

Department: Plantwide	EHS MANAGEMENT SYSTEM	Document No OHS.OP.4.5.5.5 SAP No.: 120000002775
Approver's Title: PSE Manager Author's Title: Procurement BUL		Original date: 09/06/2006  Page: 1 of 10
	SUPPLIER APPROVAL & REGISTRATION PROCEDURE	

**Issue date:** 15/01/2018

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# SUPPLIER APPROVAL & REGISTRATION PROCEDURE

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## 1. PURPOSE

This procedure describes the EHS & Capability evaluation and approval process for the registration of Suppliers onto the Approved Suppliers Register for subsequent engagement by authorised TAC personnel. It differentiates between those suppliers providing low risk or short term supply and those which are considered long term.

## 2. SCOPE

This program applies to EHS & Capability evaluation and management of all Suppliers providing Materials and/or Services on the TAC Site. The procedure does not apply to contract employees temporarily filling a permanent or temporary TAC position.

## 3. DEFINITIONS

EHS	Environment Health and Safety
Vendor / Supplier	A company represented by a manager, having signed a contract with Tomago to supply Materials or provide a Service
Contractor	A company represented by a manager, having signed a contract with Tomago to provide a service on site.
Sub-contractor	A company represented by a manger, engaged by a contractor to perform part of a service for which the contractor has signed a contract with Tomago
Contract Owner	The Tomago employee known as a Business Unit Contractor Owner or a Project Contract Owner who authorises the engagement; develops scope of work; conducts assessments and risk analysis; plans the management of the contractor.
TAC Representative	Tomago employee accountable for a task or service being carried out in accordance with Tomago policies and procedures. The TAC representative is in direct contact with the Contractor Supervisor.
Contractor Supervisor	The contractor's representative accountable to the contractor for the task or service being carried out in accordance with Tomago policies and procedures. The contractor supervisor is in direct contact with the TAC representative.
Contract Administrator	The Tomago Procurement employee who has been assigned responsibility for the commercial operations, performance and administration of relevant contracts within their area.
BU Safety Coordinator	Business Unit personnel who are responsible for the co-ordination of and adherence to safety policy and procedures within a Business unit

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Approved Supplier

A Supplier that has met Tomago EHS, operational and commercial requirements and performance parameters. Approved contractors are listed in the Approved Supplier Register.

Preferred Supplier

An approved supplier exhibiting exemplary performance in the areas of EHS, quality, delivery, service and commercial.

#### 4. ROLES & RESPONSIBILITIES

TAC Management is committed to the success of the Supplier Assessment program and the Contractor EHS management program. Key personnel and responsibilities for the execution of this procedure are defined below:

Responsibilities	Line Management (BUL, Op Leaders, Team Leaders or Authorized TAC employees)	Procurement	Contract Owners	Supplier	TAC EHS Specialists / Safety, Health and Hygiene Department
Co-ordination of the procedures implementation, maintenance, auditing and review		X			
Co-ordination & conduct of auditing and review of the EHS contractor management framework and individual contractors		X			X
Determine the service function risk rating (Appendix A)	X		X		X
Develop EHS criteria for Service work for the selection of Suppliers / Business Unit Risk Assessment	X		X		X
Communicate EHS Approval & Registration Evaluation Questionnaire or FULL Supplier Assessment depending on the level of risk		X	X		
Evaluate EHS Approval & Registration Evaluation Form or FULL Supplier Assessment		X			X

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Responsibilities	Line Management (BUL, Op Leaders, Team Leaders or Authorized TAC employees)	Procurement	Contract Owners	Supplier	TAC EHS Specialists / Safety, Health and Hygiene Department
Update Approved Suppliers list and Preferred Supplier status		X			
Engagement of those Supplier's on the approved list	X				
Providing as required evidence of training, certifications and or statutory requirements.				X	
Record Evidence from Suppliers		X			

## 4.1. Supplier Risk Classification and EHS Evaluation and Approval

### 4.1.1 Supplier Risk Classification

Each supplier will be assessed according to their risk to the TAC business. The risk assessment is carried out according to the Corporate Risk Matrix and supported by the EHS Risk Ranking Tool. Particular attention to the EHS rating is required for service providers to site in terms of the TAC management requirements.

Each service supplier shall be classified as a High, Medium or Low risk using the Supplier EHS Risk Weighting Assessment tool (Appendix A) based on the service function that they may complete on the TAC site. The Contract Owner in conjunction with the relevant EHS Specialists who responsible for undertaking the EHS risk classification. The main outcome of the EHS risk classification process is to determine the EHS approval requirements to be provided to TAC for assessment prior to approval.

