The Institute
of
Fire Safety Managers

Established 1997

Supplier Policy

Version: 1

Summary:	This document details the Institute of Fire Safety Managers (IFSM) policy for suppliers. It outlines the criteria set for supplier approval and the processes and control of supplier approval.
Target Audience:	All suppliers, members, staff and Council
Next Review Date:	November 2026
Approved by:	The Management Team	Date: 14/11/23
Date issued:	November 2023

Registered in England and Wales with Company Number 5669063.
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1. Introduction

To ensure the delivery of high-quality products and services to the Institute's members, this supplier policy aims to outline the standards and requirements expected from its suppliers. It will look at supplier selection and the control of its Approved Supplier List.

2. Categories of Work

The Institute procures goods and services across various categories, including but not limited to:

2.1. Training and Education Services: Suppliers providing training programs, workshops, or fire safety and prevention materials.

2.2. IT and Software Services: Suppliers providing IT solutions, software, or digital platforms for fire safety management and education.

2.3. Office Supplies and Equipment: Suppliers supply office essentials such as stationery, furniture, and equipment required for Institute's daily operations.

2.4. Marketing and Promotional Services: Suppliers engaged in marketing, branding, and promotional activities for Institute's events, services, or products.

2.5. Financial and Business Consultancy Services: Suppliers engaged in accounting, financial services, and business consultancy activities for the Institute.

2.6. Marking and Auditing Services: Suppliers engaged in providing marking and auditing services as part of membership and register activities.

3. Supplier Requirements

3.1 Supplier Information / Evidence of Conformity

Suppliers seeking to provide goods or services to the Institute must provide upon request the following information:

a) Full Company Name
b) Registered Address
c) Company Registration Number
d) Tax Identification Number
e) Bank Account details
f) Finance/accounts department contact details

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g) Insurance details
h) Qualifications / proof of competency
i) Business Continuity Policy
j) Environmental Policy
k) Health & Safety Policy
l) References
m) GDPR Policy
n) Ethical Policy

3.2. Financial Information

3.2.1. Pricing: Suppliers must provide competitive and transparent pricing for their products or services. All pricing details should be clearly stated in the contract or quotation. This transparency ensures that Institute can make informed decisions and budget effectively.

3.2.2. Invoicing: Suppliers must submit accurate and detailed invoices with proper references to the corresponding purchase order or contract. Invoices should include itemised details of products or services, quantities, prices, and applicable taxes or discounts. This enables smooth and timely payment processing.

3.2.3. Payment Terms: The Institute will adhere to agreed-upon payment terms, typically within 30 days of receiving a valid invoice, subject to satisfactory completion and acceptance of the deliverables. Clear payment terms provide predictability and financial stability for both parties.

3.3. Payment Procedures

3.3.1. Payment Method: The Institute will make payments via electronic bank transfer to the supplier's nominated bank account. Electronic transfers are secure, efficient and reduce the risk of handling physical cheques.

3.3.2. Payment Disputes: Any payment disputes or discrepancies must be reported promptly to the Institute's Finance Department for resolution. Open communication and swift resolution of payment issues ensure a positive supplier relationship.

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3.4. Policy Compliance

3.4.1. **Health and Safety** – Suppliers must adhere to all applicable health and safety regulations and ensure the safety of their employees, Institute staff, and anyone affected by their work. This includes providing necessary safety equipment and training to their employees. These regulations include but are not limited to:

   a) Health and Safety at Work etc Act 1974

   b) Health and Safety (Offences) Act 2008

   c) Factories Act 1961

   d) Offices, Shops and Railway Premises Act 1963

   e) Employment of Women, Young Persons, and Children Act 1920

3.4.2. **GDPR (General Data Protection Regulation)** – Suppliers must comply with GDPR requirements when handling personal data on behalf of the Institute and ensure that the appropriate security measures are in place. This includes obtaining consent for data processing, safeguarding data, and reporting any data breaches promptly. These regulations include but are not limited to:

   a) The Data Protection Act 2018

3.4.3. **Diversity and Inclusion** – The Institute promotes diversity and inclusion. Suppliers are encouraged to embrace these principles and demonstrate commitment to equal opportunities. This commitment ensures a fair and inclusive business environment.

3.4.4. **Ethical Business Conduct** – Suppliers must conduct their business ethically, with integrity and in compliance with all applicable laws and regulations. Ethical behaviour is fundamental to building trust and maintaining long-term partnerships. This includes the following:

   a) Slavery and Human Trafficking: Suppliers must declare that they have no involvement in slavery, human trafficking, or forced labour and that their supply chains are free from such practices.

   b) Ethics and diversity: Suppliers are expected to embrace a culture of ethics, diversity, and inclusion throughout their operations.

