



External Service provision Critical Purchasing, Plant, Equipment Suppliers, Contractors

Objective

To ensure we select and maintain good working relationships with suppliers of all services and to ensure there is no detrimental impact on our service to customer, we ensure they are competent to deliver the required goods and services at all times.

Low risk administration requirements are excluded from this process. All transactions will be documented by way of a PO or emails. Product specific requirements for QHSE or commercial will be documented within either of the above.

Documents & Records

- Approved suppliers listing.
- Supplier questionnaire and approval criteria
- Purchase order (Internal)
- Quote will be as and when required.
- Communicate PO number to supplier.
- Contractor control
- Sage accounting system
- Supplier performance spreadsheet

Definitions

- Supplier - Any service, goods, material supplier that delivers goods and service in support of core process.
- Sub-contractor - Any associate who delivers our service on our behalf in line with our contract conditions.
- Labour only sub-contractor - Any person who indirectly delivers our service with us and managed by us.

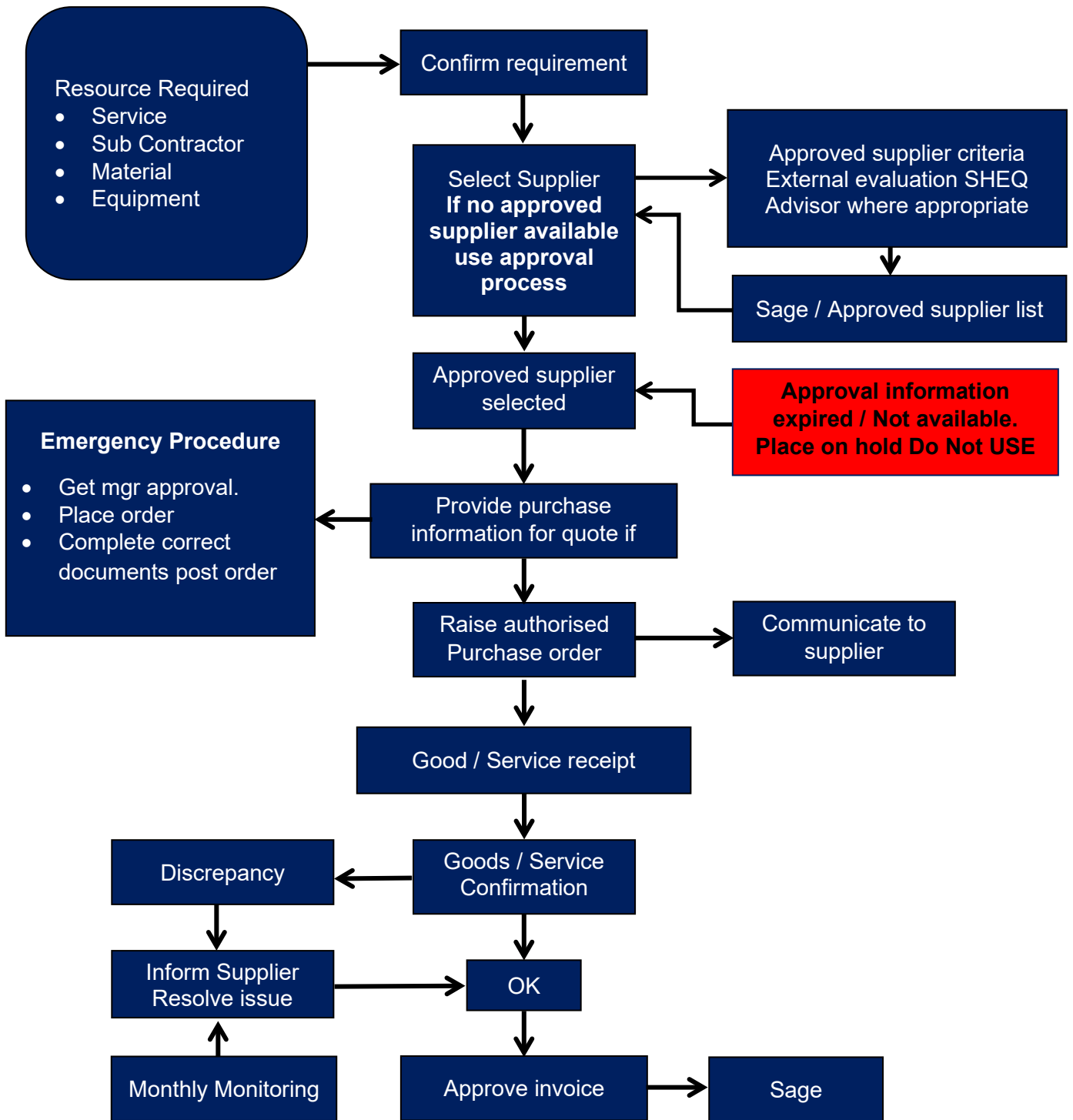
The key process stages are defined in the flow chart on page 2

Approval Criteria

Approval criteria is referenced in the approved provider Register. All service providers will only be paid through sage.

Risk Criteria and Grade

H - High	Severe disruption to business, loss of Revenue, Loss of key contracts. Damaged reputation- recovery unlikely.	A
M - Medium	M- May impact on Turnover, damage to reputation. Recovery over a period of time.	B
L - Limited	L- Can manage risk within current business operation without any impact on service or image. Internally managed recovery.	C
LL- Limited to insignificant	LL - Limited, no detrimental impact, solve internally.	D
N- No Risk		E



Signed *Murray Pitcairn*

Murray Pitcairn
Managing Director

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