The Supplier EHS Risk Weighting Assessment tool is provided as a guideline only. If the EHS risk classification is deemed to be different (based on experience and judgement) than that determined by the tool, then the reasons must be documented and recorded.

### 4.1.2 Supplier Evaluation & Assessment

All Suppliers are required to complete the Supplier Assessment Questionnaire forms which include EHS and is part of Tomago Aluminium's Supplier evaluation process and shall be completed prior to approval.

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The FULL Supplier Assessment for both materials and service suppliers is a comprehensive evaluation process covering the following categories;

- EHS
- Corporate Social Responsibility (CSR)
- Human Resources and Employee Relations
- Resources
- Facilities and Equipment
- Quality
- Commercial
- Communication
- Administration
- Continuous Improvement (CI)
- Technical/R & D

This full evaluation is aimed at assessing the capability of the supplier and in turn, the risk that the supplier organisation poses to TAC. The assessment process generates a supplier rating from A through to D which determines the nature of engagement of that supplier by TAC. Suppliers achieving ratings of A or B (scores greater than 70%) may become approved. Those suppliers scoring less than 70% need to improve their score to reach this minimum in order to be considered.

Reference :

160000000742 Supplier Qualification Quest. – Material OHS.OP.4.5.5.5.F5  
160000000217 Supplier Qualification Quest. – Services OHS.OP.4.5.5.5.F1

In the case of short term or low risk suppliers, a FULL evaluation is not deemed necessary. However, a simplified EHS focussed evaluation will be required.

Reference :

160000000254 EHS Approval and Registration Evaluation OHS.OP.4.5.5.5.F2

Suppliers providing Services to TAC are to be approved based on their ability to conduct their activities in accordance with:

- TAC EHS requirements,
- Contract specifications,
- Valid qualifications and certificates for work being undertaken,
- Valid insurance coverage and,
- Historical EHS performance.

Candidates require a minimum score of 60%. This is a mandatory performance standard, failure to meet this requirement will result in the candidate being eliminated from the approval process.

	<i>EHS Risk</i>	<i>Business Risk</i>	<i>Evaluation Type</i>
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			Services	Materials
≤ 3 mths	Low (<7)	<b>Low</b>	NIL	NIL
		Medium-High	EHS/FULL	FULL
	Medium-High	<b>Low</b>	EHS	NIL
		Medium-High	EHS/FULL	FULL
> 3 mths	Low (<7)	<b>Low</b>	NIL	NIL
		Medium-High	FULL	FULL
	Medium-High	<b>Low</b>	FULL	NIL
		Medium-High	FULL	FULL

#### 4.1.2.1. Low Risk Classified Evaluation

All Low Risk Classified Suppliers are required to provide and may be approved on the **minimum** of:

- Completed Supplier EHS Registration & Approval Evaluation Form
- Copies of valid qualifications and permits required to complete the service function
- Details of referees that can be contacted for confirmation of EHS performance

#### 4.1.2.2. Medium / High Risk Classified Evaluation

All Medium / High Risk Classified Suppliers are required to provide:

- Completed FULL Supplier Assessment Questionnaire for either Materials or Services
- Copies of valid qualifications and permits required to complete the service function
- Details of referees that can be contacted for confirmation of EHS performance.

When approved by Procurement the Supplier and the scope of work that they can undertake on the TAC site will be updated on the Approved Supplier Register.

#### 4.1.3 Approved Suppliers & Sub-Contractors

Approved Suppliers will have their records kept in the SAP Procurement to Pay System (PTP). These records are managed using the Vendor Master Data transaction and can only be modified by Procurement. A report from SAP PTP gives a list of the approved Suppliers, the list is commonly known as the Approved Supplier Register.

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Approved Suppliers providing services to site are responsible for providing proof that a subcontractor brought on TAC property meets the same EHS standards of performance as the principle Supplier. A principle Supplier can be disqualified from working on the TAC site if they bring a subcontractor on site that fails to meet the TAC EHS expectations. The principle Supplier may wish to use the EHS Questionnaire for their sub-contractors to complete as part of their evidence.

All candidate sub-contractors are required to provide

- Copies of valid qualifications and permits required to complete the service function, and
- Details of referees that can be contacted for confirmation of EHS performance

#### **4.1.4 Engagement of a Supplier not on Approved Supplier Register or change of service function**

Business Units shall make a request to the Procurement Officer when Suppliers currently listed on the Approved Supplier Register cannot provide required Materials and/or Services. The requestor should provide Procurement with a list of candidate Suppliers for consideration and justification by way of the Justification Form why existing approved Suppliers are unable to complete work.

