Procedure

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Document Title	**Purchasing & Procurement of Small Goods and Services Procedure**
Version	3.0
Approved By	Brendan McKenna
Position	Director
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Purpose

Brendan McKenna Earthmoving is committed to ensuring purchasing and procurement activities are conducted in a consistent, ethical and accountable manner that supports operational requirements and delivers value for money.

This procedure establishes the requirements for purchasing and procuring small goods and services on behalf of the company and supports Brendan McKenna Earthmoving's Integrated Management System (IMS), ethical business practices, modern slavery commitments and responsible supplier engagement.

Scope

This procedure applies to all employees, contractors and authorised personnel undertaking purchasing or procurement activities on behalf of Brendan McKenna Earthmoving relating to small goods, consumables, materials, parts, minor tools and services obtained from external suppliers.

This procedure does not apply to the procurement and acquisition of plant and equipment, which is managed under the Procurement and Acquisition of Plant and Equipment Procedure.

Responsibilities

Role	Responsibilities
Director	Approve purchasing arrangements and supplier selection where required and ensure purchasing activities align with business requirements.
Operations Manager	Identify operational purchasing requirements, coordinate procurement activities and ensure applicable tools are recorded in the Tool Register.
Administration Team	Process purchasing documentation, supplier records, invoices and financial records.
Employees / Contractors	Obtain approval prior to purchasing, provide accurate purchase information and submit supporting documentation.

Procedure

Brendan McKenna Earthmoving shall ensure purchasing and procurement activities are conducted in a manner that achieves value for money, supports operational requirements and maintains ethical and accountable business practices. The following requirements shall be implemented when purchasing goods or services on behalf of the company.

1. Identify Purchasing Requirements

Prior to purchasing goods or services, the operational need shall be identified and confirmed.

This shall include:

- Defining the required goods, materials or services.
- Confirming specifications and operational requirements.
- Determining whether the purchase is necessary and appropriate.
- Considering available stock, resources or existing arrangements.
- Identifying the relevant project, customer, plant or equipment associated with the purchase.

2. Select Suppliers

Suppliers shall be selected based on suitability, value for money and their ability to meet company requirements.

This shall include:

- Utilising existing or approved suppliers where reasonably practicable.
- Considering quality, availability, service, reliability and cost.
- Considering supplier compliance with legal, environmental and ethical requirements.
- Supporting suppliers who demonstrate responsible business practices, legal compliance and ethical sourcing where reasonably practicable.
- Reporting concerns relating to unethical conduct, fraud, corruption or modern slavery practices.

3. Obtain Approval and Place Orders
Purchases shall be approved by authorised personnel prior to commitment.

This shall include:

- Obtaining approval from the Operations Manager or other authorised personnel.
- Providing relevant purchase order, job number or plant reference information.
- Identifying the relevant project, customer, plant or equipment associated with the purchase.
- Ensuring purchase requirements are clearly communicated to the supplier.
- Using company purchasing arrangements where available.

4. Receive Goods and Manage Documentation
Purchased goods and services shall be verified and documented upon receipt.

This shall include:

- Confirming goods or services have been received as ordered.
- Verifying quantities, condition and suitability.
- Providing invoices, receipts and supporting documentation to Administration.
- Reporting discrepancies, shortages, defects or damaged goods.
- Ensuring purchasing records are retained in accordance with company document control and record retention requirements.
- Recording newly purchased company-owned tools in the Tool Register where applicable.

5. Monitor Supplier Performance and Improve Processes
Supplier performance and purchasing activities shall be monitored to support continual improvement and effective business operations.

This shall include:

- Reporting supplier issues, defects or service concerns.
- Reviewing supplier performance where required.
- Identifying opportunities to improve purchasing efficiency and value for money.
- Reporting suspected fraud, corruption, misconduct or policy non-compliance.
- Implementing corrective actions where purchasing or supplier issues are identified.

Records
The following records may be retained where relevant to purchasing and procurement activities.

Record	Responsibility	Retention Location
Purchase Orders	Administration Team	Financial Records
Supplier Invoices and Receipts	Administration Team	Financial Records
Purchasing Documentation	Administration Team	Financial Records
Tool Register Entries	Operations Manager	Tool Register
Corrective Actions	Operations Manager	Incident / NCR / Corrective Action Register

Related Information

- OP-PR-024 Procurement and Acquisition of Plant and Equipment Procedure
- HR-PO-002 Anti-Modern Slavery Policy
- HS-PO-010 Code of Conduct Policy
- IMS-PR-001 Document Control Procedure
- Contractor & Client Register
- Tool Register
- Incident / NCR / Corrective Action Register
- MCK Group App

Review and Revision

This procedure shall be reviewed every two years or earlier following legislative changes, incidents, audit findings, organisational changes or identified improvement opportunities.