

# WARD

EDUCATION & TRAINING

## Supply Chain Management

Ward Education Ltd

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Registered Company Number: 15389155

Policy Date: 02<sup>nd</sup> February 2024

Review Date: 02<sup>nd</sup> February 2025

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## 1. Purpose And Scope

This standard sets out the procedures the Company shall follow when procuring services and materials for work under the Company's agreed scope of works.

Overall responsibility for Supply Chain Management lies with the Managing Director.

### Purpose and Scope

The purpose of these procedures is to ensure that all services & goods procured by the company for the purposes of carrying out contracted services meet the minimum standards prescribed by the company.

Due to the nature of the work carried out by the company the primary considerations when procuring goods and materials are quality, standards rather than cost.

These procedures apply to the procurement of all services & goods for the purpose of site work including PPE and safety equipment. It does not apply to goods and materials procured for other purposes such as office equipment and consumables.

These procedures apply to all officers and employees of the company making purchases of goods and materials on behalf of the company.

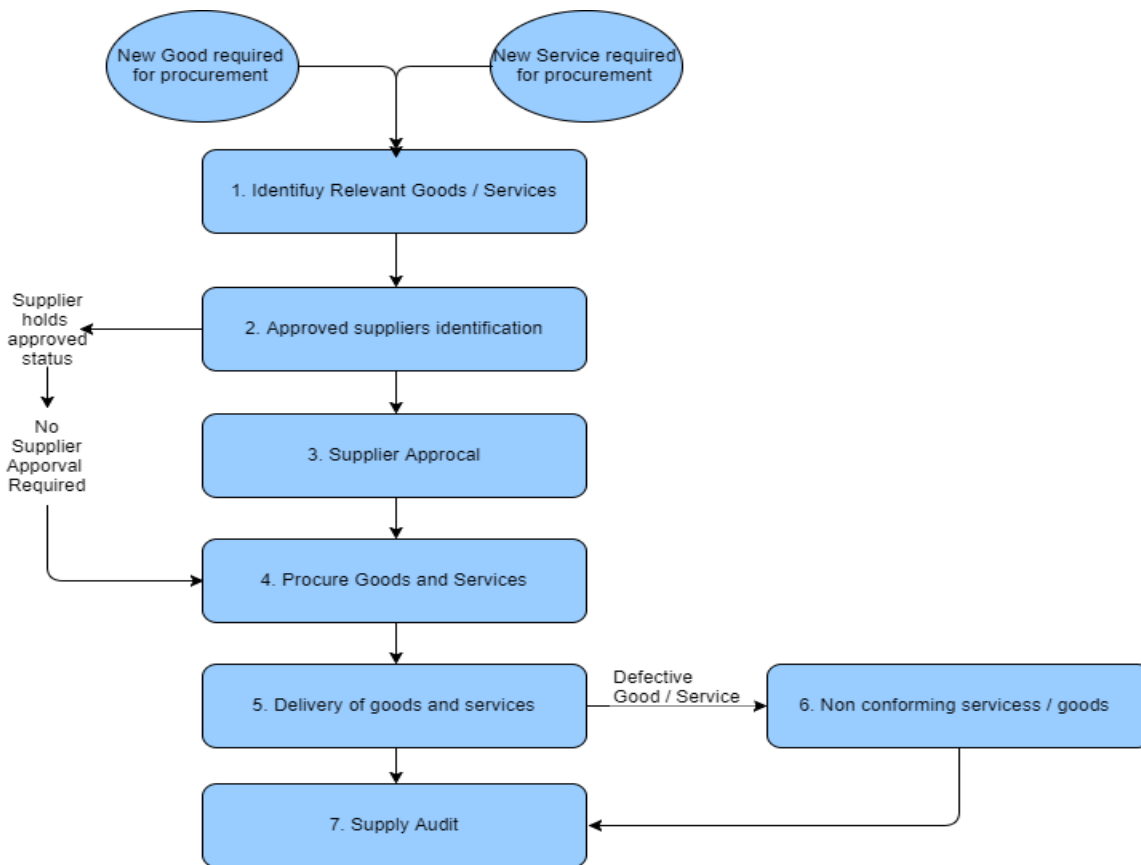
Any variations to the levels of procurement authority must be authorised by the senior person in the company.

If an individual wish to procure services & goods that falls outside of their authority, then permission to make the purchase must be obtained from someone who has the required level of authority.

### Procurement Process

As part of the company's supply chain management procedure, the company has developed the following process map to ensure that supply quality is maintained during procurement that is associated with the works of the company.

## 2. Stages of Supply Chain Management



### Stage 1 - Identify relevant goods / services standards

#### Standards of Goods, Materials and Services

All services and goods procured by the company will have to meet the minimum Quality, Safety, Modern Slavery, Bribery, Right to Work and Environmental standards prescribed by the Company. These quality standards are developed by the company through an assessment of the service or good on its initial assessment.

