



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

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- 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

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