested will be forwarded and checked by the Health and Safety Manager and Procurement Manager and assessed according to the documents supplied and information given.
- 14 If the Supplier passes the assessment, the Supplier will be included on the approved Suppliers list. The Administrator is responsible for the inclusion of Supplier on to the Approved Suppliers list.
- 15 The Procurement department are responsible for checking to ensure Suppliers are approved prior to raising orders.
- 16 Where a Supplier has **NOT** passed the assessment, the assessment form will be returned to the Administrator with the reasons for not achieving the pass score. This may include a request for further information in order to achieve the pass score.

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- 17 The Administrator will notify the Supplier of the failure to achieve approval and ask for further information. This request will be logged on the Approved Suppliers list for monitoring purposes.
- 18 Upon return of the requested information from the Supplier, the application is then re-assessed by the Health and Safety and Procurement Managers. If approval is achieved, then the assessment form is returned to the Administrator in order for the Supplier to be included on the Approved Suppliers list. If the Supplier fails to achieve approval on the second attempt, then the assessment sheet will be marked with the reasons for the failure to achieve approval.
- 19 The Health and Safety Manager, Procurement Manager and the Project Manager who requested the use of the Supplier will review the application and the reasons for not being included on the Approved Suppliers list. The review will also include the Managing Director, who will have the ultimate decision on the outcome of the status of the Supplier.
- 20 Where a decision has been made to reject the Suppliers application, the Administrator will be notified of this decision, and then inform the Supplier of this decision and the reasons for the rejected application.
- 21 Where the review of the application outcome has resulted in inclusion onto the Approved Suppliers list, the Managing Director will authorise the inclusion, inform all other Director/s of the decision and inform the Administrator of the inclusion. The Administrator will include the Supplier on to the Approved Suppliers list.

Monitoring the Approved Suppliers list

- 22 The Administrator will monitor the Approved Suppliers list to ensure all the relevant documentation from the Suppliers is kept up to date. The Administrator will send out a reminder to the Suppliers, no later than 28 days to expiry, to request update documents in order for the Supplier to remain on the Approved Suppliers list. The date of the request for information will be logged on the Approved Suppliers list.
- 23 Upon receipt of the requested information from the Supplier, the Supplier will have their details updated on the Approved Suppliers list.
- 24 Where the requested information has not been received, before the expiry of the original documentation, another reminder will be sent to the Supplier for the request of updated documents and that they may be removed from the Approved Suppliers list if the requested documents are not received. The date the reminder that was sent will be logged on the Approved Suppliers list

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25 Where a Supplier fails to supply updated documents, they will be marked on the Approved Suppliers list as NOT APPROVED. The Project Manager will be notified of the Suppliers not approved status. It is only under the instruction of the Managing Director; if a Supplier maintains an approved status on the Approved suppliers list without up to date documentation.

26 The Project Manager will review and endorse the approved Suppliers list at 6 monthly intervals.

27 All Suppliers on the Approved Suppliers list will undergo the full application process every 36 months. This will ensure that checks are being maintained on the Supplier and that they are competent as a business to maintain approved status on the blu-3 Approved Suppliers list.

28 Expected documents to be produced:

a. Suppliers with less than 5 employees:

- i. Employers Liability Insurance
- ii. Health and safety Policy (if applicable)
- iii. Accident statistics
- iv. Enforcement notices (if applicable)
- v. References
- vi. Copies of H&S Training for employees

b. Suppliers with 5 or more employees

- i. Copies of Current Insurance Certificates
- ii. Health and Safety Policy
- iii. Evidence of H&S Qualifications for responsible person
- iv. Copies of H&S Training for employees
- v. Copies of safe systems of work eg method statements and site-specific risk assessments
- vi. Evidence of Accident Investigation Procedures
- vii. Copies of evidence of First Aid Arrangements
- viii. Copies of H&S Monitoring procedures
- ix. Copies of Accreditation Certificates e.g. ISO9001/14001/18001/Lloyds etc
- x. Copy of Waste Carrier License
- xi. Copy of Waste Management License
- xii. Copies of Current Insurance Certificates

