

Honeywell

Honeywell House,
Skimped Hill Lane,
Bracknell, RG12 1EB

Dear Sir or Madam,

Honeywell (HPS) has operated a Supplier Approval system for many years. Previously our various business units have requested the relevant information from suppliers independently; however, in an effort to reduce bureaucracy and duplication, for both Honeywell (HPS) and our suppliers, we have engaged Avetta (www.avetta.com) to support our new **Vendor Management Programme**.

The relationships we have with you as suppliers are critical to our success. We are therefore committed to building relationships with those of you who embrace a culture focused on safety and sustainability, and who can also demonstrate their commitment to our performance standards.

By partnering with Avetta, we intend to streamline our prequalification process and ensure your skill sets are visible across all our business Divisions – not solely where you may currently be working. If you are not already an Avetta member, by submitting your information you will be listed in the Avetta database, which includes other major clients in the UK. These companies will also be able to search for your company and invite you to join their list of qualified contractors.

We would appreciate your support with this important initiative, which is primarily intended to improve health and safety standards and, as a result, reduce the risk of injury at work. We ask that, if you are not already registered with Avetta, you register with Avetta by **28 February 2021**. If you're already an Avetta member, we will recognise the data you have already submitted – so you just need to link your company to Honeywell and complete the specific requirements. Registration with Avetta will be a mandatory requirement for all new contracts going forward. Please note that any information you provide to Avetta will be governed by Avetta's privacy policies and end user license agreement.

Thank you in advance for your participation. We look forward to both maintaining and enhancing our relationship with you.

Yours faithfully,



HSE Manager, Western Europe



Registration / Pre-qualification Requirements

PHASE I: Registration (Required by: 28 February 2021)

- **Register Online.** Each vendor must register on the Avetta website at <http://pages.avetta.com/Honeywell-UK> and select **Honeywell Process Solutions EMEA**. If you are already a member with Avetta, simply log into your account and link your company with Honeywell. Avetta representatives will be available to provide registration assistance by phone on +44 (0) 1628 450400.

PHASE II: Pre-qualification (Required by: 31 March 2021)

- **Complete the Prequalification Form (PQF).** Once you have registered and aligned your company with Honeywell you may begin the qualification process by completing and submitting the PQF and Annual Update information online.
- **Upload Your Safety Program Documentation.** Even if you have already provided Honeywell with a copy of your safety program, please upload your current information on the Avetta website.
- **Respond to any Audit questions.** After submitting your PQF online to Avetta, an Avetta representative will contact you to review your submission. Your dedicated Avetta representative will work with you to collect missing information to ensure you achieve green flag status for Honeywell.
- **Provide your Insurance.** Upload a copy of your Certificates of Insurance meeting Honeywell's insurance requirements.

PHASE III: Qualification Deadline (Required by: 30 April 2021)

- **“Green Flag” status.** Once you have achieved green flag status, your company will be rated as compliant in Avetta Organizer and available for works with Honeywell and other clients within the exclusive Avetta network.

AVETTA SUPPLIER BENEFITS

Online signup:	Easily register and submit documents via the Avetta web portal;
Discoverability:	Exposure to new employment opportunities with other clients such as Tesco, Jones Lang LaSalle, Cummins, over 300 global clients;
Access:	Listing in the global Avetta Connect directory and access to subject matter experts in every field of compliance;
Guidance:	Avetta representatives are committed to answering your questions to get you prequalified, compliant, and working;
Compliance:	Qualified for Honeywell and third-party validation of regulatory compliance;
Simplicity:	Ability to add detail to the industry and services description; Ability to add global and regional service areas;
Support:	Dedicated compliance support, safety management system advice on program deficiencies—templates and advice from HSE professionals.

QUESTIONS & ANSWERS

Why did Honeywell (HPS) make the change to Avetta?

We are constantly seeking to strengthen our culture around safety and ethical business through the adoption of best practice, and Avetta provides this through its flexible, efficient and transparent system. Beyond this, Honeywell wished to engage a proven system in our sector, with commercial and operational benefits for client and contractor.

What are the benefits for the contractor in joining Avetta?

In addition to maintaining and developing your relationship with Honeywell, you can search for other clients that need your skills and experience. Other Avetta members include major producers in the 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 contractors?

If already on the Avetta platform, depending on the number of clients linked to, the cost for linking to Honeywell could be zero.

Fees are dependent on the safety risk of your organisation

For contractors not already on the Avetta system, for low risk companies fees start from £190 per annum plus and for medium/high risk companies, fees start from £489 per annum. In addition there is an initial activation fee of £249 payable in year one. **This activation fee will be waived for contractors with valid SSIP status.** Safety Schemes in Procurement (SSIP) is an umbrella organisation that facilitates mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so. It operates in the United Kingdom only.

You are eligible for a current promotion which provides discounted rates for 2 or 3 year Avetta memberships. Small contractors are eligible to a further discount.

The full fee structure can be accessed by logging onto the Avetta website (www.avetta.com) and going through the initial registration process, or can be requested directly from Avetta using the details below.

What is a contractor required to do if already a member of Avetta?

Log into your existing account, connect with Honeywell 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 CSR will support you through the process.

Who to contact if you require further information?

- Phone: +44 (0) 1628 450400
- Office Location: Avetta
Concorde Park
Maidenhead
SL6 4BY
UK
- Email address: emearegistrations@avetta.com