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<b>Change History</b>			
<b>Date</b>	<b>Issue</b>	<b>Approved</b>	<b>Reason for Amendment</b>
10/01/2013	1	SN	First issue
12/06/2015	2	CH	Updated references (MSF 402 & MSF 315) & Updated 10.2
25/06/2015	3	SN	Updated to reflect the changes identified in the recent internal audit
01/07/2015	4	SN	Amending corrections raised in audits, amending references & definitions
02/10/2015	5	SN	flow charts
01/03/2016	6	CH	Update procedure to correctly describe our Supplier / Subcontractor approval process and how we record who is and isn't approved.
23/02/2018	7	CH	Amended procedure due to issues raised by the recent internal audit within the 2017 – 2018 schedule.
28-10-2019	8	CH	Amended the references to the ISO Standards. Referring to the previous versions.

**1. Purpose**

This procedure defines the processes that Goody Demolition use to purchase goods and services required to meet their contractual obligations and provide products and services to their customers.

**2. Scope**

This procedure applies to all products and services purchased where there may be a quality, environmental and or health and safety impact.

**3. Responsibility**

The Surveyors are responsible for the approval of suppliers and for purchasing subcontract services such as Material testing services etc.

The Plant Manager is responsible for purchasing plant, PPE, Materials, Labour, Muck Away services, skips and lorries.

**4. References**

- MS Planning Workbook
- Pre-order Sub-Contractor Questionnaire Form SHE13 MSF 401
- Pre-order Supplier Questionnaire Form SHE13a MSF 402
- Purchase Order (Triplicate book)
- Goody Demo Internal Order MSF 405
- Short Form of Sub-contract MSF 404
- Subcontractor On-site Assessment Form MSF 315

**5. Definitions**

- Purchase Order: A pre-printed triplicate book upon which detailed requirements are recorded and passed to the supplier to provide products materials and services against.
- Goody Demo Internal Order: A Purchase order placed for services provided by a Goody sister company.
- Short form of Sub-contract: A Purchase order placed for sub-contract services often against a previous quotation.
- NCR: Nonconformity report used to record any deviations from planned arrangements.
- Management Review Meeting: A meeting as required by the management system and detailed in MSP 016.

**6. Measurement of Process**

- 6.1. The effectiveness of this process will be measured by the number of nonconformities identified and attributed to the supplier/subcontractor.
- 6.2. The supplier approval process will be monitored and issues arising shall be raised at the Management Review Meeting.

**7. Supplier Subcontractor Approval**

- 7.1. A complete List of Approved Suppliers and Subcontractors is maintained within the Builders Profile database and controlled giving details of companies and subcontractors that have been approved by Goody Demolition on one or more of the following basis: -
- Is approved by Builders Profile
  - Is a supplier holding an accreditation from an authorising body for their Quality, environmental and or Health & Safety Management System as appropriate (i.e. BS EN ISO 9001:2015, BS EN ISO 14001:2015, BS EN ISO 45001:2018 etc.).
  - If supplying subcontract services, they must have provided all requested documentation.
  - Have been a regular supplier to Goody Demolition over a period of more than six months confirmed date of first order from supplier's invoice, whose service and product supply have been deemed acceptable.
  - Holds an approval from Goody Demolition after a Supplier/Subcontractor Visit Assessment.
  - Is a distributor of goods from a recognised producer of quality products and or services?
  - Is defined in a customer contract as a preferred supplier of products/services.
- 7.2. The List of Approved Suppliers and Subcontractors is reviewed on a regular basis and any suppliers that do not meet the above criteria are removed from the approved supplier list in the Builders profile database.
- 7.3. New suppliers and subcontractors may become available or be sought from time to time. Each such source will be invited to add their profile to the Builders Profile database.
- 7.4. Once the new supplier/subcontractor has created a profile in the Builders Profile database the information shall be reviewed for acceptability. If the supplier/subcontractor is shown as approved by Builders Profile they can be added to the Goody Demolition approved supplier list in Builders Profile.
- 7.5. An unapproved supplier/subcontractor may be used only with management approval. Who will decide the level of monitoring required for the product or service to be provided. The unapproved Supplier/subcontractor will be added to the approved supplier list within Builders Profile and a note will be added showing the name of the person that approved their use, the product or service they are approved to supply and any additional control measures required to ensure the specified quality, environmental and health and safety aspects of the product or service are met. Subcontractors will be required to complete a Pre-Order Subcontractor Questionnaire.
- 7.6. If a supplier/subcontractor cannot be included in the Builders Profile approved supplier list they shall be added to Easybuild, the approval status of any and all suppliers / subcontractors is to be listed on an excel spreadsheet which is maintained the surveying department and the necessary information will be recorded as required in 7.5 above.
- 7.7. See flow chart in section 12.

**8. Purchasing**

8.1. Requests for purchasing should be made to:

- The Plant Manager – For PPE, Tools, Equipment, Supplies etc.
- The Workshop Manager – For COSHH items, Tools, Equipment and other Workshop / Site Supplies.
- Receptionist / Admin Manager – For office supplies, office furniture etc.

8.2. For all purchases excluding subcontract and technical services a purchase order is raised by the Plant Manager using the purchase order triplicate book. The copies are distributed as follows

- White copy Sent to the supplier
- Yellow copy filed
- Pink copy Attached to the invoice

8.3. For Subcontract and Technical orders, a Short Form of Sub-contract (Or Goody Demo Internal Order if the service is being provided by a Goody sister company) which is then filed into the relevant job file.

8.4. The purchase order, shall contain details of the supplier's item code and or item description/name/quotation reference, quantity required, unit price and delivery instructions. It shall also make reference to standards, quality, environmental and health & Safety requirements and the need to provide documentation such as material safety data sheets, method statements, risk assessments etc.

8.5. If the purchased product contains hazardous ingredients it shall be checked against the COSHH register. If the product is not on the register all material safety data sheets and instructions for use shall be sent to the H & S Manager to arrange for a COSHH risk assessment to be carried out.

**9. Variations**

9.1. Any purchasing requirements that arise due to a variation shall be raised via email agreement between the client and Goody Demolition Ltd.

9.2. The Responsible person will place the purchase orders as required and pass all paperwork to the Quantity Surveyor

**10. Verification of Purchased goods and services**

10.1. Upon receipt of goods they shall be checked to ensure they meet requirements and are free from damage.

10.2. If goods do not meet specified requirements an NCR shall be raised and the goods shall be quarantined or segregated and clearly identified to prevent their inadvertent use.

10.3. If the delivery is received on site, the delivery note shall be signed by the responsible Employee and placed into the site box. If delivered to head office the delivery note shall be signed by the responsible Employee and passed to the admin department.

10.4. Once the site box has been returned to the office the delivery notes shall be removed and passed to the admin department.

10.5. The admin department shall scan all delivery notes onto the server, add them to Easybuild and pass them to the accounts department for reconciliation with the invoices.

11. Flow chart – Supplier approval process



12. Flow chart – Purchasing process

