

## Joint Supply Chain Accreditation Register (JOSCAR)

### FAQs

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

As an existing supplier of QinetiQ we need to ensure your company continues to meet our compliance requirements. We will be discontinuing our existing compliance process and therefore all suppliers will need to complete the new process. Qualification is currently by invitation only.

#### When do I need to take action?

You need to take action right away because it may take your company some time to complete the new process and address any compliance gaps that may be found. Since we will be asking all our suppliers to undertake this process over the next few months it is really important that you complete each stage of the process by the deadlines indicated to ensure continued compliance status.

#### How long is JOSCAR qualification valid for?

Stage 1 and Stage 2 qualifications 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 compliance 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 QinetiQ and our industry; personnel, legal, financial, insurance, supply chain, quality, health & safety, environment, business continuity, import/export, counterfeit products, cyber security and data privacy.

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

After the successful completion of each stage required your company information will be published for us and any other prime contractors or buyer members to access. Depending on the exact nature of the goods and services your company provides you may be required to provide additional information relating to a specific project or contract requirements that arise.

You will need to ensure the information provided on JOSCAR is kept updated at all times including changes in personnel, legal status, certifications, insurances, products and services supplied – we suggest you periodically review your information as out-of-date information may lead to your company missing a new business opportunity or your compliance/approval status expiring.

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

Other suppliers will not have access to the information you provide which is only available to the prime contractors using JOSCAR, each of which has signed confidentiality agreements with Hellios.

#### What if I take no action?

This is a mandatory compliance process. If you take no action your company will no longer be considered compliant with our procurement process which could ultimately result in us no longer being able to trade with your company for new or repeat business.

For more information about JOSCAR and registration can be found by contacting JOSCAR by telephone on **01865 959110** or email **joscar@hellios.com**.

To contact QinetiQ directly please use the following **JOSCAR@QinetiQ.com**.

## What is JOSCAR?

QinetiQ have introduced a new supplier qualification and compliance process that new and existing suppliers to QinetiQ will be required to complete.

We are partnering with a UK based third party to manage this new process, Hellios Information Ltd. The system, JOSCAR, has been created to help prime contractors in the defence, aerospace and security sector demonstrate their suppliers are 'fit for business', not only in the defence, aerospace, security and space sectors but also other sectors their members may be operating in. It is a cross-sector collaborative solution intended to help companies reduce the time, cost, resources and duplication currently needed to collate and validate suppliers' information. Holding common data in a central Register allows the information to be accessed by all participating buying organisations.

We believe JOSCAR provides a more efficient process reducing duplication and effort for us, our suppliers and the industry as a whole. Suppliers that have completed JOSCAR process will be available automatically to other ADS member organisations as they start using JOSCAR.

"JOSCAR will provide QinetiQ's suppliers with improved opportunities to work with other, similar, organisations in the defence sector, as well as to streamline our compliance processes and minimise administration."

**Simon Galt, Director of Procurement**

## Benefits

In addition to the benefits of a more efficient and cost effective process across QinetiQ there will be a number of key benefits across the industry as more prime contractors participate:

- Reduced costs and administrative burden associated with pre-qualification, assurance and ongoing compliance management
- Easier identification of business improvement opportunities that can generate competitive advantage
- Easier access to the markets represented by ADS, especially for SMEs
- Availability of guidance and support throughout the process
- Confidence in an equal, open and transparent process governed by the trade organisation ADS and those prime contractors using the Register



## Registration process

Registration is a two stage process.

Some suppliers will only need to complete Stage 1. However, due to the nature of certain products and services some suppliers will also be subject to additional requirements, represented as Stage 2.

### Stage 1 Registration

The first stage registration of your company's basic details on JOSCAR. This is free of charge and should take under 60 minutes to complete. The system will automatically determine what additional compliance stages are required based on the risk of what and how you are supplying goods and services to QinetiQ. Completion of the first stage will therefore inform you whether the second stage is required.

### Stage 2 Qualification

The second stage (applicable only to the procurement of higher risk goods & services) requires completion of an online full compliance questionnaire; the questions will be dynamically based on the information provided at the first stage. Once submitted this questionnaire will be validated and you will be contacted if there are any corrections that need to be made.

Stage 2 is either free of charge or incurs an annual fee of £575 (plus VAT) depending on the annual turnover of your organisation. Payable directly to Hellios, this fee together with the contributions from the prime contractors cover the operating costs of the system. Note you will not be required to provide any pricing or commercial information.