



# **A Supplier Journey**

**Sellafield's mission can only be achieved through meaningful and robust partnerships within the supply chain.**



## How to use this document

Within the next pages, any potential, new, or existing supplier can navigate through the different stages of a supplier journey within Sellafield, and get useful information about how to work with us. The navigation bar in the top right will take you to any section in the document as will the cogs on this page (home).

Click on the cogs on the section pages to go to specific information and use the arrows in the bottom corners to move between pages.

Underlined text throughout the document highlights clickable links to external resources/websites.

# Hello!

## We are Sellafield

**We are creating a clean and safe environment for future generations**

From cleaning-up the country's highest nuclear risks and hazards to safeguarding nuclear fuel, materials and waste, our work is nationally important.

*We spend approx  
**£1.2bn**  
per annum with  
our supply chain*

### Who we are and our priorities

- [About us](#)
- [Code of responsible business conduct](#)
- [Supply chain strategy](#)



### The regulations and policies relating to procurement in the UK

- [Public sector procurement policy](#)



# Hello!

## We are Sellafield

As a public contracting authority, Sellafield Ltd are committed to delivering activities which increase the opportunities for SMEs to do business in our supply chain.

We comply with the UK Government's financial target, to invest 31-33% of our annual supply chain spend with SMEs.

However, at Sellafield, we are committed to supporting the SME community above any financial target. We believe that the SME community play a significant role in our mission's delivery and in the overall economy. As a result, we have robust plans to consistently engage, and, we encourage our stakeholders to invest in individual SME programs, which we are very much interested in. For transparency purposes, we publish our activities and we share our prime contractors' best practices as well, aiming to inspire and influence more.

**SMEs target:**  
**31-33%**  
 of supply  
 chain spend  
 (2022/23)

### The UK Small and Medium sized Enterprises (SME) Agenda

- [Small and Medium Enterprises – Action Plan 2021](#)



### Useful information/contact details and supply chain events

We hold face-to-face events, training sessions and newsletters throughout the year to support suppliers:

- Sellafield Ltd Supply Chain Bulletin
- [Sellafield Ltd Supply Chain Forum](#)
- Prime Contractors workshops
- Annual Supply Chain events
- Roundtables
- Special sessions

For your questions and any supply chain information, please email:

[supply.chain.enquiries@sellafieldsites.com](mailto:supply.chain.enquiries@sellafieldsites.com)



# Join our journey

**Our tender opportunities**

[Click here](#)

**SME or non-SME  
– How to work directly with us**

[Click here](#)

**How to do business with Sellafield**

[Click here](#)

**Understanding our contracts**

[Click here](#)

**Our Supply Chain Sustainability Statement**

[Click here](#)



# Join our journey

**Sellafield Ltd is funded by the UK tax payer, as such we are governed by the Public Contracts Regulations 2015 (PCR).**

The PCR are designed to open the public procurement market to competition, creating transparency, equal treatment, proportionality, mutual recognition and non-discrimination whilst promoting the free movement of capital, people, goods and services.

## How to do business with Sellafield

- [How to do business with Sellafield](#)
- [Details of our prime suppliers who hold large contracts or frameworks with Sellafield Ltd](#)
- [Overview of all our major frameworks and contracts](#)
- [Find future opportunities through our procurement plan schedule](#)
- [Our Procurements on a Page](#)
- [LINC](#)
- [CCS \(Crown Commercial Service\)](#)
- [DPS](#)

## Our tender opportunities

- [Find a Tender Service UK](#)
- [Contracts Finder – search for information about contracts worth over £10,000](#)
- [Find tender opportunities with the Programme and Project Partners \(PPP\)](#)
- [Atamis – One NDA eCommerce system](#)



## Join our journey

### Understanding our contracts

We use a variety of forms and types of contract, from the standard NEC suite of contracts to bespoke contracts created by Sellafield Ltd.

It's important that any supplier wishing to bid for works should read through and make sure they understand and can adhere to the contract over the whole scope of the work before bidding.

The contract is supplied at the tendering stage. Any questions suppliers have concerning the contract can be asked through the Atamis procurement system, to ensure transparency of the process.

