



# Procurement Procedure

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**Please note: This document is classed as uncontrolled when printed**

# Procurement Procedure

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## 1 Purpose

The purpose of this procedure is to ensure that all necessary & appropriate activities associated with the procurement of goods & services are applied by the Xander Recruitment Group Limited (XANDER) Commercial Team ensuring all elements of supply chain management are satisfied.

### 1.1 Scope

As XANDER RECRUITMENT GROUP LIMITED operate as main labour supplier to blue chip industries including the rail industry. The scope of this procedure covers all elements of the XANDER RECRUITMENT GROUP LIMITED Purchasing Process and is based on the demands of the XANDER RECRUITMENT GROUP LIMITED Clients requirements, specific rail industry procurements and general office management sundries.

The process is directed by the level of risk (assessed to be low) to the Xander Recruitment Group Limited and aligns with the requirements of the business. Due to the level of risk, therefor XANDER RECRUITMENT GROUP LIMITED will maintain the flexibility of suppliers and only place high risk suppliers on an Approved Suppliers List (ASL). Therefore, should a client or demands of a specific industry require high risk procured items, such suppliers will be placed on the XANDER RECRUITMENT GROUP LIMITED Approved Suppliers List.

### 1.2 Definitions

<b>Purchaser</b>	The person responsible for the identification of suppliers and the preparation of purchasing documents specifying in detail, the item(s) required, and any associated components include assurance documents.
<b>Purchase Order</b>	The record that directs the requisition of goods and services. This document is the directive for procurements and shall be supported by auditable documentation detailing the purpose of the expenditure, authorisation to proceed, destination of the goods/service and payment authorisation.

### 1.3 Responsibilities

The process commits every individual involved in Procurement Management Process, to use their best endeavours to ensure that XANDER RECRUITMENT GROUP LIMITED purchasing activities are:

- Legal
- Accountable and auditable
- Ethically, environmentally, and socially responsible
- Economically effective
- Conducive to maintaining the organisation's ability to exploit appropriate technological, commercial, and organisational developments as they arise
- Capable of identifying, minimising, and managing risks that may threaten the supply chain or the wider organisation
- Open to continuous improvement and development, in particular by the training and development of employees.

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## 2 Process

### 2.1 Procurements

Goods and services shall only be purchased, from those suppliers who are detailed on the Approved Suppliers List or have historical trading history with XANDER RECRUITMENT GROUP LIMITED. Suppliers other than those on the Approved Suppliers List shall be used only when risk level is reviewed and authorised.

Where it is required to use a supplier, who is not on the Approved Supplier List, the Commercial Manager shall assess the supplier for the level of risk. Following assessment, the Commercial Manager may forward the Vendor Questionnaire as detailed in Section 2.6 Below.

### 2.2 Purchase Order Authorisation

Purchase authorisation is granted by signature(s) on a completed Purchase Order Form. For amounts up to £500, the Commercial Manager must sign the Purchase Order Form. For amounts up to £5,000 and over the PO must be signed by the Managing Director.

Receipt confirmation of a PO is always recorded or requested from the supplier and is stored electronically under the relevant reference. A copy of the PO is held as an open PO on the system to await receipt of a signed delivery / job acceptance note and supplier invoice. Relevant purchasing information is maintained in both hardcopy and electronic form to support the required level of traceability and is accessible by authorised staff.

On receipt of an invoice, the Accounts Department verifies the invoice against the original requisition, the PO and the delivery note and if all is in order the invoice is considered ready for payment. Once final authority to pay is granted, the invoice is then paid either electronically or by Cheque, Credit Card or the BACs Process and the purchasing records updated accordingly.

### 2.3 Rail Industry Procurements

Those services which are required to enable work on the rail Managed Infrastructure (MI), services and product suppliers shall be on the Approved Suppliers List (ASL). This will include, but not limited to, suppliers as follows:

- Medical, Alcohol and Drug Assessment and Test Providers
- Safety Critical Equipment Providers
- Personal Protective Equipment Suppliers

Such suppliers will be RISQS approved, however, for PPE requirements, if the supplier is not RISQS Approved, then the purchase Order must detail the specification of the PPE to be supplied ensuring compliance with the Network Rail or London Underground Standards for Personal Protective Equipment & Workwear for working on the MI.

