Registration in Achilles Power&Tech Community (Stage 2)

This document details the information that you will be asked to provide as part of your registration in Achilles Power&Tech Community. Please note that some sections of the questionnaire are mandatory. Failure to provide the necessary information or documentation within these sections will result in your registration being rejected and you will be required to address the gaps and re-submit.

Please note that the questionnaire must be completed in English.

To facilitate your registration, you are advised to have the following documentation to hand as a minimum prior to commencing the Power&Tech questionnaire:

- **Company certificate of incorporation** [Section: Company Information]
- **Copy of Company logo** [Section: Company Profile]
- **Most recent financial summary of accounts for parent company (if applicable)** [Section: Group Information]
- **Most recent 3 years of financial summary of accounts for your company** [Section: Financial Information]
- **Copies of all insurances certificates that your company holds** [Section: Insurance]
- **Copies of your certified Quality Management System certificate** [Section: Quality Management System]
- **Copies of your certified Health & Safety management system** [Section: Health & Safety Management System]
- **Copies of your certified Environmental management** [Section: Environmental Management System]
- **Copies of your Corruption Management policy** [Section: CSR]

Section	Information and documentation required
Company Information	• Company name, address, tax number, registration/incorporation number, website **PLEASE NOTE:** You will be required to upload **certificate of registration/incorporation**, tax registration certificate, payment certificate, public deed.
Contact details	• Primary, secondary, Invoice and Achilles administration contact including title, name (first & last), job title, contact (telephone and e mail) and full address
Company profile	• Company logo • Marketing statement
Products and services	• Products and services: select product codes that you supply • Relationship with Product or Service i.e. manufacturer, stockist, distributor or an agent • Region of supply: ensure that you only select products and services that you are able to supply • Factory location • Region of supply (Ensure that you select regions to which you are able to supply your products and services) • Quality system: ISO equivalent, awarding body, certificate number, expiry (up-load certificate) • H&S Management System: policy statement • Environmental System (ISO 14001): ISO equivalent, awarding body, certificate number, expiry (up-load certificate) • Contract reference: Yes/No (Give reasons if NO)
Management Team	• Contact details for: Managing Director, Chief Executive Officer, Chief Financial Officer, Sales Director, Procurement Director, Technical Director and Operations Director
Group Information	• Parent company details, if applicable • Associated companies details
Financial Information	• Financial details for the last 3 years • Auditors details • If you are unable to provide Financial information please add a comment to explain the reason why you are unable to do so

Location
- State location and their primary function e.g. sales, call centre, warehouse
- Region of supply and products and services associated with it
- Factory details (name, town country and products/services associated with it)

Contract Reference
PLEASE DO NOT COMPLETE THIS SECTION AT PRESENT. IF THE RESPONSE IS MANDATORY, PLEASE INCLUDE N/A
- Details of existing or previous contracts and the associated product codes

Insurance
- **Specify type of Insurance and provide broker and underwriter details, start and expiry date, currency, scope and upload certificate**

Supply Chain Management
- Supply Chain Managers contact details
- Maintenance of registered suppliers
- Assessment of supply chain

Quality Management System
- Quality Management System contact details
- Robustness of the Quality Management System
- Third Party accreditation details
- **Awarding body, certificate number, expiry date and upload certificate**

H&S Management System
- Health and Safety contact details
- Details of the policy and process
- Lost Time injury Frequency Rate (LTIFR)
- Other – H&S training, PPE Provision, inspection
- Compliance to Restriction of Hazardous Substances (RoHS) and Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH)
- **Awarding body, certificate number, expiry date and upload certificate**

Environmental Management System
- Environmental contact details
- Details of the policy and process
- Robustness of the Environmental Management System
- Third Party accreditation details
- **Awarding body, certificate number, expiry date and upload certificate**

Corporate Social Responsibility
- Corporate Social Responsibility (CSR) contact details
- Details of the policy and process
- **Management policy – child labour, bribery/corruption**
- Conflict of interest

Carbon Management
- Carbon footprint management
- External accreditation
- Future strategies

Information Security and Data Protection
- Information and Data Protection contact details
- External accreditation
- Measures to protect customers Intellectual Property (IP)

Supply Chain Management
- Supply Chain Managers details
- Maintenance of registered suppliers
- Assessment of supply chain