### About Atamis

**Atamis is our procurement planning, tender management and contract management tool.**

For suppliers, Atamis is the tool that allows you to find and access procurement opportunities with Sellafield Ltd directly.

No pre-requisites are required before registering for Atamis – any organisation can sign up.

Once registered, the system gives you access to published tender notices, user guides and allows business alerts to be set up to notify you on relevant business opportunities as and when they appear on the system.

<https://one-nda.force.com/s/Welcome>



## Join our journey

### SME or non-SME – How to work directly with us

#### SME only

Great progress is being made to deliver the Government’s aspiration to do more business with SMEs and we are committed to exceed socio-economic targets in delivering sustainable growth from the Sellafield programme.

SME agenda is an integral part of how to do business with Sellafield Ltd. We are engaged with our prime suppliers to ensure that we act as one team and we work together to influence teams and their supply chain to do the right thing in a consistent and risk manageable manner.

#### Everyone

We believe in capturing not only the financial element of reporting progress but all the – tangible – stories that reflect the essence of the SME Agenda.

### LINC for SMEs



LINC stands for ‘Liaise, Innovate, Network, Collaborate’ and is a scheme that encourages SMEs (i.e. Micro, Small and Medium-Sized Enterprises) at local and national level to work together and deliver innovative solutions to the mission at Sellafield.

LINC has been designed to provide Sellafield Ltd with direct access to SMEs and this supports the company’s contribution to the UK SME agenda. This works as a great platform to allow our SME community to work directly with us and to bring innovative solutions to our opportunities.

Only registered suppliers will be able to participate in a LINC opportunity; therefore in order to qualify for LINC in ATAMIS please either log in with your existing details or if you are a new supplier to ATAMIS, register as a new supplier and navigate to ‘CC11962 - LINC Qualification’. Non-SMEs can register with LINC but their participation is limited to a supporting role only.

- [SMEs – To work directly with Sellafield Ltd through LINC](#)

### The Engineering and Technology Solutions Marketplace Dynamic Purchasing System (DPS) for SMEs and non-SMEs:

Sellafield Ltd, on behalf of the NDA Estate, established the DPS which provides a compliant procurement route to market and direct relationships with the Supply Chain that drive value for money through competed work packages up to the value of £999,999.

The Solutions Marketplace Dynamic Purchasing System scope covers products and services which is currently split in to four categories:



Asset  
Maintenance



Digital



Engineering  
Services



Manufactured  
Products

- [Dynamic Purchasing System](#)



## Join our journey



### Our Supply Chain Sustainability Statement

**At Sellafield, we are responsible for ensuring that all our activities are carried out:**

- Safely, securely and predictably, with due regard for the environment
- Aligned to the Nuclear Decommissioning Authority principles
- In the long term interests of our organisation, our employees and the local communities and our supply chain partners

We are aware of our responsibility to act as a role model by practising corporate ethics in all our activities, managing resources wisely, transparently and by being compliant with national and international legislations. As a result, our sustainability principles are aligned with the above responsibilities.

#### We care for the societies we interact within

By listening and keeping any open communication channel and by holding a constructive dialogue with the local communities, providing a positive impact.

#### We care for the environment

Through our business activities by complying with national and global benchmarks.

#### We care for the economy

Through the way we operate, mitigating corporate risks being part of the dialogue for its present and future development.

**We also know that we are not alone in this journey. Sustainability is everyone's responsibility.**

As Sellafield Ltd, we dedicate ourselves to make sure that we will instigate and distil these principles to our employees.

We will positively influence our supply chain through our interactions, ensuring similar practice across the industry.



### Sellafield Ltd Social Impact Strategy – SiX

The Sellafield Ltd social impact strategy sets out how we aim to deliver the maximum social impact from the £2 billion of taxpayer money that we spend every year to provide our communities with a socio-economic growth return.



Continued 



# What to expect when you work with us



**Onboarding**  
[Click here](#)



**Our requirements when working with us**  
[Click here](#)



**Collaborative working**  
[Click here](#)



**Who is responsible for looking after you**  
[Click here](#)



**Supplier Relationship Management**  
[Click here](#)



# What to expect when you work with us

## Onboarding

**Our supply chain is critical to Sellafield Ltd to deliver against its purpose, we are invested in our relationships with our suppliers and adopt a structured collaborative approach in our onboarding process.**

This process helps to create a closer, more collaborative relationship to maximise value and reduce risk. It's designed to promote efficiencies and increase the benefits to our people.