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c) Anti-Bribery and Corruption: Suppliers must not engage in bribery or corrupt practices and must have effective anti-bribery and corruption policies. This ensures that business dealings are transparent and free from unethical influences.

d) Environmental Compliance: Suppliers should commit to environmental responsibility and comply with all environmental laws and regulations relevant to their operations.

3.5. Business Continuity

3.5.1. Continuity Plan: Suppliers should have a business continuity plan to mitigate disruptions in their operations and ensure service continuity. This plan outlines how the supplier will respond to emergencies or unforeseen events to minimise impacts on the Institute's operations.

3.5.2. Data Security: Suppliers must ensure the security and confidentiality of any data provided by the Institute and only use such data for specified purposes. Data security measures prevent unauthorised access and data breaches.

3.5.3. Communication: In the event of any disruptions that may impact the delivery of goods or services to the Institute, suppliers must promptly inform the Institute and provide details of their mitigation plan. Effective communication facilitates collaboration and prompt resolution of issues.

4. Supplier Selection Criteria

4.4. Product/Service Quality: Suppliers must demonstrate a track record of delivering products or services that meet or exceed industry standards and customer expectations.

4.5. Financial Stability: Suppliers should be financially stable and capable of fulfilling their contractual obligations without disrupting the supply chain.

4.6. Compliance: Suppliers must comply with all applicable laws, regulations, and industry standards related to their products, services, and business practices.

4.7. Ethical Standards: Suppliers must adhere to ethical business practices, including but not limited to respecting human rights, labour laws, and anti-corruption policies.

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4.8. Sustainability: the Institute is committed to promoting environmental sustainability. Suppliers should align with our sustainability goals and demonstrate efforts to minimise their environmental impact.

4.9. Innovation: Suppliers that bring innovative products, processes, or services to the table will be given priority.

5.   Supplier Evaluation

As some suppliers' services, products and processes potentially carry more risk the Institutes will hold an Approved Supplier List (ASL) to control this where necessary. The following criteria will be used to determine whether the Institute requires a supplier to be on the ASL.

5.4. Product, service, or process intended for incorporation into the Institute's own products, services, or processes.

5.5. Product, service, or process provided directly to the members(s) by external providers on behalf of the Institute.

5.6. The value of the product, service or process provided exceeds £10,000 per annum.

5.7. The product, service, or process is critical to the Institute's operations AND it is not easily transferable to an alternative supplier.

5.8. The supplier has access to confidential data.

5.9. The product, service or process has the potential to cause harm to staff or members.

5.10. The supplier's product, service or process has a significant impact on the environment.

Those suppliers not required to be held on an Approved Suppliers list may be added to the Institute's Preferred Supplier List (PSL). As these suppliers hold a low risk to the Institute, they will not be held under the same strict control processes, however some processes will be mirrored as good practice.

6.   Approved Supplier Process

To gain approved supplier status a suppliers must.

6.4. Complete a supplier application: Prospective suppliers must submit an application providing information about their company and products/services. Suppliers will also submit a declaration to confirm they are compliant with the Institute's supplier standards and will provide additional evidence where necessary.

6.5. Initial Evaluation: the Management Team will review the application, seeking advice from Council if needed.

6.6. On-Site Assessment (if necessary): In some cases, an on-site assessment may be conducted to verify the supplier's capabilities and ensure they align with our quality standards.

6.7. Reference Checks: The evaluation process may include contacting references provided by the supplier to gather feedback on their performance and reliability.

6.8. Approval Decision: Upon completion of the evaluation process, the Management team will authorise suppliers for approval.

7. Approved Supplier Status

7.4. Approved Supplier List: Suppliers that meet all the criteria and complete the evaluation process will be added to the Approved Supplier List.

7.5. Contractual Agreement: For certain services, it may be appropriate for approved suppliers to enter a formal contract with the Institute, which outlines the terms and conditions of the business relationship.

7.6. Performance Monitoring: Approved suppliers' performance will be monitored to ensure they maintain the required quality and compliance standards by

   a) Regular review of Customer feedback

   b) Reporting poor conformance on the supplier conformance log

7.7. Periodic Re-evaluation: Suppliers on the Approved Supplier List will be re-evaluated at least annually or following poor performance to ensure their continued adherence to the company's standards.

8. Non-Compliance and Remediation:

8.1. Non-Compliance: Suppliers who violate this policy or any contractual obligations may be subject to corrective action or termination of the business relationship.

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8.2. Remediation: Suppliers will be allowed to address and rectify the issues within a specified timeframe in cases of non-compliance.

9. Supplier Development:

9.1. Continuous Improvement: The Institute encourages open communication with suppliers to foster continuous improvement and innovation in products and processes.

9.2. Collaboration: Where appropriate, the Institute will work closely with suppliers to jointly develop new products, technologies, or efficiencies.

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Version Control

Change Record

Date	Author	Version	Page	Reason for Change

Reviewers/contributors

Name	Position	Version Reviewed & Date

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