If satisfied with the justification the Procurement Officer will initiate the Supplier approval process.

To initiate the Supplier approval process, Procurement personnel will contact the user department to:

- Obtain a completed New Supplier Justification Form
- EHS Risk Weighting Assessment Tool form

Once the above are received Procurement personnel will then contact the candidate Supplier to:

- Inform them of the Tomago Supplier approval process
- Provide the candidate Supplier with the Supplier Assessment Questionnaire

Once the Supplier has been approved through successful completion of the Supplier Assessment Questionnaire they will then be provided with the following:

- Supplier Application & Change Form
- Finance Application & Change Form

On successful completion of all stages of application the Supplier will be issued with a letter confirming Approval of their application.

If an approved Supplier requires their service function to be changed then they should contact the TAC Site EHS Advisor who will assess currency of qualifications, permits and past EHS performance as part of the approval process.

#### **4.2. Engagement of a Supplier to perform on site work (Contractor)**

Business Units can engage Suppliers on the Approved Supplier Register for work, that the Supplier is approved to undertake as stated in their contract. The risk classification assigned to a Supplier on the Approved Supplier Register determines how the Supplier is managed in accordance with the Contractor Management Framework.

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### 4.3. Supplier Insurances

It is the responsibility of all Suppliers approved for work on TAC site to provide Procurement with Current Certificates of Insurance for the following:

- Public Liability
- Workers Compensation
- Vehicle Insurance (where access is granted for on-site vehicles)
- Professional Indemnity (where requested)

Failure to supply current insurance certificates before the expiry date will lock out all personnel inducted to TAC site for the Supplier upon expiry until current certificates are provided to Procurement or Security(in cases of Emergency only).

### 4.4. Revoking Approval Status

A Supplier's or sub-contractors approval status can be revoked at any time. Conditions and actions leading to status being revoked may include:

- Failure to perform the contract as specified;
- Failure to work within the TAC EHS requirements;
- Continued instance of non-conformances for safety, quality or service delivery
- Failure to abide by the TAC Code of Conduct; and/or
- Providing false/fraudulent statements, documents, certifications, records, etc.

### 4.5. Unapproved Suppliers

Suppliers who fail to achieve the required minimum score or satisfaction of the assessor will be communicated to directly or through the requesting Business Unit (BU). Where the requesting Business Unit justifies the requirement of such a Supplier the BU must complete a risk assessment and a Contractor Management Plan OHS.OP.4.5.5.1.F2. This plan shall include the systems to be used to manage the Supplier in accordance with the Tomago Aluminium EHS Management System. The plan must be communicated to all stakeholders, agreed and signed.

Reference :

160000000528 Contractor Management Plan

OHS.OP.4.5.5.1.F2



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## 5. RECORDKEEPING

The TAC Procurement department is responsible for ensuring that all records associated with this procedure are maintained according to *Plantwide Records Management PW.MP.0011*.

Both soft and hard copies of supplier evaluations are stored. This includes SAP supplier ratings and approval status. In addition to having approval to be used as a supplier to TAC, the supplier is also assessed whether they are preferred or not, depending on their ongoing performance as measured by regular audits.

Hard copy information includes the completed FULL Supplier Assessment forms for either Materials or Services, Supplier EHS Registration & Approval Evaluation Forms and associated supporting supplier information such as policies, procedures, qualifications, etc. This information is stored within the Procurement Records area.

Soft copy information includes the completed FULL Supplier Assessment spreadsheet with embedded calculations and ratings as well as scanned copy of the signed approval supplier assessment page. Addition information may include electronic supporting documents. This information is stored under the relevant supplier folder within the Tac32 Procurement computer drive as follows :-

\\Tac32\procurement\01 Administration\_Management\01\_38 Supplier Qualification\01\_38\_03 Suppliers

Approved supplier assessment procedures and forms are stored on SAP DMS.

## 6. REFERENCES

SAP DMS No.	TITLE	TYPE
160000000742	Supplier Qualification Quest. - Material OHS.OP.4.5.5.5.F5	Excel file
160000000217	Supplier Qualification Quest. - Services OHS.OP.4.5.5.5.F1	Excel file
160000000254	EHS Approval and Registration Evaluation OHS.OP.4.5.5.5.F2	Word Form
160000000528	Contractor Management Plan OHS.OP.4.5.5.1.F2	Word SOP
150000000023	TAC Code of Conduct	Word SOP
130000000845	Corporate Risk Matrix	Acrobat file
160000000845	EHS Weighting Assessment Tool	

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## APPENDIX A: TAC CONTRACT EHS RISK CLASSIFICATION

### EHS Risk Weighting Assessment Tool (SAP Doc. No 160000000345)

The EHS Risk Weighting Assessment Tool is used to determine an overall risk classification for the Supplier (Contractors) Service Function at Tomago.

