

Achilles FPS

Oil & Gas Asia Pacific Audit



Achilles FPS (First Point Supplybase) Oil & Gas Asia Pacific audit is an industry wide independent assessment of an organisation's Health, Safety, Environment and Quality management systems. By undergoing the assessment process, suppliers and contractors will gain a clear understanding of the industry's further assessment and qualification requirements.

Achilles FPS Oil & Gas Asia Pacific Audit provides you with:

- A comprehensive audit process with practical guidance and feedback from a fully qualified lead assessor
- Identification of opportunities to develop and improve
- A demonstration of your capabilities to key clients within the sector
- Credibility and recognition in the market place
- A clear demonstration of expectations from clients
- A programme designed by the industry for the industry

The participating Asia Pacific Oil & Gas Operators in conjunction with Achilles have developed a supplier pre-qualification system which relieves the supply chain of duplicated cost and effort. By completing a Registration questionnaire (Stage 1), suppliers are allocated a risk level reflecting the products and services they provide to the Oil & Gas sector and other criteria and attributes relating to their business.

If your products and services are deemed as High Risk, you will be required to progress to Stage 2 (Pre-Qualification Questionnaire, PQQ) and Stage 3 (Audit) of the pre-qualification process. In order to complete Stage 3 of the pre-qualification process, you are required to have paid for and completed Stage 2 (PQQ).

An assessment type that is applicable to your business

There are different Achilles FPS Oil & Gas Asia Pacific Audit categories reflecting the different attributes, dynamics and associated risks of different business types. They are:

- FPS Desktop Assessment
- FPS Contractor Audit; and
- FPS Manufacturer Audit

FPS Desktop Assessment

Who it is for: a contractor or supplier providing intrinsically high risk products and/or services while principally working on their own premises.

This is a biennial, desktop based audit of your management systems. It is based on a questionnaire which focuses on areas that are appropriate to your type of organisation.

FPS Contractor Audit

Who it is for: a contractor or supplier providing very high risk products and/or services primarily in the field.

An auditor will visit your offices to evaluate your management systems and audit the implementation of these systems. The two day audit will be conducted in your offices. This is a biennial audit that is tailored to the operations of your organisations that provide either services or a combination of products and services in the field.

FPS Manufacturer Audit

Who it is for: a contractor or supplier manufacturing very high risk products and/or services potentially with only very limited or restricted site visitation. This is applicable to a supplier if they are a manufacturer, stockist or agent.

An auditor will visit your offices to evaluate your management systems and audit the implementation of these systems. The 2 day audit will be conducted in your offices or manufacturing premises. This is a biennial audit that is tailored to the operations of manufacturers, stockists or agents that provide products only and do not provide additional services in the field.

FPS Combined Audit

Who it is for: a contractor or supplier who shares management systems with their Achilles FPS registered parent company, but have separate ABN numbers, or a parent company that has multiple entities and management systems that require auditing under the same ABN* The combined audit has been designed to reduce costs to supplier organisations meeting the scenarios described above.

The process begins with an auditor visiting your FPS registered parent company's offices to evaluate your management systems and to audit the implementation of these systems.

This 2 day audit will be conducted at your parent company's offices or manufacturing premises.

We will then conduct a 1 day audit at each separate site that shares the parent company's management systems.

**Other Combined audit scenarios may apply. Please contact us if you think you may qualify for a Combined Audit approach.*

How to prepare for your audit:

Once you have been briefed by our friendly staff, you will be provided with a document which outlines what to expect on the day, a draft audit agenda, and a quotation of audit fees and associated expenses. Once payment has been received for the audit, the team will give you a phone call to book audit dates. This will be followed by an audit confirmation email with the audit protocol attached. The audit protocol contains questions that will be asked during the audit. We also offer monthly webinars, which explain the audit process in more depth and gives you the opportunity to ask any questions you may have. It is important to read through all information thoroughly to be well prepared for the audit.

You must also ensure that all your relevant resources (e.g. People, documents etc.) are available for the audit.

Involving relevant employees in assembling the required information in advance can make a substantial difference to the assessment result. The following hyperlink contains videos which you may find useful in preparing for your audit.

<http://www.achilles.com/en/supplier-videos>

What to expect on the day:

All Achilles Auditors are fully qualified lead assessors. They have been trained to approach the process in an open, transparent and friendly manner, and to provide your organisation with practical feedback. We encourage you to ask questions throughout the assessment process, to benefit from the day as much as possible.

During the audit, our auditor will review your documentation, interview your company representatives and also observe your activities to gain a balanced view of the existence and implementation of the management systems.

At the end of the audit, our auditor will have a close out meeting to provide you with a summary of the audit findings. If applicable, you will be issued with an improvement plan to support performance improvement. You can then propose corrective actions and timeframes in the plan. We will upload your audit report and improvement plan to the Achilles FPS platform where they can be accessed by your organisation and all buyers in the Achilles FPS community.

We will also send you a survey to ensure that we continually provide the best possible service to all suppliers and contractors.

Audit Expenses

Based on the company location where your audit will be conducted, you may incur audit expenses. Expenses may apply for flights, accommodation, travel, subsistence or mileage. A full quotation of expected costs will be provided to you prior to booking the audit.

For further information about Achilles FPS Audit, please call +61 (0)7 3909 0300 or email fpsaudit@achilles.com