

# Working with our Suppliers

## The Joint Supply Chain Accreditation Register

### What is JOSCAR?

The Joint Supply Chain Accreditation Register (JOSCAR) is the supplier due diligence system for the UK aerospace, defence and security sectors. It was established by the trade organisation that represents these sectors, the ADS Group. The scheme is administered by Hellios Information Ltd. The system is designed to standardise requests for supplier assurance information from major buying organisations and provide a simple and cost effective solution. By having a single source of supplier information shared with participating buying organisations within the ADS Group, we reduce the need for multiple requests to the same suppliers. Suppliers that have completed the JOSCAR process will be available automatically to other ADS major buying organisations.

#### Benefits

- A simple online process to submit assurance information to us that also reduces the likelihood of duplicate requests from other buying organisations
- Dynamic questions which are tailored to the products and services you provide
- An online profile which can be maintained and updated throughout the year to ensure ongoing compliance to our supplier approval requirements
- Using JOSCAR also means you won't have to provide assurance information each time you submit proposals for business with us

### Registration process

**Registration is a two stage process. You will not be required to provide any pricing or commercial information in either Stage 1 or Stage 2.**

Some suppliers will only need to complete Stage 1. However, suppliers providing critical business or operational goods or services will also be asked to provide additional information and complete Stage 2.



If you have already registered as a supplier of one of the other participating organisations then it is unlikely that you will need to provide any additional information.

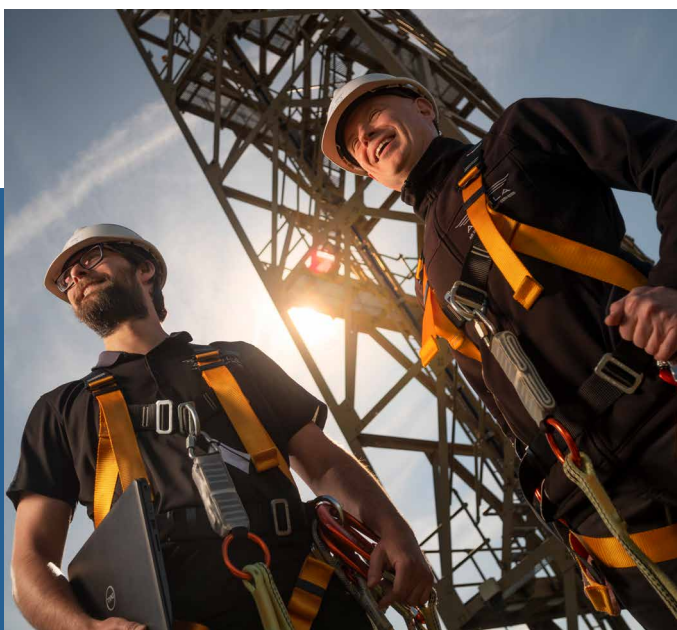
#### Stage 1 – Registration

Registration of your company's basic details to JOSCAR is free of charge and should take under 60 minutes to complete. The system will automatically determine if additional assurance information is required based on the criticality of what you are supplying to us. Completion of Stage 1 will therefore inform you whether Stage 2 is required.

#### Stage 2 – Additional Information

Stage 2 applies to the procurement of critical products and services and requires completion of an online full assurance questionnaire; the questions will be dynamically based on the information provided at Stage 1. Once submitted this questionnaire will be validated and you will be contacted if further information or clarification is required.

Stage 2 is free of charge to organisations with an annual turnover of less than £1m. For organisations with a turnover greater than £1m per annum, the scheme incurs a small annual fee. A discount is available to ADS members who have an annual turnover of less than £5m. Payable directly to Hellios, the scheme administrator, this fee together with the contributions from the major buying organisations covers the operating costs of the system.



## FAQs

### Why have I been asked to join JOSCAR?

As the business and regulatory environment we operate in becomes more complex, it is crucial that we have a robust system in place to support the collection and maintenance of assurance data.

### How long is JOSCAR approval valid for?

Stage 1 and Stage 2 submissions are valid for one year from completion; renewals will then be required. Hellios will issue reminders to suppliers in advance of their compliance expiry date and will work with you throughout the year to ensure your assurance data is kept up to date.

### What areas does the registration process cover?

Questions relate to the management systems and processes your company has in place in areas critical to us and our industry; personnel, cyber security, safety assurance, legal, financial, insurance, supply chain, quality, health & safety, environment, business continuity and data privacy.

### Who is Hellios?

Hellios Information Ltd is a UK based organisation. Its team has extensive experience in the collection and maintenance of supplier assurance data on behalf of a number of UK and global companies.

### What happens after I have completed the registration process?

After successful completion of each stage required, your company information will be published for us and other JOSCAR buying organisations to access.

You will need to ensure the information provided on JOSCAR is kept updated, including changes in personnel, legal status, certification, insurances, products and services supplied.

### Will my competitors have access to the information we provide?

Other suppliers will not have access to the information you provide. It is only available to the major buying organisations using JOSCAR. Each buying organisation has signed a confidentiality agreement with Hellios. More information is available at [hellios.com/joscar](https://hellios.com/joscar)

### What if I take no action?

With the ever increasing need for all businesses to demonstrate due diligence compliance, not registering may mean that a follow up conversation will be requested with your Aquila Procurement Manager contact, to discuss next steps required and agree a resolution. In the event that this process causes any difficulties we would urge you to discuss your concerns with the Aquila Procurement Team as soon as possible.



### Can other buying organisations search for registered suppliers on JOSCAR?

Yes, once you are registered with JOSCAR, all buying organisations will be able to search and find your company.

For more information about JOSCAR and registration, please contact Hellios, the scheme administrator:

Telephone: **01865 959110**

Email: **[JOSCAR@hellios.com](mailto:JOSCAR@hellios.com)**

To contact Aquila directly, please speak to your Procurement Manager or email: **[supplychain@aquila-atms.com](mailto:supplychain@aquila-atms.com)**

