

**HEALTH, SAFETY, ENVIRONMENTAL  
AND QUALITY MANAGEMENT  
PROCEDURE FOR  
PURCHASING AND PROCUREMENT**

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## 1. APPROVAL

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This procedure is reviewed to ensure its continuing relevance to the business and processes that it describes. A record of contextual additions or omissions is given below.					
Amendment Record					
Version	Date	Context	Se	Summary of Amendments	
1.0	Insert Date	To outline a process for purchasing and procuring products and services.		Original	
The latest revision of this procedure is on Insert Your Company intranet site. It is the responsibility of the individual to ensure that any hardcopy is the current revision. A printed version of this procedure is uncontrolled, except when provided with a document title and revision number in the field below and marked as ‘Controlled Copy’.					
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## 2. PURPOSE

The purpose of this procedure is to define the processes required to ensure that purchased products conform to specified requirements by detailing:

- Selection, evaluation and re-evaluation processes.
- Supplier controls.
- Procurement requirements.
- Product inspections.
- The potential consequences of a non-conforming product or service being delivered.

## 3. SCOPE

This procedure applies to the selection, evaluation, re-evaluation and monitoring of suppliers or external providers who supply the materials, components, parts, services and sub-assemblies, etc., that are incorporated into **Insert Your Company** final products or services. Also included are suppliers of associated services that may affect product quality, such as design, calibration, measuring equipment, etc.

**Exclusion:** The procurement of office supplies, stationery, laundries and basic services are excluded from this requirement. Items are repaired or replacement parts, etc.

## 4. TERMS AND DEFINITIONS

Term	Definition
<b>Process</b>	A set of related or interacting activities which uses inputs to produce outputs.
<b>Product/Service</b>	The outputs that <b>Insert Your Company</b> delivers to meet the customer's requirements. A product is a physical outcome of a process, while a service is the movement or actions to meet the customer's requirements.
<b>Record</b>	Document(s) stating results achieved or providing evidence of activities performed.
<b>Supplier</b>	An entity engaged by the <b>Insert Your Company</b> to supply products, services, plant, equipment, materials or other items under a <b>purchase order</b> .

## 5. ROLES AND RESPONSIBILITIES

**Managers** are responsible for:

- Monitoring purchase orders and contract agreements of the product or service to be purchased.