

FPAL Purchaser Performance Report form

The new FPAL Purchaser Performance Report form (below) only requires suppliers to score three more criteria to allow the tiered system to operate.

PURCHASER PERFORMANCE REPORT 3

PURCHASER DETAILS

Name of Purchaser being assessed: _____ Reference Number: _____

If applicable, division/business unit(s) (as defined in database): _____ Reference Number: _____

Location: _____ End User Organisation (where known): _____

PRODUCT / SERVICES DETAIL

Product/Service Description: _____

Review Period Start Date: _____ Review Period End Date (if applicable): _____

Installation/Location: _____ Contract/Agreement (optional for own use): _____

SCORES

ELEMENT	SCORE										Not Applicable
	POOR		MEDIOCRE		ADEQUATE		GOOD		EXCELLENT		
	1	2	3	4	5	6	7	8	9	10	
1. Specification											
2. Tender Process											
3. Bid Clarification											
4. Purchase Order/Contract Documents											
5. Communications											
6. Manufacturing/Service Support											
7. Quality Control											
8. Change Control											
9. Documentation											
10. Delivery											
11. Commercial Management											
12. Interfaces with Client Systems											
13. Post Delivery Experience											
14. Co-operation and Relationships											
15. Supply Chain Code of Practice: Plan											
16. Supply Chain Code of Practice: Contract											
17. Supply Chain Code of Practice: Perform & Pay											

SUPPLIER COMPLETING THE FEEDBACK: Shaded elements to be completed by Business Development staff

Broad work area of business on which this Performance Feedback report is based (tick one box only):

Design and/or Construction Drilling and Well Services Operations and/or Maintenance Logistics and Facilities Management Other Service or Unspecified Equipment

Company Name: _____

FPAL Supplier Number: _____

Representative's Name: _____

Position: _____

Signature: _____

Date: _____

E-mail: _____

Tel No: _____

Please tick either of the boxes below:

You wish the source of this Performance Feedback report to be CONFIDENTIAL

or

My client (Purchaser) is aware/participated in this Performance Feedback report

Completed Reports should be returned to FPAL:

By Fax: 01224 237544

By Post to: First Point Assessment, Performance Feedback Department, PO Box 10225, Altens, Aberdeen AB12 3YS

For Office Use Only

PF Index: _____ Date Entered: _____

What benefits are there for the industry in complying with the Code?

- Applying industry best practice & good business ethics amongst major purchasers in the supply chain will drive positive behaviours throughout
- Improving efficiency through use of LOGIC industry standard contracts and ITTs
- Easier access to supplier/ purchaser information and contacts
- Reduced pre-qualification leads to a more efficient tendering process
- Use of formal KPIs and issuing/ receiving meaningful feedback ensures all companies improve service and gain repeat business
- Sharing forward work plans ensures an organised approach to tendering and a greater choice of suppliers
- Payment of invoices within 30 days, prompt payment of the undisputed part of a disputed invoice and feedback on the quality of invoices all ensure better business performance and working relationships

It is recognised that it will take time for companies to work towards full compliance; however, becoming a signatory to The Code in itself is viewed as a positive step in the right direction - a willingness to perform better.

Contacts & useful links

For more information on tiered compliance, contact:
Norman McLennan
Supply Chain Manager, Oil & Gas UK
nmclennan@oilandgasuk.co.uk
01224 577250

To sign up to The Code, contact:
Rebecca Lennox
PILOT Secretariat, DECC
Rebecca.lennox@decc.gsi.gov.uk
01224 254057

Oil & Gas UK: www.oilandgasuk.co.uk
LOGIC: www.logic-oil.com
DECC: www.decc.gov.uk
PILOT: www.pilottaskforce.co.uk
FPAL: www.fpall.com

The Supply Chain Code of Practice is also endorsed by the following organisations



A NEW TIERED COMPLIANCE SYSTEM FOR THE SUPPLY CHAIN CODE OF PRACTICE

WORKING TOWARDS FULLER COMPLIANCE



The Supply Chain Code of Practice is changing...

The Supply Chain Code of Practice was launched in 2002 under the PILOT progressing partnership initiative and comprises of a set of best practice guidelines designed to enhance UKCS supply chain efficiency by:

- Improving performance
- Eliminating unnecessary costs
- Enhancing competitiveness

What will change & who does this apply to?

- The Changing Gear Initiative set out to improve compliance levels to all industry codes of practice and has introduced a new tiered compliance system specific to the Supply Chain Code of Practice to take effect in 2009.
- The new system automatically applies to all new and existing purchaser signatories to the Supply Chain Code of Practice.
- It will enable suppliers to rate their clients (operator and contractor purchasers) in terms of compliance with various aspects of The Code.
- Following extensive industry consultation, it is believed that a positive change amongst major purchasers in the supply chain will drive good commercial behaviours and practices throughout.

What is the benefit to purchasers (operators and major contractors) of signing up to The Code?

Becoming a Code signatory demonstrates a willingness to conduct business ethically, professionally and efficiently and from a supplier's perspective, this makes the purchaser a more attractive organisation to work with.

Will suppliers also be rated under this scheme?

Not initially, but it may be considered as a logical progression once the scheme is underway. Note that there is an existing capability within FPAL to rate suppliers on performance (and benchmarking tool).

What will happen to new signatories to The Code?

New code signatories will receive an 'entry level' classification until their probationary period is over (which will not exceed 12 months), at which point they will be assessed under the same criteria as existing signatories and awarded a bronze, silver or gold rating.

What are the criteria for assessment of each tier? [See table below]

- Oil & Gas UK will decide on tiered ratings based on the criteria displayed in the purchaser performance report relating to Plan, Contract, Perform & Pay (note the minimum number of reports received referred to in the table below should be from different suppliers)
- Companies' ratings will initially apply for two years and will be re-assessed on an annual basis thereafter
- The Oil & Gas UK annual compliance survey is sent to all Code signatories
- The Pilot Share Fair (hosted by Oil & Gas UK) is held in November each year (www.oilandgasuk.co.uk)
- The FPAL forward workplan tool allows purchasers to promote future activities

Criteria			
Minimum number of FPAL Purchaser Performance Reports received (and average score for questions relating to the Code).	5 (score 5/ 'adequate')	5 (score 7/ 'good')	10 (score 8-10/ 'good to excellent')
Annual completion and return of the Oil & Gas UK Supply Chain Code of Practice Compliance Survey			
Demonstrable commitment every two years at Share Fair and use of the FPAL Forward Workplan tool			

How and where will the tier ratings be displayed?

- Visible on FPAL database
- Companies can display bronze, silver or gold logos on their websites and company documentation
- Award results may be published annually by Oil & Gas UK



Is feedback anonymous?

The preferred method would be an agreed piece of feedback between purchaser and supplier; however there is scope for anonymous feedback in FPAL.

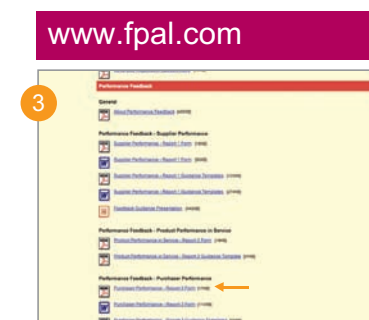
Where can I find the FPAL Purchaser Performance Report forms and guidance templates?



On the FPAL home page, click the 'contracts & forms' link



Click 'downloadable forms' link



Scroll down the page and Click on Purchaser Performance - Report 3 form