

# Frequently asked questions

## Why has BAE Systems Maritime Services introduced a new compliance management qualification process?

As the 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 supplier qualification data. Suppliers and the ADS trade organisation have told us that the process used by prime contractors (including BAE Systems Maritime Services) for collecting supplier qualification information was too complex, costly and time consuming. The introduction of an online system that's shared with other organisations will simplify the process of submitting compliance information and will minimise the impact of multiple requests from other defence industry prime contractors.

## What is the role of Hellios?

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

BAE Systems Maritime Services has appointed Hellios to collect and administer supplier qualification data on our behalf. Hellios will collect and check the compliance data provided by suppliers and ensure this data is maintained on a system called JOSCAR. Hellios is an approved supplier of all of the defence prime contractors involved in this activity. Hellios does not assess supplier suitability for compliance approval, this decision always remains with each of the prime contractors.

## Will compliance information be available to all participating prime contractors, including all those I don't supply?

One of the benefits of the system is that supplier qualification information will be available to all defence prime contractors in the scheme. This will reduce multiple requests for the same information.

## Can any supplier apply for JOSCAR compliance approval?

No, qualification is currently by invitation only.

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

No, other suppliers will not have access to the information you provide.

## Will I be asked to provide pricing information on my organisation's products and services?

No, your organisation will not be asked to provide any commercial information of this nature through the JOSCAR process.

'Minimise the impact of multiple requests from other defence industry prime contractors'

## If I'm required to apply for Stage 2 Approval, how do I pay the fee to Hellios?

Hellios will provide full details of the payment options available.

## How long is JOSCAR approval valid for?

Stage 1 and Stage 2 approvals 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.

## How long does it take to complete compliance approval?

If your organisation is asked to complete Stage 1 and Stage 2 approvals, it typically takes up to one working day to enter the required information into JOSCAR system. However, the time required to collate the documentary evidence can vary depending on the size of an organisation. Suppliers will be fully supported by Hellios throughout the compliance approval process.

## What happens if I choose not to sign up?

Failure to complete the JOSCAR compliance approval process will result in you being classified as non-compliant on BAE Systems Maritime Services internal systems and you may not be able to do business with us.

BAE SYSTEMS

# Joint Supply Chain Accreditation Register (JOSCAR)



Making it easier for suppliers to do business with us

The introduction of JOSCAR provides us and the other participating prime contractors with a single and shared source of supplier compliance information.

BAE Systems Maritime Services is committed to introducing new practices that make it easier for you to do business with us. Together with other prime defence contractors, we've introduced a new supplier compliance management process. This system, known as the Joint Supply Chain Accreditation Register (JOSCAR), is designed to standardise our requests for supplier compliance information.



'By using **JOSCAR** we hope to make it easier for you to do business with us. **Working together** with our peers in other defence organisations to assess supplier compliance is a positive step towards minimising duplicated administration, reducing barriers to entry and **improving** the ease of doing business with organisations like us.'

**Chris Bruce**, Head of Supply Chain at BAE Systems Maritime Services

JOSCAR is also an integral part of our sourcing process. Our sourcing specialists use JOSCAR to find compliant suppliers to be considered for new business. Achieving JOSCAR compliant status may create new business opportunities for our suppliers.

#### The benefits for our suppliers

- A simple online process to submit compliance information for BAE Systems Maritime Services that also reduces the likelihood of duplicate requests
- Dynamic questions which are tailored to the products and services being provided by you
- An online profile which can be maintained and updated throughout the year to ensure your ongoing compliance with BAE Systems Maritime Services supplier approval requirements
- JOSCAR approval also means you also won't have to provide assurance information each time you bid for business with BAE Systems Maritime Services.

#### How to gain compliance approval

There are two stages of qualification. Some suppliers will only need to do 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 Qualification

BAE Systems Maritime Services will send suppliers a request to complete an online questionnaire. Our external partner Hellios Information Management Ltd will then contact you with the details on how to complete the online questionnaire. This is free of charge and should take approximately 30 minutes to complete. This information will allow us to determine whether your organisation is also required to complete the Stage 2 assessment.

#### Stage 2 Qualification

Stage 2 is a more detailed online assessment, which requires you to supply supporting evidence. This stage will take approximately two hours to complete.

Depending on the size of your organisation, an annual fee ranging from £275 to £575 (plus VAT) may be payable. For some smaller organisations, the cost of Stage 2 is free. Costs are payable directly to Hellios to cover the operating costs of the system.

BAE Systems Maritime Services and each of the participating primes involved in the programme pay an annual subscription fee to help minimise the costs to our suppliers.

Once Stage 2 Qualification has been achieved, BAE Systems Maritime Services may wish to conduct further assurance activities. This will not incur any additional costs to your organisation.

#### Timelines for qualification

Typically we find that it takes between two to six weeks to attain JOSCAR approval. If you are being asked to apply as part of a tender or PQQ (Pre Qualification Questionnaire) process then please refer to your BAE Systems Maritime Services Supply Chain representative who will confirm completion deadlines.