

Section 1

Purpose

The purpose of this policy is to define the measures taken to demonstrate the companies experience of, and commitment to, managing its Supply Chain

Section 2

Scope

This document applies throughout DP3 on all contracts carrying out all services.

Section 3

Introduction

As outlined the business management system, it is policy of DP3 to conduct our business in a professional, lawful and ethical manner. This policy is to be adopted throughout the supply chain process.

Section 3.1

Guidance

DP3 Group of Companies occasionally have the need to employ subcontracting organisations on certain contracts, prior to being engaged to work for the company all potential subcontractors are required to successfully complete our subcontractor safety, health and environmental evaluation and questionnaire in order to demonstrate that they have the correct resources, skill sets, equipment and technical ability and safe systems of work available to enable them to execute the work in a safe and proper fashion.

During this initial stage the potential new subcontractor is introduced to the Clients specific requirements for the contract and to the DP3 Standard Health Safety and Environmental Terms and Conditions in order to ensure that they are fully conversant with the requirements that must be observed at all times; to ensure that they have the necessary resources in place maintain compliance; and to ensure that they know that they must effectively communicate the Clients and our own specific SHEQ requirements to their relevant employees.

As an integral part of the selection and evaluation process, it is company policy for the Operational Management Team to consult with the Clients representative(s) in order to establish if they have any concerns in relation to the subcontractors or any of their employees' health and safety related performance whilst working either directly for the Client or one or more of the Clients other suppliers.

We require all sub-contractors to conduct their activities in accordance with their own safe systems of work and to ensure that their supervisors monitor, review and enforce health and safety compliance on site. In order to ensure that the subcontractors are conducting their operations in a safe and proper fashion we conduct a series of compliance inspections / audits during the course of their work and provide their team and their managers with direct feedback in relation to positive and negative performance and the nature of any / all corrective action that must be taken.


This message being reinforced within the formal one to one meeting that we hold with our subcontractors as part of their performance review. In order to ensure that the subcontractor's employees are fully conversant with the Clients and our own specific SHES requirements, they are provided with an induction via one of our supervisors prior to them commencing work. In order to

ensure that our Subcontractors are kept up to date with all aspects of SHEQ we utilise a combination of the following: - Tool box talks and refresher briefing sessions, team briefs, SHEQ stand downs, Refresher training sessions, Training sessions, Contractor SHES Forums, Providing them with relevant details from the pre-construction information that is issued to us via the CDM Coordinator for all operations falling within the scope of CDM, Providing specific induction sessions on CDM notifiable projects / sites.

In order to ensure that our Subcontractors performance is maintained throughout the contract, we continue to implement the above control measures and ensure that we conduct random and routine inspections and audits throughout the contract in line with our contract Audit Plan. The audit / inspection regime that we will implement throughout the contract will consist of a combination of the following methods: - On a daily basis via the supervisors who have been tasked to lead by example and to be seen to make a difference when deficiencies are identified, Via the formal inspections that are conducted on each team via the supervisors and the internal inspection / audit team, Via the HSE Team as an integral part of the monthly audit / inspection regime, Via the Senior Managers / Operational Managers as an integral part of their monthly audit / inspection / safety sampling tours, Via random and planned audits conducted by our Business Risk Management Team as an integral part of our internal audit regime.

The data gathered via the above audit / inspection regime will be monitored and reviewed as it is collated and action taken to address any deficiencies that are identified. The information in turn is reviewed at the board meeting at which time action plans are developed in order to gain improvements were deficiencies have been identified. The data gathered via the audit / inspection regime and the corrective action plans are in turn used as the basis of the formal one 2 one review meeting with each Subcontractors.

Thus effectively ensuring that they are aware of their performance, the performance of their employees and are conversant with the any corrective action that needs to be taken to improve their performance and or improve the delivery of their service / product.

Section 4		Document History
May 2013	New Document	New
Date: May 2013	 Signed (MD)	Document