c. Suppliers with a turnover of more than £36 million

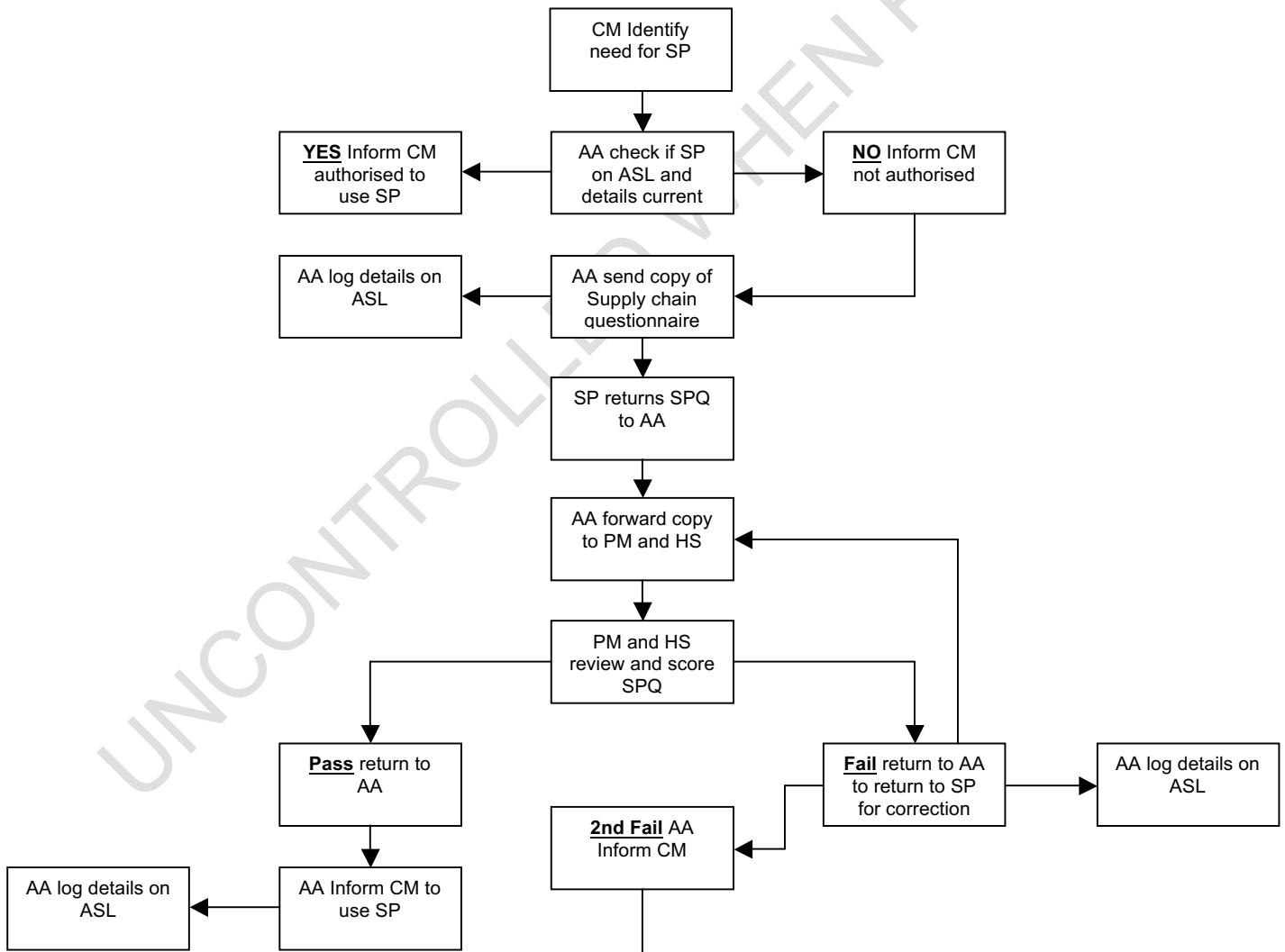
- i. Copies of Modern Slavery Policy

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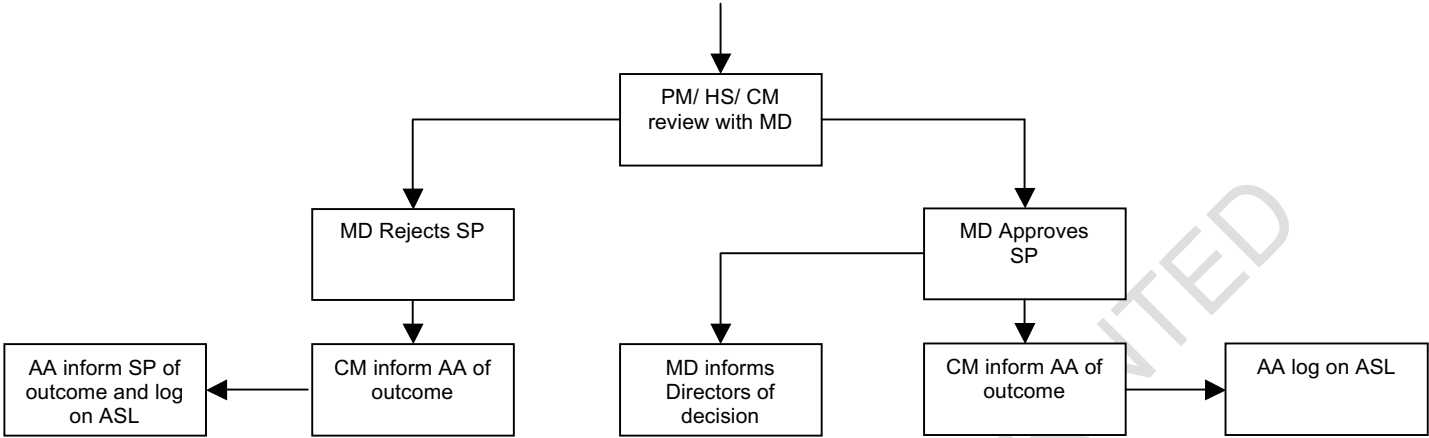
FLOW CHART SELECTION OF SUPPLIERS

