

## PURCHASING & SUPPLIERS POLICY 2022

Note: The term “supplier” refers to all suppliers /subcontractors of goods and services.

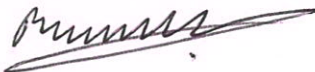
Central Industrial Services Limited shall:

1. Maintain a controlled Required Supplies List in order to prioritise supplies within the budget constraints, ensure stock is kept to a minimum and continually monitor cost of sales
2. Maintain an Approved Suppliers List in order to ensure appropriate selection and appraisal of all suppliers who provide goods and services which directly affect the production of our service and who shall receive repeat purchase orders
3. Completely audit and review the lists within a two year time frame to ensure that the organisations changing requirements have been met
4. Purchase Orders shall be raised only to those suppliers who can comply to a minimum with the following:
  - a) Health & Safety at Work Act 1974.
  - b) Management of Health & Safety at Work Regulations 1999
  - c) CDM Regulations 2015
  - d) Modern Slavery Act 2015
  - e) New and Proposed Legislation
  - f) Personnel Protective Equipment at Work Act 1992
  - g) Control of Substances Hazardous to Health Regulations (COSHH) 2002
  - h) Environmental Act 1994
  - i) Special Wastes Regulations and The Carriage of Dangerous Goods
  - j) Criminal & Civil Law including Road traffic Acts
  - k) CIS Process Requirements
  - l) Consumer Legislative Requirement
  - m) Good Work Plan 2020

The Systems Manager with the approval of the directors and senior management shall carry out amendment to this document. This shall follow audit and review, which shall be within a time frame of one calendar year.

The company training procedure – Purchasing Suppliers and Supplies, details how Central Industrial Services Limited carry out the policy on Purchasing and Suppliers.

Signed



**JG McGillivray – Technical Director**

**Date 06/01/2022**