



Supplier and Subcontractor Management Procedure

Healthy supply chains, controlled delivery and accountable performance

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Outcome: Every third party is selected for a defined need, contracted on clear terms, monitored against evidence and offboarded without leaving unmanaged delivery, data, safety or payment risk.

Principles

- Fair and proportionate selection based on capability, capacity, integrity, value and delivery risk.
- Clear accountability: Oclas remains responsible for buyer commitments and does not outsource governance.
- Transparent scope, deliverables, interfaces, acceptance criteria, rates, expenses and payment terms.
- Respect for lawful working practices, modern-slavery controls, confidentiality, data protection, health and safety, equality and environmental responsibilities.
- Prompt escalation, no concealment of poor performance and no unauthorised substitution or further subcontracting.

Lifecycle procedure

1. Plan: define the work package, buyer constraints, decision rights, dependencies, deliverables, budget, timetable and risk classification.
2. Pre-qualify: verify identity, ownership, competence, experience, capacity, financial standing, conflicts, sanctions, insurance, security, data-protection and health-and-safety evidence as relevant.
3. Select: document the rationale and any competition or single-source justification; obtain conflict and confidentiality declarations.
4. Contract: use written terms covering scope, standards, reporting, audit, records, intellectual property, confidentiality, data, insurance, change, payment, termination and flow-down obligations.
5. Mobilise: confirm roles, interfaces, access, induction, systems, deliverable plan, communications, risks and escalation routes.

6. Control delivery: review progress, quality, risks, decisions, dependencies, time, cost and evidence against agreed milestones and acceptance criteria.
7. Manage change: approve scope, schedule or cost changes in writing before work proceeds, except urgent safety or continuity action.
8. Close and learn: accept deliverables, settle verified invoices, recover access and information, assess performance and record lessons for future selection.

Performance assurance

The proportionate control set may include mobilisation checklists, regular delivery reviews, milestone acceptance, peer review, issue and decision logs, timesheet validation, quality sampling, data-security checks and corrective-action tracking. Measures are tailored to the work package; Oclas will not invent performance data or mark a control complete without evidence.

Healthy supply-chain practices

- Share forecasts and decisions early enough for suppliers to plan responsibly.
- Use clear acceptance criteria and avoid retrospective scope changes.
- Approve and pay correct, undisputed invoices in accordance with agreed terms.
- Provide a fair route to raise concerns, challenge decisions and propose improvement.
- Manage dependency and concentration risk through succession, knowledge-transfer and contingency arrangements.

Records

Oclas retains the approved scope, due-diligence outcome, contract, changes, key correspondence, performance evidence, deliverable acceptance, invoices and close-out record for the period required by the buyer, contract and applicable law.

Approval and control

This procedure applies to associates, subcontractors and material suppliers used in client or Oclas delivery. Higher buyer or legal standards take precedence where agreed.

Approved by: Sheyi N. Lisk-Carew, Founder and Principal | **Version:** 1.0

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