

Control of Suppliers

Aim

The aim of this procedure is to ensure that environmentally sensitive goods and services supplied to the Organisation are properly identified to meet our EMS requirements and, through us, the specified requirements of ISO 14001:2015

Scope

This procedure applies to environmentally sensitive goods and services supplied that are related to the purchasing activities of the Organisation.

Responsibility

The Management Representative is responsible for ascertaining which purchased goods or services have a significant environmental aspect and for evaluating the supplier's or subcontractors environmental status.

Managers & Supervisors are responsible for ensuring that contractors working on site, whether in the long term or short term, have understood and accepted our company's environmental responsibilities and procedures.

Method

Identifying Environmentally Sensitive Goods and Services

The Management Representative shall examine the Register of Environmental Aspects to determine which purchased goods or services have a significant environmental aspect. In making this assessment the following are taken into consideration:

- Whether the supplier or contractor is required to obey any Environmental Regulations or Codes of Practice.
- The impact of the supplier's or subcontractor's operations on the environment, under normal, abnormal and emergency conditions.
- Whether there is any risk of an environmental incident causing an environmental impact for on-site work.

Approval of Suppliers and Subcontractors

Supplier or contractor are added to the Approved Suppliers List after evaluation against the following criteria:

- Suppliers registered to ISO 14001:2015 with a relevant scope: or
- Assessment by the Management Representative or an approved representative of a non-certified EMS and the significant environmental aspects to decide whether to grant approved status.
- Supplier Approval is re-evaluated periodically.
 - Specific re-evaluation dates are maintained against the critical suppliers in the [People Register](#).
 - Re-evaluation criteria are determined as part of the re-evaluation process.
 - Records of evaluations are maintained within Document Management System in the [People Register](#) and as audits against this procedure.

In appropriate circumstances we may ask to inspect the goods and operations at the supplier's premises and if this is the case, such a request will be specified in our purchase order. We will similarly arrange for our customer to inspect the goods at the supplier's premises if our EMS so requires.

Briefing for On-Site Contractors

Where required, the Management Representative or his approved representative shall brief contractors on the environmental risks and responsibilities of the job prior to the commencement of any on-site work.

Contractors shall designate one of their staff to be responsible for ensuring that their on-site activities comply with the Operating Procedures, particularly regarding the disposal of wastes and the prevention of pollution. They shall be provided with the relevant Operating Procedures.

Re-evaluations will be conducted periodically and the category of a supplier/subcontractor may be changed as a result.