

Aim: To successfully deliver all projects to the clients satisfaction in accordance with their requirements in respect of time, quality, safety and budget. The Supplier policy is applicable to material suppliers, sub-contractors and consultants.

Procedure: Bryen and Langley will achieve the above aim by:

- Maintaining a Preferred Suppliers list restricted to those suppliers who achieve and maintain a satisfactory record with the company.
- Reducing the supplier base to a level whereby all listed suppliers are of known capability.
- Requiring staff to complete and submit Assessment Forms detailing the performance of suppliers at the end of each contract.
- Maintaining a database of suppliers which provides details of performance on previous contracts.
- Working in partnership with our suppliers to build teams with common goals
- Ensuring benefits gained from partnering arrangements are shared with our suppliers and clients.
- Encouraging the development of new procedures and the use of 'Best Working Practice'
- Ensuring enquiries to suppliers accurately reflect the clients requirements i.e. copies of contract specifications, drawings, etc. are provided.
- Ensuring all orders placed reflect the main contract conditions i.e. they are 'back-to-back'
- Providing suppliers with schedules and programmes detailing dates for delivery.
- Requiring suppliers to provide all necessary documentation in respect of Health and Safety and Environmental matters and to agree to work to both Bryen and Langley's and the client's requirements in these areas.
- When selecting suppliers taking account of their previous record with the company; obtaining references when applicable; assessing their QA systems; reviewing their safety and environmental records; ensuring adequate resources are available, analysing their business strategy i.e. not basing decisions on price alone.
- Requesting our suppliers to 'sign up' to our Customer Care Philosophy and Company Policies.



All suppliers, sub-contractors and consultants who attend site on our behalf are subject to the same site rules that apply to Bryen & Langley Ltd. They must undergo site induction, if they remain on site and must come with all required PPE.

On a daily basis they must sign in and out of site in accordance with our procedures.

Inspection and monitoring of their work will be carried out on a daily basis by the Bryen & Langley Site Supervisor and on a weekly basis by the Bryen & Langley Site Manager.

Their works, progress and quality will be recorded in our Site Manager's Weekly Report which is submitted to our Contract Manager who reviews the content and decides on any action points, training required or information that needs to be distributed.

All equipment must be adequately tested and calibrated to ensure it works efficiently.

Suppliers delivering to our sites must ensure that sufficient labour arrives with the delivery to safely off-load the items and leave them where directed by our Site Manager. This includes any machinery or equipment required to make this happen.

All suppliers, sub-contractors and consultants will have access to the Bryen & Langley welfare facilities on site.

Sub-Contractors must submit copies of their insurances and health & safety policy documents when applying for inclusion on the approved database. These are updated annually.

A handwritten signature in black ink, appearing to read 'Alan Escudier', written over a horizontal dotted line.

Alan Escudier, Director
July 2022

