

**Title: SUPPLIER SELECTION & ASSESSMENT PROCEDURE****Document #:****HGGC/HSEQ/SOP-07****Rev #****01****Effective Date****01-01-2022****Review Date****01-01-2025**

Supplier Selection & Assessment Procedure

1 PURPOSE:

- 1.1 The purpose of this procedure is to outline select and assess a reliable supplier which provide technical support and after sale service.

2 SCOPE:

- 2.1 This system shall be applicable to suppliers/vendors providing services to **M/S HAJI GUL GROUP OF COMPANIES**.

3 DEFINITIONS:

- 3.1 **SOP:** "Standard Operating Procedure"
 3.2 **HSEQ:** "Health, Safety, Environment, and Quality"
 3.3 **VM:** "Vehicle Maintenance"
 3.4 **NH & MP:** "National Highway and Motorway Police"
 3.5 **NC:** "Non-compliance"

4 RESPONSIBILITIES:

- 4.1 Operation Manager shall be the final authority to approve/select new supplier/vendor.
 4.2 HSEQ Manager shall be responsible to conduct suppliers' assessment prior to selection.
 4.3 HSEQ Manager shall be responsible to develop/update the supplier assessment checklist.
 4.4 VM Manager shall be responsible to support the HSEQ Manager if the supplier is for the Maintenance department.

5 PROCEDURE:

5.1 First step: Preparations and collection of facts:

- 5.1.1 For the Induction of a new supplier/vendor, it is mandatory to perform an induction assessment.
 5.1.2 HSEQ Manager shall arrange an assessment by informing the supplier at least 1 week before the formal assessment.
 5.1.3 HSEQ shall conduct assessment through assessment checklist

5.2 Second step: Short description of evaluation criteria

- 5.2.1 Evaluation criteria are as follows:

HAJI GUL GROUP OF COMPANIES



Title: SUPPLIER SELECTION & ASSESSMENT PROCEDURE

Document #:	HGGC/HSEQ/SOP-07	Rev #	01
Effective Date	01-01-2022		
Review Date	01-01-2025		

Rating Criteria

Overall Average	Ratings	Development Required
4.0-5.0	Excellent	Not required
2.0-3.9	Adequate	Improvement Required
0-1.9	Unsatisfactory	Alternative supplier to be considered

- 5.2.2 If the overall score of any new supplier/vendor comes below 2, then no work shall be given to the supplier.
- 5.2.3 For approved vendor if the assessment result to score observed below 2, re-assessment shall be done after one month. No supplies from this vendor during the one-month period. Supply shall be resumed if the results found between 2-4.

5.3 Third Step: Management

5.3.1 Following elements shall be incorporated in the assessment checklist:

- Operation Management
- Customer satisfaction
- Quality work procedure
- Risk management

5.4 HSEQ Manager shall be responsible that every supplier/contractor is going through the assessment process at least once a year.

6 RECORDS:

Sr. #	Document Name	Document #	Retention Period
1	Supplier Assessment Checklist	HGGC/HSEQ/CHK001	1 Year

HAJI GUL GROUP OF COMPANIES**Title: SUPPLIER SELECTION & ASSESSMENT PROCEDURE****Document #:****HGGC/HSEQ/SOP-07****Rev #****01****Effective Date****01-01-2022****Review Date****01-01-2025****Prepared by:**

Designation	Department	Date	Signature
Manager (Operations)	Operations	Jan 01st, 2022	

Reviewed by:

Designation	Department	Date	Signature
Manager (HSEQ)	HSEQ	Jan 01st, 2025	

Approved by:

Designation	Department	Date	Signature
CEO	All	Jan 01st, 2025	