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**SQS Supplier Qualification System**  
**Stage 2 Registration Overview** – information and documentation you will need to provide during the Stage 2 registration process.

June 2014



## Introduction

Please note that where this information has already been provided, it will automatically pre-populate the relevant section. Please check and amend as required.

**Before you commence your Stage 2 registration, please ensure you have the following information and documentation available.**

- Information about the proportion (%) of the contract with Shell that is subcontracted
- Copies of your Quality Management System Certificates
- Copies of your Health & Safety Management System Certificates
- Copies of your Environmental Management System Certificates
- Copy of your Corruption Management Policy
- Details of your Public Liability Insurance, such as value of cover and renewal date

**During the course of the Stage 2 registration, you will be required to answer questions on the following:**

## Company Information

- Company Type (Registered or Not registered)
- Country of Incorporation (if applicable)
- Registration/Incorporation Number (if applicable)
- Company Certificate of Registration / Incorporation (if applicable)
- Sales Tax Number (VAT)

## Contact Details

- Contact Details for Primary and Achilles Administration Contacts
- Title, First and Last Name
- Job Title
- Telephone Number
- Email Address
- Full Contact Address

## Products and Services

- Please state whether you are a manufacturer, stockist, or agent for each product or service code
- Please enter a region of supply for each product and service code
- Please enter a region of manufacture i.e. factory locations for each product code
- Please specify, if applicable for each product or service listed whether it is covered by your Management Systems (Quality, Health & Safety and Environmental)



## Financial Information

- Annual Turnover (Revenue) for your last financial year
- Number of employees
- Percentage of your organisation's revenue generated from Shell in the last financial year for which audited accounts are available

## Locations

- Factory details
  - Name
  - Address
  - Primary Function of each location e.g. sales, call centre, warehouse
  - Products and services associated with each location
- Region of Supply
  - Countries/regions where your company is able to supply selected products/services
- General Locations

## Insurance

- Details of your Public Liability Insurance (if applicable)
- The value of your insurance and the currency you are stating this value in
- The expiry date of your insurance

## Quality Management System

- Details of the policy
- Copies of your Quality Management System Certificates

## Health & Safety Management System

- Details of the policy
- Copies of your Health & Safety Management System Certificates

## Environmental Management System

- Details of the policy
- Copies of your Environmental Management System Certificates

## Shell Specific Questions

This section will be pre-populated with responses provided in Stage 1. Please review the answers previously given.

## Ethics and Compliance (if applicable)

Please provide information regarding internal policies that address issues like bribery and corruption, including training provided and the associated reporting process.

## Local content (if applicable)

This section will be pre-populated with responses provided in Stage 1. Please review the answers previously given.

## Declaration

This section will be prepopulated with your details along with a time stamp. You will be asked to agree to the statement on the page.

## Additional Prequalification Assessments

Based on the objective risk criteria, suppliers may also be required to complete a detailed prequalification assessment in one or more of the following areas:

- Health, Safety and Environment
- Sustainable Development

If this is the case, you will be required to complete additional questions in Stage 2 and provide additional documentation.

**Before you commence the additional assessments, please ensure you have the following information and documentation available:**

### Questionnaire Type: Sustainable Development (SD)

- Contract of Employment (Template) or equivalent document
- Recruitment Policy / Procedure or equivalent document
- Employee Handbook or equivalent document
- Whistle Blowing / Grievance Policy or equivalent document
- Equal Opportunities / Anti-Discrimination Policy or equivalent document
- Supplier Code of Conduct or equivalent document

## Questionnaire Type: Health, Safety and Environment (HSE)

- Minutes of Management Review meetings / Senior Management Safety Inspection / Tour records
- HSE Policy Statement
- HSE SMART Objectives
- Organisational Chart
- HSE Training Matrix
- Induction records / On-boarding checklists
- Contractor Management Procedure
- HSE Management System Manual (or operations manual with integrated HSE requirements)
- HSE Audit Procedure
- Management Review Procedure for the HSE Management System
- Copies of ISO 9001, ISO 14001 or OHSAS 18001 relevant to the company
- Copies of membership or registration to industry relevant associations or bodies
- Copies of HSE recognition / awards received by the company

In Section 6 of the HSE questionnaire, you will also be required to provide information relevant to your safety KPIs. It is therefore recommended that you gather information relevant to the following safety KPIs prior to completing this questionnaire:

SQS Stage 2A HSE Questionnaire  
Key Performance Indicators (KPIs)  
See Glossary of Terms (below) for definition of each item



EXPOSURE		Current Year	Year -1	Year -2	Year -3	Year -4
Total Manhours worked		212121	15	1055002	-	-
Exposure - Driving (km)		1500000	10	232423421 3	-	-
Exposure - Site Work (hours)		250112331	150	232578236	-	-
SAFETY		Current Year	Year -1	Year -2	Year -3	Year -4
Fatalities	FAT	10	150	1	-	-
Lost Workday Cases	LWC	15	356	1	-	-
Restricted Workday Cases	RWC	123	2	3	-	-
Medical Treatment Cases (exclude LWC or RWC)	MTC	5	12	3	-	-
First Aid Cases		100	1500	2	-	-
Near Miss Incidents		50250	150000	1	-	-
ENVIRONMENT		Current Year	Year -1	Year -2	Year -3	Year -4
Loss of Primary Containment (recordable)	LOPC	0	12	0	-	-

## General Information

In Section 0 for both Sustainable Development and HSE questionnaires, you will also be required to provide specific information regarding the structure of your company – this enables us to establish if your company is an entity that is part of a larger organisational structure.

- Does another company in your organisation (e.g.) the corporate head office) have a controlling interest in how HSE/Labour Rights are managed at your company?
- Does your company fully adhere to the HSE/Labour Rights policies and procedures of the company with the controlling interest?