**Supplier Procedure**

**1. Purpose**

To establish a standardized process for identifying, evaluating, selecting, and monitoring suppliers who provide goods or services to TQTI, ensuring alignment with quality standards and institutional goals.

**2. Scope**

This procedure applies to all departments within TQTI that engage external suppliers for training services, equipment, materials, or consultancy.

**3. Definitions**

* **Supplier**: Any external party providing goods or services to TQTI.
* **Supplier Approved List**: A maintained list of suppliers who meet TQTI’s criteria.
* **Supplier Evaluation**: Standards used to assess supplier capability, quality, and reliability.

**4. Responsibilities**

* **HSE Department**: Oversees supplier selection and documentation. Additionally, evaluates supplier performance and compliance.
* **Department Representatives**: Initiate supplier requests and provide feedback.

**5. Procedure Steps**

**5.1 Supplier Identification**

* Departments submit a **Supplier Selection Form** with justification.
* Department with TQTI Manager conduct market research and shortlists potential suppliers.

**5.2 Supplier Evaluation**

* Evaluate suppliers based on:
  + Accreditation and certifications
  + Experience and reputation
  + Financial stability
  + Compliance with local regulations
  + Quality of services/products
* Use a **Supplier Evaluation Form** to document findings.

**5.3 Supplier Approval**

* Suppliers scoring above the threshold are added to the **Supplier Approved List.**

**5.4 Supplier Monitoring**

* Conduct periodic reviews using a **Supplier Evaluation Form**.
* Monitor delivery timelines, quality, responsiveness, and compliance.
* Non-performing suppliers may be removed from the Supplier Approved List after review.

**5.5 Supplier Renewal or Termination**

* Annual review of Supplier Approved List.
* Renewal based on performance and continued relevance.
* Termination requires approval from TQTI Manager.

**6. Records and Documentation**

* Supplier Selection Form
* Supplier Evaluation Form
* Supplier Approved List
* Contracts

**7. References**

* ISO 9001:2015 Quality Management System

**Dr. Samir Al Bahrani**

**Manager of Institute Next Review 25 / June / 2026**

**25 / June / 2025**