

Dear Sirs

**Supplier Accreditation for Tarmac Limited – Advance Notice**

Tarmac is the UK's leading building materials and construction solutions provider. Effective relationships with our suppliers and contractors are an important part of maintaining this position for our business.

Safety and sustainability across our entire supply chain are key priorities for our business. We have high standards and require the companies we work with to share these beliefs and commitment to this level of performance. We will not compromise safety in any part of our operation and need to ensure that everyone we work with is operating at the acceptable standard.

**Therefore, in 2018 Tarmac will only work with suppliers that are compliant through its supplier accreditation process. This is an online process, managed by Avetta, on our behalf.**

We have specifically designed our supplier accreditation process to ensure a single exercise will give suppliers full visibility across all our UK business units – Materials, Cement & Lime, Contracting and Tarmac Building Products.

By joining Avetta, you also have the opportunity to share your company data with the wider sector, as the accreditation process aligns with the Mineral Products Association (MPA) Safer by Partnership Initiative.

If your company is already an Avetta member, the system will recognise the data already submitted, so you just need to link to our business and complete the Tarmac specific questions. If your company is new to Avetta, then please refer to the registration details enclosed.

Please ensure you are registered with Avetta and fully complete our process, including any gaps or open tasks by **31<sup>st</sup> July 2018**.

Once you are accredited with Avetta, Tarmac will be in touch with you to ensure you have the appropriate Terms and Conditions in place so we can work together in future.

Thank you in advance for your participation. We look forward to maintaining and developing our relationship with you at this exciting time for our business.

If you have any questions about the process, please contact Avetta using the details on the following page. If following contact with Avetta, you have further queries for Tarmac, please see the contact details by business unit listed on the next page.



**Martin Riley**  
Senior Vice President



**Mike Eberlin**  
Managing Director – Cement & Lime

**TARMAC.COM**

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 Tarmac Services Limited Registered in England and Wales. Company No. 8197397  
 Registered address for all companies: **Portland House Bickenhill Lane Solihull Birmingham B37 7BQ**

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## Avetta Contacts

Phone: 01628 450 400 and select Option 2  
 0 808 189 0089 (Toll Free)

Address: Avetta, Siena Court, the Broadway  
 Maidenhead, UK SL6 1NJ

Email: [registrations@avetta.com](mailto:registrations@avetta.com)

## Tarmac Avetta Contacts

Business Unit	Procurement Contacts	Safety Contacts
Materials	South Lee Green Lee.Green@tarmac.com	South Steve Webb Stephen.Webb@tarmac.com
	Central Kevin Dick Kevin.Dick@tarmac.com	Central Mark Underwood Mark.Underwood@tarmac.com
	North and Scotland Sam Folger Sam.Folger@tarmac.com	North and Scotland John Disher John.Disher@tarmac.com
Cement & Lime	Cathal Quinn cquinn@crh.com	Karen Farr Karen.Farr@tarmac.com

## **How to complete the Tarmac supplier accreditation process through Avetta**

1. Access the Avetta portal at <http://pages.avetta.com/slp.Tarmac>
2. Register your company and select **Tarmac** as your client.
3. Complete the Prequalification Form (PQF) or complete any Open Tasks if you are already a member of Avetta.
  - a. *Provide full company details*
  - b. *Locations you work in*
  - c. *Complete an online questionnaire including health, safety and environment performance, how you manage risks, training, competency and how you manage companies or individuals that work on your behalf*
4. Complete the Annual Updates for the three previous years, including uploading a copy of your RIDDOR logs.
5. Review our insurance requirements and upload your company's policies to demonstrate they have sufficient cover (Public Liability, Employers Liability and where applicable Professional Indemnity).
6. Upload your company safety documentation for the desktop audit process.
7. Review and agree to key Tarmac policies and procedures. Please note that several are 'legacy' documents with Lafarge or Tarmac references – these remain valid for companies supporting those parts of the business.
8. Keep your information current by responding to any additional requests, including performance data in January of each year.

**Avetta has a team dedicated to help you explain our requirements and complete your registration. If you have any questions, please contact them using the details below.**

### QUESTIONS & ANSWERS

#### **Why did Tarmac choose Avetta?**

We are constantly seeking to strengthen our culture around safety and ethical business through the adoption of best practice, and Avetta provides this with a flexible, efficient and transparent system. Beyond this, Tarmac wished to engage a proven system in our sector, with commercial and operational benefits for client and supplier. Avetta is cost-effective to the supplier and will give your company greater visibility across our business and the wider sector.

#### **What are the benefits to you of joining Avetta?**

In addition to maintaining and developing your relationship with Tarmac, you can search for other clients that need your skills and experience. Other Avetta members include major producers in the UK building materials sector. As an international provider, Avetta will give your company visibility in all locations where you're able to work. Avetta will also support each contractor by providing technical guidance around any shortfalls against the client's requirements

#### **What is the cost to you?**

There is a one-time set up fee for new registrants, and an annual membership fee. This fee is based on the number of clients in the Avetta system that your company qualifies with, and the depth of analysis required by these clients. The cost per client reduces pro-rata when you work with more clients, as Avetta shares your data and removes repetition.

The fee structure can be accessed via Avetta during the registration process.

### **What if my company is already a member of Avetta?**

Log into your existing account, connect with our business to review our specific requirements and ensure your company information is updated. This will be highlighted on your homepage as Open Tasks, and your Avetta Customer Service Representative will support you through the process.

### **Do you recognise any other types of supplier accreditations?**

As a minimum we require all suppliers to be accredited with Avetta, however we do also recognise Achilles accreditation. If you hold Achilles BuildingConfidence, UVDB or RISQS accreditation at an audited level, we will accept this instead of Avetta. Please send copies of your Achilles certificate to [Claire.Hull@tarmac.com](mailto:Claire.Hull@tarmac.com) so we can check and register your accreditation.

### **How do I contact Avetta?**

Avetta customer service team is available 18 hours a day, ensuring companies receive support out of traditional working hours. Please note that calls are forwarded to their global offices outside these hours or when all UK lines are all busy.

Phone: 01628 450 400 and select Option 2  
0 808 189 0089 (Toll Free)

Address: Avetta, Siena Court, the  
Broadway Maidenhead, UK  
SL6 1NJ

Email: [registrations@avetta.com](mailto:registrations@avetta.com)