

# **Adoption Guidance for Supply Chain Leaders**

**1 November 2021 Version 1.1**



## INTRODUCTION

This resource provides information and suggested text to help those organisations that lead supply chains to clearly communicate Tötika as a Principal's Requirement.

For clarity, Tötika refers to those who lead supply chains as 'Buyers'.

Tötika provides:

- **Buyers** with a consolidated list of H&S prequalified suppliers eliminating the need for directly engaging commercial or bespoke in-house solutions.
- **Suppliers** with a choice on how to become Tötika listed, removing the duplication of effort and costs associated with varying client prequalification requirements.
- **Prequalification assessment providers** the opportunity to become a member scheme; thus, facilitating cross-recognition, alignment, and moderation of assessments with other commercial prequalification services that are member schemes.

## INITIAL SIGN-UP

Buyers not already signed up, can do so [here](#). There is annual fee levied on buyers (\$1000) which provides access to the listing service.

Buyers signed up to Tötika can configure an automatic import of the Tötika listing directly into their own business systems. Information on how to configure this can be found on the Tötika buyer dashboard page. Buyers may email [info@totika.org](mailto:info@totika.org) if help is needed to set this up.

## COMMUNICATION OF PRINCIPAL'S REQUIREMENTS

Initially, it is important that Buyers encourage all directly engaged suppliers to register with Tötika to appear on the listing:

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[ORGANISATION] have adopted Tötika as a mechanism for establishing the H&S prequalification status of our suppliers.

You are now required to:

1. Register with Tötika. You will find the sign-up link on this [web page](#). There is no cost or fee for this and it only takes minutes to complete.
2. Achieve a listing status by following the instructions below:

***First identify your supplier category using the tool [here](#).***

***Once you have done that, please follow the guidance below relating to your category:***

## Any Supplier Category

If you have an existing prequalification with a Tōtika member scheme (listed below) you can either upload your certificate to your dashboard or ask the member scheme to export it for you.

You will be listed and automatically graded as 'Developing' with a score of '60%'. This allows Tōtika to honour your expiry date but recognises that you have not been assessed to the new Tōtika Core Requirements. If you wish to achieve a different grading and score you will need to follow the applicable instructions detailed below.

## Cat 5 (Sole Traders) and Cat 1 (Lower risk suppliers)

- Upload evidence of ISO 45001 certification, Q-Safe Certification, or your SafePlus Onsite Assessment Report to your dashboard; or
- Undertake a Tōtika Prequalification Assessment with one of the Tōtika member schemes. This will be valid for 2 years.

## Cat 2 (Medium risk suppliers) and Cat 3 (Higher risk suppliers)

- Upload evidence of ISO 45001 certification to your dashboard; or
- Undertake a Tōtika Prequalification Assessment with one of the Tōtika member schemes. This will be valid for 1 year.

## General Information

Broader information on Tōtika is available on the website: [www.totika.org](http://www.totika.org)

When you become listed with Tōtika, you will receive an automated email with a listing certificate attached.

The current Tōtika Member schemes are:



**Scheme:**

Qualify365 by Safe365®

**Website:**

[www.safe365global.com](http://www.safe365global.com)

**Contact Email:**

[qualify365@safe365global.com](mailto:qualify365@safe365global.com)



**Scheme:**

+IMPAC PREQUAL

**Website:**

[www.prequal.co.nz](http://www.prequal.co.nz)

**Contact Email:**

[info@prequal.co.nz](mailto:info@prequal.co.nz)



**Scheme:**

SHE PRE-QUAL

**Website:**

[www.sheprequal.co.nz](http://www.sheprequal.co.nz)

**Contact Email:**

[support@sheprequal.co.nz](mailto:support@sheprequal.co.nz)

## VARIATIONS TO TOTIKA PRINCIPAL REQUIREMENTS

Some buyers will have other compliance requirements for suppliers linked to their own contractor management and procurement processes. It is strongly advised that communications and references to those requirements are kept separate from communication on Tötika to prevent confusion.

It is strongly advised, in the short term, for Buyers not to place their own specific requirements around how suppliers are 'Graded' and 'Scored' within the Tötika scheme. A suggested timeline has been provided in the final section of this document to illustrate when such requirements could be applied.

If a Buyer intends to communicate requirements for suppliers to be at certain grading or score (e.g., Cat 3 Suppliers to be listed at a minimum grade of 'Performing'), it is advised that the Buyer communicate that existing non-Tötika prequalification assessments will not deliver the required grade and a new assessment will be required at additional cost to the supplier.

## CASCADING REQUIREMENTS TO SUB-SUPPLIERS WITHIN YOUR SUPPLY CHAIN

Tötika has been designed for any supplier to be listed.

It is appreciated that many sub-suppliers may not have been required to engage in H&S prequalification activity before and that some may need additional support from their Buyers before applying a requirement for them to be listed.

Again, the suggested timeline provided in the final section of this document illustrates when such requirements might be applied.

## EXAMPLE IMPLEMENTATION TIMELINE

Below is an indicative example of how Tötika can be adopted by a supply chain leader:

