

One of the daily challenges undertaken by **INSTITUTE OF AGROECOLOGY AND FOOD LABORATORY** is the continuous improvement of its ability to provide customers with enhanced service quality and support.

To achieve this objective, **INSTITUTE OF AGROECOLOGY AND FOOD LABORATORY** has implemented an internal Management System based on the UNE-EN-ISO 9001:2015 Standard.

One of the requirements established by this Management System is the need to assess and select suppliers, maintenance providers, and subcontractors according to their ability to comply with the commitments established with **INSTITUTE OF AGROECOLOGY AND FOOD LABORATORY**.

In accordance with the above, we hereby inform you of our continuous supplier evaluation and approval system, as well as the general requirements and specific obligations applicable to the provision of your services:

#### **INITIAL EVALUATION OF SUPPLIERS, MAINTENANCE PROVIDERS, AND SUBCONTRACTORS**

- Certification / Accreditation: Preference will be given to suppliers whose products or Management Systems are certified by an accredited certification body. Suppliers will also be evaluated based on the accreditations, qualifications, and certifications they hold that authorize and support the execution of their activities.
- Trial Status: Applicable to new suppliers, who will initially receive a trial order. Upon completion, their performance will be assessed to determine their suitability as suppliers for **INSTITUTE OF AGROECOLOGY AND FOOD LABORATORY**. Once the trial period has been successfully completed, they will be classified as historical suppliers.
- Strategic Suppliers: Suppliers with whom the organization maintains strategic relationships in terms of operations, corporate image, positioning, or other relevant business interests.
- Competence: This evaluation applies particularly to personnel and subcontracted companies that meet the requirements established by **INSTITUTE OF AGROECOLOGY AND FOOD LABORATORY** regarding competence, experience, and any other specific requirements.
- Exclusivity: Suppliers who are the sole providers of a specific service or product, for which no alternative supplier exists.
- Historical Suppliers: Suppliers that have collaborated with **INSTITUTE OF AGROECOLOGY AND FOOD LABORATORY** for at least two years, thereby demonstrating reliability, consolidated service quality, and respect for information security requirements.
- Responsiveness: Suppliers will be evaluated based on their responsiveness and agility in providing the requested service or supplying the required product.

#### **CONTINUOUS EVALUATION OF SUPPLIERS, MAINTENANCE PROVIDERS, AND SUBCONTRACTORS**

Following the initial evaluation, **INSTITUTE OF AGROECOLOGY AND FOOD LABORATORY** carries out an annual re-evaluation of its suppliers based on incidents and non-conformities associated with each supplier or subcontractor.

Likewise, in compliance with the requirements established by the applicable reference standards, and in your capacity as a supplier, maintenance provider, or subcontractor of our company, we hereby inform you of the minimum requirements applicable to the provision of your services.

#### **GENERAL REQUIREMENTS FOR SERVICE PROVISION**

- The supplier undertakes to ensure compliance with the requirements specified in the purchase order or external work order.
- At all times, the supplier shall comply with all legislation and regulatory requirements applicable to the services being provided (authorized entity registrations, licenses, technical inspections, etc.).

- The supplier shall implement the necessary preventive measures to avoid hazardous or emergency situations during the execution of the assigned work and shall ensure that its personnel are properly informed and trained regarding the activities to be carried out.
- The supplier shall comply with the internal procedures communicated to them regarding the company's Management System.
- If waste must be removed during the execution of the work, it shall be collected in suitable containers according to the volume and nature of the waste. Waste management shall be the responsibility of the service provider, who must provide evidence of delivery to an authorized waste management facility.
- If the supplier detects any risk or emergency situation, it shall immediately notify any company representative or the person responsible for supervising the work.

#### **REQUIRED SUPPORTING DOCUMENTATION / EVIDENCE**

- Subcontractors: Prior to the commencement of the service, the System Manager of our company shall specify the documentation to be submitted and/or updated according to the nature of the work to be performed.
- Supply Providers: Product technical data sheets, CE marking documentation, warranty certificates, and certification in accordance with UNE-EN-ISO 9001:2015 or other applicable standards, where relevant.
- Hardware and Maintenance Providers: Information regarding company backup procedures, risk-related information relevant to the company, and certification in accordance with UNE-EN-ISO 9001:2015 or other applicable standards, where relevant.
- Other Types of Providers (including external occupational risk prevention services, administrative management firms, and consultancy providers, among others): Provision of evidence and supporting documentation relevant to their activities, such as those mentioned above, as well as certification in accordance with UNE-EN-ISO 9001:2015 or other applicable standards, where relevant.