Onboarding is essential to SRM, in how it relates to the interaction between the company and suppliers, strong and effective communication, managing stakeholders, being aware of risk as well as ensuring a sustainable future for all parties involved.

### Why is it important?



It encourages transparency and clarity in dealings with our supply chain and internal and external stakeholders



It creates ways for greater collaboration and communication between us and our suppliers



It improves the overall supplier experience when working with us and keeps a consistent process



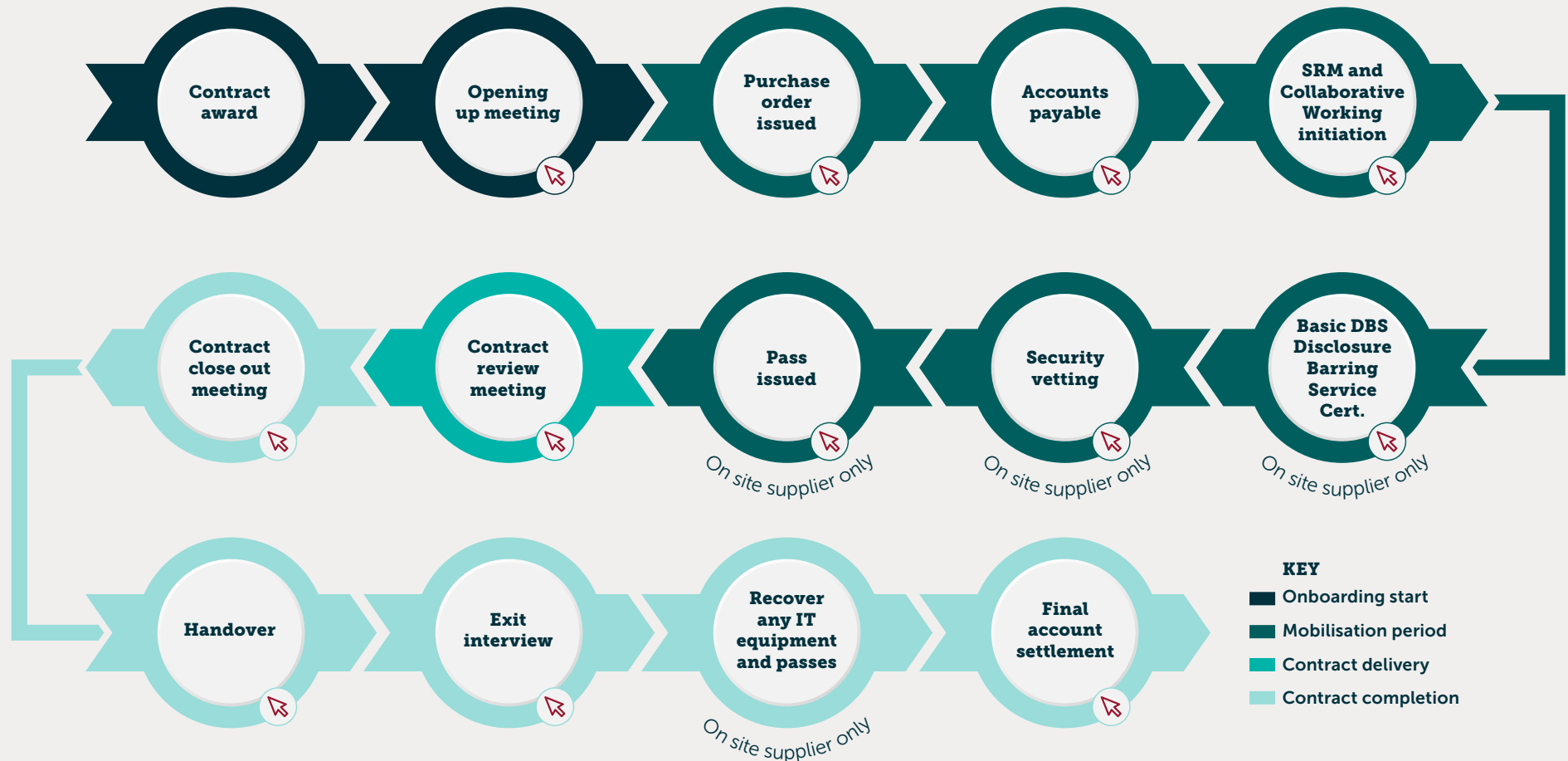
It complies with data security and Site Licence Regulations

