

## FREQUENTLY ASKED QUESTIONS

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

As an existing supplier of Roke we need to ensure your company continues to meet our compliance requirements.

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

It is essential that the information is kept up-to-date, and so suppliers will be required to complete a renewal process each year to ensure that qualification remains valid. Suppliers will be able to review their existing information when renewing, which should make the process quick and efficient.

### Who are Hellios Information Limited?

Hellios Information Limited 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 AREAS DOES THE REGISTRATION PROCESS COVER?

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Questions relate to the management systems and processes your company has in place in areas critical to Roke and our industry. These include but are not limited to; personnel, legal, financial, insurance, supply chain, quality, health & safety, environment, business continuity, import/export, counterfeit products, cyber security and data privacy.

## WILL COMPETITORS HAVE ACCESS TO THE INFORMATION WE PROVIDE?

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

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

Tel: **01865 959110**

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

To contact Roke directly please use the following [8RMRLProcurement@roke.co.uk](mailto:8RMRLProcurement@roke.co.uk)

# JOSCAR

## Joint Supply Chain Accreditation Register

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Making it easier for suppliers to do business with us...

## WHAT IS JOSCAR?

Roke has introduced a new supplier qualification and compliance process for new and existing suppliers.

We believe the Joint Supply Chain Accreditation Register (JOSCAR) from Hellios Information Limited, provides a more efficient process that will reduce duplication and effort for us, our suppliers and the industry as a whole.

“The JOSCAR on-boarding process is faster and more efficient, and when a supplier is registered, we have easy access to the information we need. As our supply base broadens, we can utilise the search facility to identify new suppliers already registered and swiftly on-board them to Roke”

Julia Wilcock, Head of Supply Chain

## KEY POINTS

- Suppliers complete a single profile that's shared with all participating buying organisations
- JOSCAR is reviewed regularly, particularly when regulation or legislation changes
- All supplier data is validated and suppliers have access to help, and support by telephone and email

## THE REGISTRATION PROCESS

**Registration is a two stage process and by invitation only.**

Some suppliers will only need to complete Stage 1, however, due to the nature of certain products and services, most suppliers will also be required to complete Stage 2.

### Stage 1 - Registration

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

### Stage 2 - Qualification

The second stage requires completion of an online full compliance questionnaire. The questions will be dynamically based on the information provided in the first stage. Once submitted this questionnaire will be validated and you'll be contacted if there 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 Information Limited, this fee together with the contributions from the prime contractors cover the operating costs of the system.

***N.B. You will not be required to provide any pricing or commercial information.***

