



SUPPLIER MANAGEMENT SOP

1. Purpose

This SOP establishes a consistent process for the selection and approval of Suppliers used by Sir Lancelot Logistics (SLL).

The process ensures that Suppliers are appropriate for the services they provide and are capable of supporting SLL's operational, facility, vehicle, and business needs.

2. Scope

This SOP applies to external Suppliers providing ongoing services to SLL.

Examples include:

- Vehicle maintenance and repair
- Vehicle and equipment service providers
- Electricians
- Plumbers
- HVAC service providers
- Pest control
- Cleaning and facility services
- Equipment service providers
- Information technology and communication services
- Other ongoing operational or facility services

Routine, one-time purchases that do not require ongoing Supplier management are outside the scope of this SOP.

3. Policy

SLL shall select Suppliers based on their ability to provide the required service in a reliable, professional, and appropriate manner.

The level of consideration shall be appropriate to the type of service being provided.



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When applicable, Supplier selection may consider:

- Ability to provide the required service
- Business experience or reputation
- Applicable licenses or certifications
- Insurance requirements
- Safety considerations
- Previous experience with SLL
- Cost and overall value

Not every Supplier requires the same level of evaluation or supporting documentation.

4. SUPPLIER SELECTION AND APPROVAL

The Manager responsible for the Supplier shall determine whether the Supplier is suitable for use.

Information appropriate to the service may be considered during selection, including business information, quotations, licenses, insurance, references, or other applicable information.

When formal documentation of the evaluation is appropriate, the **SLL Supplier Evaluation Form** may be used.

Approved Suppliers shall be included on the **SLL Approved Supplier List (ASL)**.

Final approval remains with the responsible Manager.

5. SUPPLIER PERFORMANCE

Supplier performance shall be considered through normal business interactions and the Supplier's ability to satisfactorily provide the required service.

When a Supplier does not meet expectations, the responsible Manager shall determine the appropriate response.

The response may include addressing the issue with the Supplier, requesting correction, discontinuing use of the Supplier, or selecting an alternate Supplier.



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6. INSURANCE, LICENSES, AND CERTIFICATIONS

When applicable to the service provided, Suppliers shall maintain required insurance, licenses, permits, registrations, or certifications.

Applicable requirements shall be considered during Supplier selection.

7. SUPPLIER STATUS

Suppliers may be removed from use when they no longer meet SLL's needs or expectations.

The ASL shall be updated when a Supplier is added or removed.

8. RESPONSIBILITIES

Responsible Manager

The responsible Manager shall:

- Select and approve Suppliers within their area of responsibility.
- Consider applicable Supplier requirements.
- Address Supplier performance concerns.
- Determine when a Supplier should no longer be used.

Quality Manager

The Quality Manager shall maintain oversight of the Supplier Management process and provide guidance when Supplier-related quality or compliance questions arise.

9. APPROVED SUPPLIER LIST

The **SLL Approved Supplier List (ASL)** identifies Suppliers approved for ongoing use.

The ASL shall include sufficient information to identify the Supplier and the service provided.

The ASL shall be updated when Suppliers are added or removed.



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10. DOCUMENTATION

Documentation associated with Supplier selection shall be maintained when appropriate to the Supplier and service provided.

Records shall be maintained in a manner that allows them to be readily identified and retrieved when needed.

11. RELATED DOCUMENTS

- SLL Supplier Evaluation Form
- SLL Approved Supplier List

12. DEFINITIONS

Supplier:

An external individual or organization providing goods or services to SLL.

Approved Supplier:

A Supplier determined to be appropriate for the service required and authorized for use by SLL.

Approved Supplier List (ASL):

The controlled list identifying Suppliers approved for ongoing use by SLL.



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REVISION CONTROL

The following is the revision history for this document.

Version	Change Description	Eff Date	Approver	Approver
1.0	Creation	9 JAN 2024		
1.1	Company Name and Logo Updated	19 JUN 2024		
2.0	Revised and simplified supplier management requirements to better align with company operations and supplier risk	18 AUG 2026	Signed by: <i>Bill Maloney</i> CBFB27BD055749B... 8/20/2026	Signed by: <i>Vince Lambert</i> 213BC8E41A9D48A... 9/17/2026