When a supplier secures the opportunity of working in direct support of Sellafield Ltd or via a supply chain partner, a number of onboarding aspects must be taken into account. These feature as contractual, legal and regulatory obligations and are covered under the SLMS (Sellafield Ltd Management System) site management of business.



## What to expect when you work with us – Onboarding Roadmap

Click on the arrows to reveal more information 



Requirements can vary depending on the nature of the contract and whether work is carried out on or off the Sellafield site (note: off-site Sellafield locations are all our satellite facilities and offices located in West Cumbria and Warrington).

Note: Some specific procurement requirements may differ from the above and will be outlined at tender stage.



## What to expect when you work with us

### Who is responsible for looking after you?

A superintending officer is the designated person named in your contract document who is fully responsible for you when you are working on any Sellafield Ltd premises or the Sellafield site. Your superintending officer will offer guidance and support to you throughout your contract duration.



### What you need to do once your contract is in place

Once your contract is in place, you will be guided by your superintending officer through the requirements shown here (for on-site work only):

How to apply for a Sellafield Ltd pass



How to apply for the correct security clearance



How to book on our site induction training course



How to appoint and train your personnel



What radiological aspects need to be organised



How to contact our dosimetry service



How to arrange accommodation on the Sellafield site

*Note – This list is an example only and not exhaustive.*



# What to expect when you work with us

## Our requirements when working with us

### When working on the Sellafield site

If your contract requires you to work on the Sellafield site, you are required to comply with the following:

- Our 'site standards and expectations'. This covers what's expected of individuals regarding behaviours and nuclear professionalism
- Our pre-employment substance abuse testing and random substance testing programme
- Our Site Management System: elements of the system you

are required to observe will be provided for you at the time of tendering

- At tender stage, you will be given access to the Management of Contractors website which contains all the relevant information you'll need to deliver your contract whilst working with us
- Have a programme of continuous improvement: in nuclear, radiological, safety, health, environmental or the quality areas

**The onboarding roadmap is controlled by the Sellafield Ltd Management of Contractors Group and is extremely stringent in its delivery, oversight and governance.**

Every supplier group and supplier employee must adhere to these policies and practices.

Once all stages have been completed, recorded and are demonstrated, then Sellafield Ltd designated Superintending Officers provide support, assurance and governance to ensure that we collectively, through collaboration remain identified as SQEP (Suitably Qualified and Experienced Person) Nuclear Safety professionals. This ensures that we remain compliant against Site Licence Operating Conditions.

**The Department for Management of Contractors has a diverse team that provides:**

- Corporate arrangements for the effective control and oversight of Contractor and Leaseholder activities
- 24/7 management of, and cover for, Emergency requirements as they relate to Contractors & Leaseholders and in support of the overall Site Emergency arrangements
- Systems to ensure Core in-house capability and competence is appointed to support reliable delivery of Environmental, Safety and Security requirements for Contractor and Leaseholder activities
- Corporate independent governance and assurance related to Contractor and Leaseholder activities
- Communication of information and instruction to ensure contractors can operate safely and understand the limits of what they can do
- Information Asset Management related to contractor management which is governed and appropriately protected in line with legal, site licence and business requirements



## What to expect when you work with us

### Our requirements when working with us (cont.)

#### Security vetting and your Sellafield site pass

**To work on the Sellafield site, a level of security controls must be applied, and this refers to all the contractors.**

This is your superintending officer's responsibility to ensure all the relevant paperwork has been completed and submitted.

The minimum security clearance requirement whilst working on a Sellafield Ltd contract is a Baseline Personnel Security Standard (BPSS). This will allow access to information up to and including official sensitive and enable a Sellafield site pass to be issued.

Only BPSS issued by Sellafield Ltd or other entities within the Nuclear Decommissioning Authority Estate, under the Office of Nuclear Regulation, can be used.