Legend

- SP – Supplier
- ASL – Approved Suppliers list
- SPQ – Suppliers supply chain questionnaire
- MD – Managing Director
- CM – Project Manager
- AA – Appointed Administrator
- PM – Procurement Manager
- HS – Health and Safety Manager



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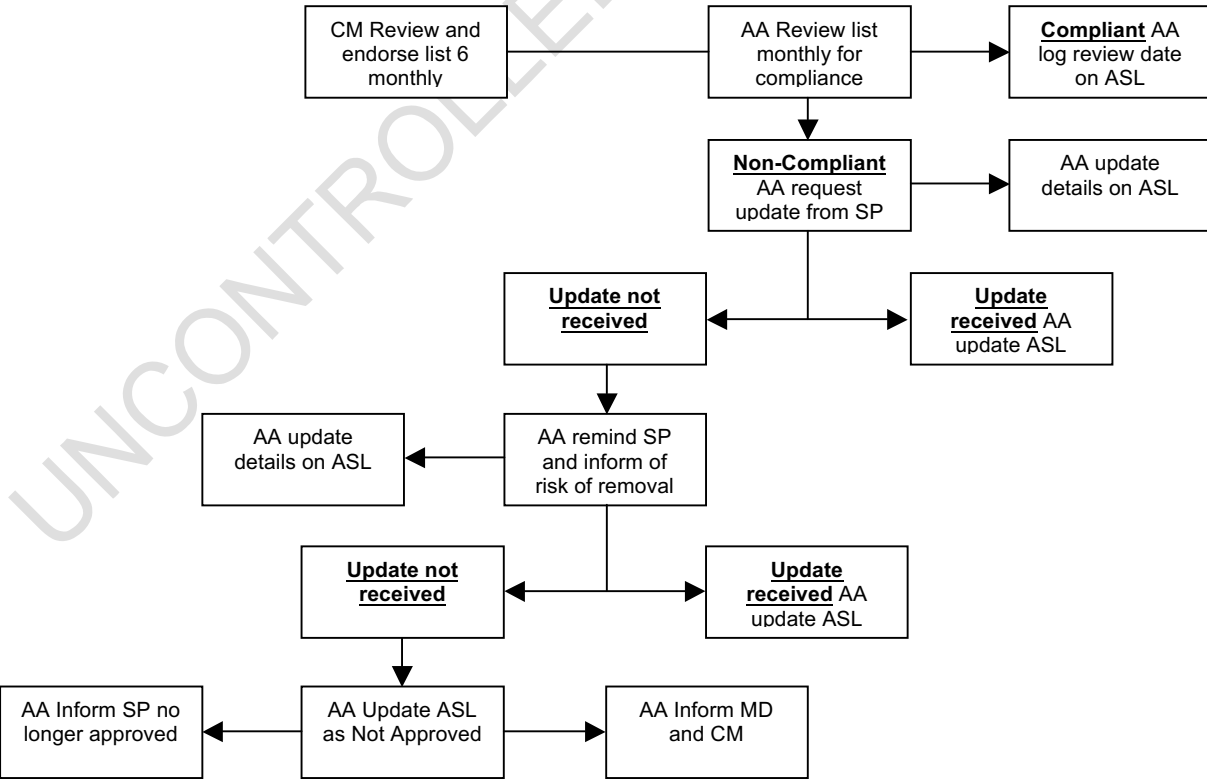


FLOW CHART Monitoring the Approved Suppliers list

Legend

- SP – Supplier
- ASL – Approved Suppliers list
- MD – Managing Director
- CM – Project Manager
- AA – Appointed Administrator

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