#### Environmental Standards

When sourcing materials the company take into consideration the environmental and sustainability impacts of their procurement where practical. In practice, where applicable to do so, this could involve the following procurement policies: -

- The Company will consider the environmental impact of all products and suppliers which it uses. The Company will periodically consider whether there is a viable alternative which is more environmentally friendly

- Where possible, only FSC certified timber is either supplied with packaging or utilised as part of the company's work
- That where materials are available from suppliers with responsible sourcing scheme certification (i.e BES60012) are selected
- Counterfeit, Fraudulent and Suspect Items (CFSI) Policy, Counterfeit and fraudulent material is material whose origin, age, composition, configuration, certification status or other characteristic (including whether the material has been used previously) has been falsely represented

### Quality Standards

When sourcing materials and services the company take into consideration the Safety impacts of their procurement where practical. In practice this involves the following procurement policies: -

- Has there been any minimum standard of good or material requested by the client?
- Is there an industry recognised quality standard of the good or service procured by the company?
- Has the company had non conformance issues with the good, material or service n the past?
- Is there a quality guarantee provided with the good, material or service?
  - How are the services / good checked to ensure they are of the highest standard before and during its procurement?
- Does the supplier operate a quality management system and is it certified to a recognised standard (i.e. ISO 9001)

### Safety Standard

When sourcing materials the company take into consideration the Safety impacts of their procurement where practical. In practice this involves the following procurement policies: -

- Is there an industry recognised Safety standard of the good, material or service procured by the company i.e BS EN standards for PPE)
- Has the company had non conformance issues with the good, material or service n the past?
- Does the service have a minimum level of insurance linked to it?

### **Stage 2 - Approved Suppliers Identification**

When materials have been identified the company will then identify a suitable supplier. In doing so the company will take into consideration that all services & goods must be procured from an approved list of suppliers, listed on the Supplier Database with the Company's Audit Application package.

Should the desired supplier not hold approved status within the Audit Application package then they need to go through Supplier Approval.

### **Stage 3 - Supplier Approval**

To obtain approved status the supplier will have to provide suitable evidence to meet an approval status based on the company quality, environmental and Safety standards, for the ongoing supply

relationship to continue then to retain this status. This retention of approval status required to be maintained by ensuring that all evidence is current and correct.

#### **Stage 4 - Procure Goods & Services.**

Goods and Services will be obtained through certified suppliers who are directly compliant with the Construction Product Regulations

#### **Stage 5- Delivery Of Goods and Services**

Delivery of services & goods must be taken in accordance with this procedure:

- Where possible the delivery should be taken by either the managing director or an Appointed Person.
- The person taking the delivery shall check the goods against the corresponding purchase order to ensure:
- That the correct brand, model, specification and quantity of each item has been delivered; and
- That they all conform to the required standards of quality and condition.
- If there any products which do not correspond with the purchase or are of not of a confirming quality and condition, then where possible they should be returned to the supplier by the delivery driver / courier and the non conformance procedure initiated.
- If the receiving person is unsure whether or not the goods conform, they should ask the Managing Director or an Appointed Person to check the products for conformity in accordance with the Non-conforming service / goods procedure.
- Shall the goods be received on site, the Appointed Person will be provided with a copy of the corresponding copy of the purchase order of the goods which he will be receiving.

#### **Non-conforming service / goods procedure**

Where a non conforming product has been identified at the point of delivery or later the following procedure must be followed to ensure the company's quality, safety and environmental standards are met:

1. If the product has not been returned to the supplier with the initial driver, the product must be moved to a safe place. If this is at the company premises this shall be in a suitable location within the Office. If this is on site this should be a location where the non-conforming product can not be confused with conforming products.
2. A non conformance form should be clearly visible and securely attached to the product.
3. The non conformance will be uploaded to the Suppliers Profile in the Audit Application – Personal File. Should the non-conformance require supplier unapproved then the approval status will be removed.
4. Should the non-conformance require unapproved of the suppliers approval status then alternative goods will be procured from another approved supplier.

Where a non conforming service is identified at the start of or during works the following procedure must be followed:

1. The service and agreement between the two parties with must cease

2. A non conformance form shall be completed and sent to the Managing Director
3. The Managing Director will decide upon whether the non conformance complaint is justified
4. Should the discontinuation of service be non justifiable then service will resume
5. Should the discontinuation of service be based on a justifiable non conformance complaint and no mediation / improvement of service can be agreed then an alternative supplier will be sourced.
6. Finally the non conformance will be uploaded to the Suppliers Profile in the Contractor custom files – Personal File and the supplier’s approval status removed until necessary rectification actions of non conformance form and post contract review are undertaken

### **Stage 7 – Supplier Audit / Post Contract Review**

In particular the company may wish to establish post contract issues regarding the following which would affect future contracts between the company and the supplier by carrying out a supply chain audit. Such Supplier audit process is detailed within the company audit procedure

- The quality of the goods / service provided
- The effectiveness of communications between the two suppliers
- Whether any aspect of the goods / service had an impact upon Health & Safety
- Where there any claims or disputes which would affect future contracts
- Whether there is any further monitoring actions to be undertaken
- Where there any issues regarding timescales and deadlines with the supplier

Upon the completion of the post contract audit, the completed copy will uploaded to the suppliers profile as part of the Audit Application package in the contractor custom files – Personal files.

This will also share the information directly with the supplier should they wish to receive the feedback provided for the company.

### **Policy review and consultation**

This policy will be reviewed every 12 months or in consequence of a material change to the Company’s Managing Director.

Following review this Policy will be distributed to all members of management, Appointed Persons and any recognised operative representatives for comment at least seven days prior to the ratification of the review by the Managing Director.



Thomas Worthing | Director  
Ward Education Ltd