

# Procurement Policy

## Objective

To ensure the organisation implements suitable and sufficient controls for the selection, evaluation monitoring and review of external service providers. Endorsement of this policy is a demonstration of the senior management's commitment to management of this process.

## External service provider categories

- Contractor
- Sub Contractor
- Service / Resource Provider.

## Risk based approach

All external service providers will be selected and monitored in line with our Management system requirements and risk criteria.

- H- Severe disruption to business, loss of Revenue, Loss of key contracts. Damaged reputation-recovery unlikely.
- M- May impact on Turnover, damage to reputation. Recovery over a period of time.
- L- Can manage risk within current business operation without any impact on service or image. Internally managed recovery.
- LL - Limited, no detrimental impact, solve internally.

## Risk Mitigation

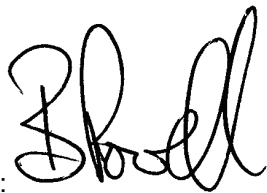
In the event of any service provider whose critical information is out of date or expired, the service provider will be placed on hold until required information is updated and reviewed.

## Purchasing information

All Purchases, to a sub contractor, resource providers or service providers must have the appropriate approvals. Documented information and records must be maintained to ensure all purchase arrangements can be validated.

## Emergency

In the event of a situation where it essential to engage a provider or purchase, this can be carried out with authorisation from the Managing Director. As soon as the situation is under control the correct information must be sought.



Signed:

Bryan Powell Managing Director

Date: 31<sup>st</sup> July 2021

Review Period 12 months