The outcome of this risk classification will determine the EHS assessment requirements for approval.

The tool is intended as a guideline only. If the EHS risk classification is deemed to be different (based on experience and judgement) than that determined by the tool, then the reasons must be documented and records maintained

#### EHS RISK WEIGHTING ASSESSMENT TOOL

Form No.: OHS.OP.4.5.5.5.F4  
Sap No.: 160000000345  
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EHS WEIGHTING ASSESSMENT DETAILS				
Date Completed:				
Tender / Scope Title:				
Completed by:				
Approved By:		Signature:		
PART 1 - SERVICE FUNCTION RISK SCHEDULE				
RISK	WORK / ACTIVITY	TICK	OTHER (Specify)	
LOW	Building maintenance	<input type="checkbox"/>		
	Domestic cleaning e.g. office, rest rooms	<input type="checkbox"/>		
	Office / clerical work / IT / boundary surveying / lab calibration	<input type="checkbox"/>		
	Inspection services (ground based equipment)	<input type="checkbox"/>		
	Delivery work	<input type="checkbox"/>		
MEDIUM	Hire of equipment, contract labour, contract staff or consultant,	<input type="checkbox"/>		
	Food processing / trainers / Physio / Doctor / Auditors	<input type="checkbox"/>		
	Grounds maintenance	<input type="checkbox"/>		
	Small scale / minor construction	<input type="checkbox"/>		
	Minor repair, maintenance & modification to existing plant / equipment,	<input type="checkbox"/>		
	photocopier / computer / electronic office equip repairs / calibration /	<input type="checkbox"/>		
	surveying within BU	<input type="checkbox"/>		
	Continual/ Excessive manual handling	<input type="checkbox"/>		
	Use of hand & power tools / data cabling	<input type="checkbox"/>		
	Operating motor vehicle	<input type="checkbox"/>		
HIGH	Low voltage system work	<input type="checkbox"/>		
	Working alone	<input type="checkbox"/>		
	Handling of biological material	<input type="checkbox"/>		
	Industrial cleaning / concreting	<input type="checkbox"/>		
	Transport of freight, raw materials, waste material	<input type="checkbox"/>		
	Handling, storage & transport of hazardous substances	<input type="checkbox"/>		
	Major works / construction / road repairs	<input type="checkbox"/>		
	Inspection services (above ground equipment)	<input type="checkbox"/>		
	Major repair, maintenance & modification to existing plant / equipment	<input type="checkbox"/>		
	Installation of new plant / equipment	<input type="checkbox"/>		
	Removal of redundant equipment, de-commissioning or demolition of plant	<input type="checkbox"/>		
	High voltage system work	<input type="checkbox"/>		
	Handling, storage & transport of dangerous goods	<input type="checkbox"/>		
	Hot work	<input type="checkbox"/>		
	Operating mobile plant & equipment	<input type="checkbox"/>		
Confined space entry	<input type="checkbox"/>			
Hazardous processes	<input type="checkbox"/>			
Excavation / Demolition	<input type="checkbox"/>			
Working at heights	<input type="checkbox"/>			
Asbestos Removal	<input type="checkbox"/>			
OVERALL SERVICE RISK:		<input type="checkbox"/> LOW	<input type="checkbox"/> MEDIUM	<input type="checkbox"/> HIGH
PART 2 - RISK ASSESSMENT OF POTENTIAL CONSEQUENCES ( Tender Use Only )				
Refer to the OHS.MP.003.F3 TAC EHS RISK MATRIX to assess Risk Score				
Potential Consequence:			Risk Score:	
Likelihood:				
PART 3 - EHS WEIGHTING RANGE ( Tender Use Only )				
RISK SCORE		% WEIGHTING	SELECTION	% WEIGHTING APPLIED
1 - 6	LOW	5 - 10	<input type="checkbox"/>	
7 - 13	MEDIUM	11 - 20	<input type="checkbox"/>	
14 - 20	HIGH	21 - 30	<input type="checkbox"/>	
21 - 25	EXTREME	31 - 40	<input type="checkbox"/>	