

QUALITY MANAGEMENT SYSTEM PROCEDURE
PURCHASING AND DELIVERY

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Document History

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1.0	May 2009	First Issue	
2.0	01/03/10	Change branding	A Fletcher
2.0	14/03/12	Review no changes	D Burton
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2.1	20/09/13	Review no changes	A Fletcher
2.2	25/09/14	Added specific detail to 12-e	A Fletcher
2.3	03/08/15	Added responsibilities (11)	A Fletcher
2.3	26/07/16	Reviewed – no changes	A Fletcher
2.4	21/09/17	Reviewed – job titles changed and format updated	Prudence Dunn

PURPOSE

1. To ensure blu-3 (UK) Ltd identifies and use only approved suppliers of materials/equipment to the correct standard as required for the works carried out by them and to ensure materials and equipment delivered, conform to the original purchase order and to specification.

SCOPE

2. This procedure is mandatory and is applicable to materials/equipment procured for use for works carried out by blu-3 (UK) Ltd.

RESPONSIBILITIES

3. **Contracts/Project Manager** is responsible for the selection of suppliers who provide materials /equipment used by blu-3 (UK) Ltd as set out in procedure QMS-Blu-006.

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4. The Contracts/Project Manager is responsible for ensuring that all equipment and materials conform to quality standards and is the correct specification and quantities for any contract.
5. The Contract/Project Manager in liaison with the Procurement Department is to ensure that no material / equipment is purchased/hired from companies not listed on the approved suppliers list.
6. **Procurement Department and Plant Department** will purchase all plant, equipment, materials from the approved supplier under the terms of the contract agreement ref: BLU3 LTD.
9. The Procurement Team or nominated person (usually one of the yardmen) is responsible for accepting, checking specifications, quantities and condition of all materials/equipment delivered to blu-3 (UK) Ltd. head office.
10. The Procurement Team is responsible for communicating with the respective Team Leaders to ensure all materials/equipment issued on site are acceptable, correct quantities and in suitable condition for use to carry out the works
11. Teams Leaders/Project Managers/Supervisors are responsible for accepting goods delivered to site, they must ensure that they have the following three conditions before accepting and signing for the goods.
 - a. Correct quantity
 - b. Correct specification
 - c. Free from damage/contamination

PROCEDURE

12. The following procedure will be followed when using suppliers of materials/equipment to blu-3 (UK) Ltd:
 - a. The Contracts/Project Manager will select approved suppliers of materials/equipment to be used on works carried out by blu-3 (UK) Ltd (see QMS-Blu-006). The approved suppliers list will cover the requisition of:
 - i. Safety equipment (Boards, barriers, signage etc).
 - ii. PPE.
 - iii. Materials (Pipe, Cable, type 1 stone, sand etc).
 - iv. Tools (Grafts, brooms etc).

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- v. Equipment (Electrical plant, Mini Excavator, winches, compressors, vans etc).
 - vi. Test equipment (CAT & Genny).
 - vii. Lifting equipment.
 - viii. Access equipment (Confined spaces).
 - ix. Measurement equipment.
 - x. All persons on site shall receive on-site training for plant and equipment also operating instructions shall be provided by supplier.
- b. The Procurement Team will produce and maintain an approved suppliers list which will be reviewed and updated in liaison with the Contract/Project Manager every six months.
 - c. The Procurement Team will request materials/equipment for both the head office and site off the approved suppliers list and provide a purchase order No.
 - d. If an item is found from a supplier not on the approved suppliers list, the Procurement Manager will seek approval from the Contract/Project Manager to add to the list.
 - e. The Procurement Team will record all items ordered on the sage data base, keep a copy filed in the Procurement Office and inform the relevant manager of the delivery details (Time, Date, Quantities, Specifications). The manager must ensure that responsibility is delegated to receive delivery of the order and that the delegated recipient has the order details to enable the recipient to check the delivery against the order.
 - f. The Procurement Team or nominated person will check issued items against the agreed standards and ensure quantities and condition of all materials / equipment is acceptable. This will also apply site issues in liaison with the Team Leaders.
 - g. The Accounts dept. will receive a receipt from the supplier or from the Team Leader receiving goods on site. All receipts will be filed against the supplier awaiting the receipt of the invoice.
 - h. On arrival of the invoice, it will be matched against the receipt and passed to the Financial Manager for payment.

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- i. All receipts and invoices will be retained and archived for a minimum period of 6 years.
12. As a minimum this procedure must be reviewed annually and the approved suppliers list every six months by the Contracts/Project Manager in liaison and the Procurement Team leader