BPSS from external companies can't be accepted.

A security check (SC) clearance is required for persons to:

- Handle information above official sensitive
- Access authorised Sellafield IT systems
- Provide administrative services to Sellafield Ltd or access certain buildings or areas of the Sellafield Ltd estate



Where security check (SC), or developed vetting (DV) is already held with a third party, then, subject to conditions, Sellafield Ltd may apply to 'borrow' or 'transfer' the clearance to Sellafield Ltd.

All workers on the Sellafield site (with support from your superintending officer) are required to obtain a [basic disclosure certificate](#).

*Note: Only an original basic disclosure certificate issued by the Disclosure and Barring Service (DBS) with a validity of 6 months will be accepted (standards or enhanced disclosure certificates can't be accepted)*



## What to expect when you work with us

### Our requirements when working with us (cont.)



#### Mandatory training requirements

These are our training requirements for all contractors working on the Sellafield site:



Complete the Sellafield site induction training course



Complete your own induction training for the awarded scope



Complete 'IOSH Managing Safely' for managers and supervisors



Complete 'IOSH Working Safely' or equivalent for all employees (excluding managers and supervisors)



Complete radiological protection training (where applicable)

#### Management of contractors

Access to our management of contractors online portal is arranged through your superintending officer or the management of contractors department directly.

The portal is designed to keep our contracting community up to date with all the relevant information they need to work with us.

Resident contractors, where applicable, will attend the monthly co-ordination meeting (Sellafield Contractors Safety Working Group).





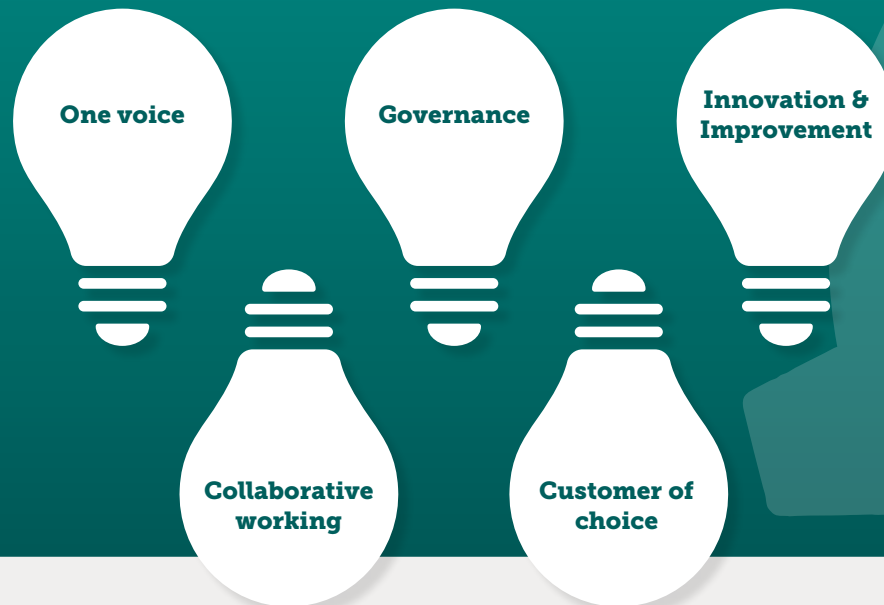
# What to expect when you work with us

## Supplier Relationship Management

Supplier relationship management (SRM) is a fundamental process of the supplier lifecycle, aiming to ensure that the business will always have the best benefits from the relationship and the supplier will find the ground to act as a valuable partner sharing knowledge, experience, and contributing to areas of common interest for the greater good.

SRM is a strategic approach to working collaboratively, it recognises the importance of supply chain engagement reflecting our 'One Team' principle, whilst maximising the mutual benefits of the relationship.

It embraces a shared commitment in the delivery of sustainable business plans through consistent performance management and a focus on shared values and behaviours.