### 2.4 Service Providers

Where the support of consultants is required to support the business, it is not necessary to be RISQS Registered but may require industry governing association registration to support their competency level and must have extensive experience of their subject and its application to the business. Following review and interview to ascertain the level of competency, they shall be included on the Approved Supplier List and have adequate insurances including Professional Indemnity for the area of their expertise.

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## 2.5 Purchase Order Processing

Purchase Orders prepared by the Purchaser shall contain a complete description of the items, materials or services required. The description shall include as applicable:

- Full identification including reference to, as necessary, type, class, style, grade, National or International standards, Specific Industry Standards, specifications, and any other technical data;
- The requirements for special processes with regard to qualification approval, procedures, equipment, and personnel;
- Instructions with regard to Supplier Inspections and Quality Documentation;
- Details of inspections or verification activities to be carried out by the company and/or our Client.

Where necessary a purchasing specification shall be submitted to the Client or an authorised representative for formal approval.

Consideration shall be given to the timing of the issue of Purchase Orders to ensure that goods are delivered at the agreed time and place or a service is provided within the constraints of an agreed programme.

## 2.6 Supplier Questionnaire Validation

Suppliers are selected on their ability to provide quality goods and services. Key product and material suppliers are listed on an Approved Suppliers List (ASL) which is maintained within the company's purchasing/accounting system. Key suppliers are monitored on the basis of business risk, historic and current performance. New suppliers who have been identified as high risk or the performance may affect service quality are sent a Supplier Questionnaire in advance of, or in conjunction with an initial order.

An assessment of the supplier is made on receipt of a completed questionnaire, visit and/or initial performance. If deemed necessary by the Managing Director, a supplier audit may be arranged.

Records of the performance of suppliers are maintained via delivery note records. Any delivery issues such as damage, shortage, incorrect supply, late delivery etc is recorded at goods receipt. If significant supplier nonconformity occurs, an Internal Non-Conformance is raised and sent to the supplier for Corrective Action resolution. Key supplier performance is also reviewed at Management Review meetings.

## 2.7 Verification of Purchased Product

The verification of a delivery of goods/materials is carried out by the XANDER RECRUITMENT GROUP LIMITED Sentinel Co-ordinator against the supplier delivery note and any supporting delivery documentation. On acceptance, via inspection (or physical count where appropriate), the delivery note is signed / initialled as an indication of acceptance and forwarded to Purchasing / Accounts to await invoice matching. Goods receipt is also booked in against the open PO on the system.

Any adverse issues (damage, shortages etc) are annotated on the delivery note where appropriate and the goods are either rejected back to the supplier or appropriately stored until the order is satisfactorily completed. In cases where a delivery note is not received from the supplier, the delivery is normally checked off against the original order.

Sub-contractors are approved by the Managing Director and subcontract services are inspected on completion by the Commercial Manager; the subcontractor's job acceptance paperwork is then signed with a copy being retained by the company. This indicates that the task has been satisfactorily completed. If the quality of the work is not acceptable then the paperwork is annotated accordingly, and remedial action is actioned by the Commercial Manager. Where the sub-contractor does not operate a satisfactory sign-off process, the company will complete an Internal Non-conformance Form for signature by the subcontractor.

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## 2.8 None-conforming Products

All purchased products will be inspected on arrival to ensure they comply with the criteria detailed on the Purchase Order. Where items are identified to be none-conforming they shall be placed in quarantine until such times that they can be replaced by the supplier.

## 2.9 Records and Record Management

All documents and records shall be legible and traceable to the relevant cost code involved. XANDER RECRUITMENT GROUP LIMITED records shall be stored and maintained in such a way that they are readily retrievable and protected against damage, deterioration, or loss.

Individual review and assessment of this requirement shall establish the retention times. All documents shall be stored in hard copy format but may be transferred to electronic format or microfilm in the future. The storage archive is based in the Head Office.

**Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED**



**Date: March 2024**