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SABIC Supplier Due Diligence Programme Stage 2 Registration Checklist

Chemicals & Allied Industries Community

July 2016

Information you will need to provide at Stage 2 includes:

(Please note: where this information has already been provided, it will automatically be pre-populated in the relevant sections)

- **Company Information**

- Company Name
- Company Address
- Company Website
- Tax Number
- Registration/Incorporation Number
- Copy of your Company Certificate of Registration/Incorporation

- **Contact Details for Primary, Secondary, Accounts Payable, Achilles Administration Contacts**

- Title, First and Last Name
- Job Title
- Telephone Number
- Email Address
- Full Contact Address

- **Company Profile**

- Copy of your Company Logo
- Marketing Statement

- **Details of the Products and Services you currently supply based on product codes**

- If you supply products, please state whether you are a manufacturer, stockist, or agent for these products (this is not applicable if you are a service provider only)
- Regions of supply
- Regions of manufacture i.e. factory locations
- Details of Quality Systems
 - ISO equivalent
 - Awarding Body
 - Certificate Number plus relevant certification
- H&S Management System Policy Statement
 - Environmental System (ISO 14001)
 - ISO equivalent
 - Awarding Body
 - Certificate Number plus relevant certification

- **Management Team**

- Contact details for Managing Director, Chief Executive Officer, Chief Financial Officer, Sales Director, Procurement Director, Technical Director and Operations Director

- **Group Information**

- Details of parent company (if applicable)
- Details of associated companies
- Most recent financial summary of accounts for parent company (if applicable)

- **Financial Information**

- Summary of accounts for your company for the last (or most recent) 3 years
- Details of your Auditors

- **Location**

- 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 for the products and services associated with each location

- **Insurance**

- Type of Insurance
- Details of Insurance broker, including underwriter
- Start and expiry dates
- Currency quoted in your policy documents
- Scope of cover
- Copies of all insurances certificates that your company holds

- **Supply Chain Management**

- Contact details of your Supply Chain Managers
- Information on how you maintain your database of registered suppliers
- Information regarding the assessment and management of your direct supply chain

- **Quality Management System**

- Contact details for the person responsible for your Quality Management System
- Evidence relating to the robustness of your Quality Management System
- Third Party accreditation details
 - Awarding Body
 - Certificate Number
 - Start and expiry dates
- Copies of relevant Quality Management System certification

- **Health & Safety Management System**

- Contact details for the person responsible for Health and Safety
- Details of the policy and process
- Lost Time Injury Frequency Rate (LTIFR)
- Details about H&S training, provision of Personal Protection Equipment (PPE), inspections
- Details of H&S awards
 - Awarding Body
 - Certificate Number
 - Expiry Date
- Copies of your certified Health & Safety management system
- Details of Employee medical services access
- Details of employee health and safety records and monitoring

- **Environmental Management System**

- Contact details for the person responsible for your Environmental Management System
- Details of the policy and process
- Robustness of the Environmental Management System
- Third Party accreditation details
 - Awarding Body
 - Certificate Number
 - Expiry Date
- Copies of relevant certification

- **Corporate Social Responsibility (CSR)**

- Contact details for the person responsible for CSR
- Details of the policy and process
- Management Policy regarding child labour, bribery and corruption
 - Copy of your Corruption Management Policy
- Corporate Social Responsibility (CSR)/ Sustainability Report.
- Copy of code of Conduct
- Relevant Policies for the following:
 - Respect for human rights (e.g. fair treatment)
 - No forced or compulsory labour
 - No child labour (e.g. no worker under legal working age, etc.)
 - Working conditions (e.g. mandatory days off, etc.)
 - Wages & benefits (e.g. no unpaid overtime, etc.)
 - Non-discrimination (e.g. age, gender, religion, race, etc.)
 - Freedom of association
 - Collective bargaining
- Social Audit certificates if appropriate

- **Carbon Management**

- Information on how you manage your carbon footprint
- External accreditation
- Future Strategies

- **Buyer Specific questions**

- You must answer these questions for all your **current** customers as these relate specifically to the business relationship you have with them
- Completion of these questions for organisations that you do not currently work with or have not worked with in the past is a voluntary decision

Please note: the provision of all information is not mandatory in order to complete the online questionnaire. Mandatory fields are marked as “**required**” – these must be completed in order to be able to submit the online questionnaire for data validation. It is however considered ‘good practice’ and is therefore highly recommended, that you complete as many fields in the questionnaire as possible.