


Vacman Cleaning Ltd	
Environmental Management System	

Procedure Title: Purchasing		Procedure No: 11
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Related procedures:		
<ul style="list-style-type: none"> ▪ Procedure 24 - EMS Audit ▪ Procedure 12 - Resource/Consumables Use ▪ Procedure 14 - Transport and Travel ▪ Procedure 5 - Energy Management ▪ Procedure 16 - Water Management ▪ Procedure 2 - Contractor Management on-site 		

1. Purpose


- 1.1 The purpose of this procedure is to provide an overview of purchasing requirements to ensure compliance with Vacman's environmental policy and management system.

2. Scope

- 2.1 This procedure covers all types of purchasing of both goods and services.

3. Definitions

- 3.1 EMS – Environmental Management System
- 3.2 EMAS – Eco-Management and Audit Scheme
- 3.3 Environmentally preferable products or services – those products and services that are less harmful to human health and the environment when compared with competing products that serve the same purpose (DETR, 1997, Green Guide to Buyers). Definitions
- 3.4 Vendor qualification criteria - the skills, experience and operating standards required of vendors.
- 3.5 Specification criteria - the particular requirements to be specified for any contract.


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4. Responsibilities

- 4.1 It is the responsibility of the Managing Director to ensure that all procurement activities are conducted in accordance with Vacman Cleaning Ltd's EMS.
- 4.2 It is the responsibility of the employee managing the purchase or engaged in sub contracting tenders to ensure that environmental criteria are applied in selecting goods or services, or specifying work, where it is legitimate to do so in accordance with the applicable legislation.
- 4.3 It is the responsibility of the Managing Director, or nominated representative, to provide advice as requested.
- 4.4 It is the responsibility of the Managing Director to investigate approaches to reconciling environmental and public procurement objectives.
- 4.5 It is the responsibility of all persons to ensure that they comply with the provisions of this procedure in so far as they relate to matters within their control.


5. Procedure

- 5.1 Vendor qualification criteria
 - 5.1.1 All contractors shall demonstrate and ensure that all staff they employ in any work for the Company have sufficient knowledge and experience for the work being carried out and are capable of performing their duties in a manner compatible with the Vacman environmental policy.
 - 5.1.2 All contractors shall demonstrate that they have suitable management systems to control their site work and associated activities in accordance with the Company's environmental policy and management system.
- 5.2 Specification
- 5.3 Where they are relevant to the function of the product or delivery of the service, appropriate environmental criteria will be included in all specifications for products and services. The inclusion of environmental criteria in choosing suppliers will be made explicit to all tenderers.
 - 5.3.1 A copy of the Company Environmental Policy will be distributed to all invited tenderers.
 - 5.3.2 Where relevant, use will be made of environmental labels or eco-labels to guide the preparation of specifications incorporating environmental criteria.
 - 5.3.3 All specifications will include a requirement that any packaging used must conform with the requirements of the Packaging (Essential Requirements) Regulations 1998 and as such be minimal to protect the

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product during delivery and installation.

- 5.3.4 In preparing specifications, due regard will be given to the environmental impacts of the product or service arising during use and disposal in order to support the Agency's environmental policy and objectives and targets.
 - 5.3.5 A specification will be prepared for all works to include the scope of work and any particular environmental requirements and safety precautions to be taken, including reference to noise, dusts and other hazardous substances.
 - 5.3.6 All specifications should clearly define the precise scope of the tasks, the area of work activity, safe access arrangements, emergency procedures and site contracts.
 - 5.3.7 All specifications should define the monitoring procedures that will be applied to the work of any contractor, and in particular their compliance with site environmental requirements and arrangements for off-site disposal of waste.
 - 5.3.8 Wherever possible, specifications will require any waste generated in performing the contract to be removed off-site in accordance with applicable legislative requirements.
- 5.4 Tender Evaluation
- 5.4.1 Whole-life costs will be used to evaluate all tenders, where applicable.
 - 5.4.2 For products or services consuming energy and other resources and producing waste, an evaluation of the life-cycle impacts and their effects on the company's environmental policy, objectives and targets will be conducted, documented and considered within the assessment of value for money.
 - 5.4.3 Subsequent to paragraph 5.3.2, for purchases that are estimated to significantly adversely affect the achievement of the environmental objectives and targets and/or undermine the environmental policy, the Managing Director shall be informed before the acceptance of the offer.

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5.4.4 Sufficient weight must be given to the environmental criteria to enable the Managing Director to be satisfied that the successful tenderer will not undermine Vacman's environmental policy, management system or performance.

5.4.5 On satisfaction of the above condition and **all else being equal**, the following hierarchy should be used (in order of preference) to guide selection:

- the tenderer has a third-party certified environmental management system
- the tenderer operates under an uncertified environmental management system
- the tenderer has an environmental policy and operational procedures/working instructions but no formal environmental management system
- the tenderer has no formal environmental policy but is committed to supporting the company's environmental policy and management system.

5.5 Purchasing

5.5.1 All purchases will be made in accordance with the environmental policy.

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- 5.5.2 Where they have been identified, environmentally preferable products or services will be purchased whenever they offer value for money.
- 5.5.3 Consideration will be given to the preferential purchase of recycled products (e.g. recycled paper, recycled toner cartridges, recycled oil, etc.) and to the most energy efficient products.
- 5.5.4 The company's supply chain will be periodically surveyed for its environmental engagement.
- 5.5.5 Suppliers will be encouraged to improve their environmental performance through periodic seminars and workshops.
- 5.5.6 Purchasing procedures will be developed and amended as appropriate to specify both 'green' products and 'green' suppliers.
- 5.5.7 Material published or printed will be, where possible, amenable to recycling (i.e. does not contain plasticised finishes).
- 5.5.8 Only timber and timber products from sustainably managed sources will be purchased.

6. Record Forms

None.