### Supplier Relationship Management Handbook



## What to expect when you work with us

### Collaborative Working

**Sellafield Ltd continues to focus on further developing and embedding its Collaborative Working arrangements in support of and in accordance with the requirements of ISO44001, for its collaborative working practices.**

ISO44001 is a standard identifying, developing and managing collaborative business relationships within or between organisations that supports strategic delivery. Our collaborative business relationships are aligned ways of working under ISO 44001, and feature as a golden thread and an integral part within our Supplier Relationship Management (SRM) programme. As part of our SRM systematic approach, it is our objective to further integrate our

collaborative working principles as part of our strategic business relationships.

Collaboration is key to delivering our scope successfully, and focus on developing mutually beneficial relationships within the supply chain is vital for Sellafield and the overall industry.

**Sellafield Ltd views collaborative working with its supply chain as vital to the safe, secure and efficient running of its sites.**



# Delivering your contract – business as usual

**Our  
contractor  
requirements**

[Click here](#)

**Health  
and safety**

[Click here](#)

**Accounts  
Payable**

[Click here](#)

**Quality**

[Click here](#)

**Innovation  
and the  
supply chain**

[Click here](#)



# Delivering your contract – business as usual

Sellafield Ltd has adopted a category management approach to contract management.

Each team within the Supply Chain Directorate manages a group of related contracts. Each category team is comprised of a Category Manager, Procurement Lead, Senior Buyers and Buyers. You will be assigned a point of contact from one of these teams to ensure your agreement runs smoothly through regular contract review meetings. These category contacts will also be your point of contact for issuing purchase orders.



## Our contractor requirements

Our contractor requirements are to:

- ✓ Meet the terms of the Sellafield site management system. The Sellafield Ltd Management System (SLMS) is a single, integrated management system and is a key component in supporting the development of standard, integrated process in an effective method to:
  - Manage a large nuclear organisation
  - Improve performance through sharing good practice and learning from experience
  - Develop a basis for oversight and self-assessment
  - Submit accident statistics information to the management of contractors team
  - Use dose control arrangements
  - Participate in management of contractors safety inspections and Operating Experience Feedback (OEF)
  - Submit risk assessments

## What to expect during a contract opening up meeting

Discussions will take place around the following topics (\*may vary depending on the nature of the contract).

- ✓ Basis of contract (scope, programme, price and T&Cs)
- ✓ Safety
- ✓ Contract compliance
- ✓ Appointment of subcontractors
- ✓ Financial processes
- ✓ Technical queries
- ✓ Security status
- ✓ Planned deliverables

Depending on the nature of the contract, people from the following areas may be in attendance: SO, Commercial, Project Management, Finance, Security, Legal, technical representatives, etc.



## Delivering your contract – business as usual

### Quality

#### Quality is about...

- Helping us perform for our stakeholders
- Making sure that what we do is fit for purpose, and not only stays that way, but keeps improving
- Understanding, and meeting (or even better, exceeding) our stakeholders' expectations, both now and in the future

**Quality is a critical enabler to nuclear safety, security, sustainability and environmental performance.**

**We assure that requirements are met to achieve the effective and efficient delivery of our mission, at best value for our customers.**

We establish corporate quality management arrangements and capability to meet requirements and enable stakeholders assurance.

We mobilise the appropriate quality support and arrangements and drive improvements for our value streams and our projects to enable safe and predictable delivery.

We work collaboratively with our suppliers to deliver confidence that they can meet our requirements and to minimise risk to our delivery.

Through inspection & certification, we facilitate the delivery of the plant and equipment that we need to the standard required, with no surprise, at a cost we understand.

We deliver intelligent client quality capability to drive a collaborative compliant and innovative environment with our **partners**.

**over  
10,000  
staff operate  
the site**



## Delivering your contract – business as usual

### Quality (cont.)

#### Our strategic focus

##### Enhancing the Quality Capability

Aligning quality services to current and future business needs, implementing career pathways and succession plans, providing development opportunities and optimising improvement efforts for Quality.

##### Creating a culture of 'right first time' quality delivery

Strengthening quality education programmes, improving customer relationships, enhancing integration of quality in the conduct of operations and delivery of projects, and using appropriate quality performance measures to promote ownership of quality in the line.

##### Working collaboratively with customers, partners and the supply chain to improve quality performance

Improving effective and consistent implementation of quality standards, applying the right level of quality oversight and assurance, embracing technology, promoting good practice and enhancing LFE.

##### Enabling management system improvements

Maintaining the integrity of the current Sellafield Ltd Management System (SLMS), whilst improving its application and integrating into SEMS (Sellafield Enterprise Management System).



"We add value by **effective quality arrangements** that deliver our objectives without unnecessary noise."



"We add value by **ensuring a consistent understanding** of our customer's requirements."



"We add value by **applying a risk based approach** to quality assurance and oversight."



"We add value by **ensuring regulator and stakeholder confidence** in the products we make and the products we buy."



"We add value by **enabling more effective and predictable outcomes**."



"We add value by **supporting the resolution of quality issues** and driving continuous improvement."



## Delivering your contract – business as usual

### Health and safety

Sellafield is a Nuclear Licensed Site and we must comply with the Nuclear Site Licence Conditions.

In addition, the Health and Safety at Work Act, related statutory instruments and environmental legislation, require that Sellafield Ltd, as the user of the Sellafield managed site, must make adequate arrangements, to show that risks on or to the Sellafield managed site are properly controlled.

#### To ensure these conditions are met, Sellafield Ltd and the supply chain work collaboratively on the following:

- ✓ Sellafield Ltd ensures command and control of its Suppliers via the appointment of Superintending Officers (SOs)
- ✓ The SO appoints a number of Nominated Representatives (NRs) who have delegated duties for control
- ✓ Suppliers are required to adequately supervise their operations
- ✓ The arrangements for the Management of Suppliers are discharged via the Management of Contractors (MoC) department
- ✓ The management of contractors department run schemes which provide reward and recognition for high standards of safety
- ✓ Where there has been outstanding performance from a contracting company, or there has been considerable improvement the company will receive recognition for it

The safe, secure and sustainable stewardship of the Sellafield site is our priority

The management of contractors department run schemes which provide reward and recognition for high standards of safety



## Delivering your contract – business as usual



### Accounts Payable

**The GBS Accounts Payable Team's primary focus is to facilitate payment of goods and services to the Sellafield External Supply Chain.**

This is delivered through processing, validating and paying supplier invoices in-line with contract payment terms, whilst ensuring they are compliant with HMRC requirements.

A range of governance and assurance activities are also completed to ensure compliance with company agreements, policies and statutory requirements and regulations.

The team also support the resolution of non-compliant invoices with the relevant internal and external Stakeholders.





## Delivering your contract – business as usual

### Innovation and the supply chain

We actively seek to engage the supply chain, academia, and individuals who can bring their innovative, smart technologies and digital solutions into the nuclear arena and help accelerate our purpose of creating a clean and safe environment for future generations, whilst also reducing costs and upholding our commitment to human and environmental safety. Innovation is usually focused on the way in which we carry out improvements. It can be carried out in anything so is not just focused on technology.

### Game changers

Game Changers is the UK's leading nuclear innovation programme, finding solutions and developing technologies to overcome some of the most complex challenges facing the nuclear industry. They provide a platform to connect challenge owners and solution providers, with the challenges open to anyone from any sector who can offer a viable solution, including small-medium enterprises, universities, research organisations, and large companies.

[www.gamechangers.technology](http://www.gamechangers.technology)



### Innovation at Sellafield

Our purpose is to enable innovation within the organisation through the introduction and support of governance, capability, and cultural change.

We deliver the Dragons' Den, Sellafield Innovation Council and NDA Innovation Council.

#### Useful links:

[Innovate UK](#)

[Strategic Technology and Innovation Management Consortium](#)



We're inventing the robots and technology that we need to clean up Sellafield.



# Exiting from your contract

## Contract close out – what happens next

**When your contract comes to an end, there are several areas to consider for us as an organisation and for you, as the contract holder.**

We have robust processes and procedures in place to look after you and make sure you are supported all the way through.

## What to expect when your contract comes to an end:

- ✓ A contract close-out meeting
- ✓ A knowledge transfer and learning from experience evaluation and discussion session
- ✓ Considerations and advice on general data protection regulations (GDPR)
- ✓ IT equipment and pass return advice
- ✓ Exit interview and Supplier Base sign off
- ✓ A comprehensive handover, including any relevant documentation and drawings
- ✓ Final Account settlement
- ✓ Supplier performance and Sellafield commercial performance reports



