

# Purchasing

## 1. PURPOSE

- 1.1 The purpose of this procedure is to outline the systems in place within the University to ensure that all goods, equipment and services meet adequate standards and that health and safety considerations are taken into account by the purchaser an early stage.

## 2. SCOPE

- 2.1 This procedure is applicable from 1 June 2011 and applies to the purchase of all goods and services by the University.

## 3. DEFINITIONS

<b>Purchaser</b>	Is the person who initiates the request for an item to be purchased.
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## 4. RESPONSIBILITIES

### Vice-Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety Legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

### Deans / Heads of School & Department & Research Institute Directors

- 4.2 Are responsible for ensuring that there are effective arrangements for the implementation of this procedure within their area.

### Budget Holders

- 4.3 Are responsible for ensuring that all goods, equipment or services are purchased in accordance with University Purchasing Department requirements

### Purchasers

- 4.4 Are responsible for ensuring that all goods, equipment or services comply with relevant health and safety standards and that appropriate measures are in place to manage any risk associated with the introduction of the item.

### Purchasing Department

- 4.5 Purchasing is responsible for ensuring that an effective structure exists for the consideration of health and safety issues in the purchase of articles and substances and that items purchased satisfy the requirements of any applicable regulations or codes of practice.

## 5. STANDARDS FOR GOODS, EQUIPMENT AND SERVICES

- 5.1 Within the University there are 5 main routes by which goods, equipment and services can be purchased. These are via a Pre-Qualification Questionnaire (PQQ), Invitation to Tender for Goods, Invitation to Tender for Services, Purchase Requisition and via the Purchasing Card.
- 5.2 For each of these routes it is the responsibility of the Purchasing Department to ensure that health and safety criteria are specified and that this information is conveyed to the supplier. The criteria for each route will be reviewed by Purchasing and Health and Safety Services at least every 5 years but sooner where the need to do so is indicated.

- 5.3 It is the responsibility of purchasers to ensure that all goods, equipment and services are purchased in accordance with the systems operated by the Purchasing Department. Where goods, equipment or services are donated to, or borrowed by, the University, it is the responsibility of the recipient to ensure that they meet these same standards. In all such cases the recipient must inform their Head of School / Department of the intended receipt of such goods, equipment or services. Where the goods, equipment or services to be received do not meet such standards then the implications of and a justification for the receipt must be detailed in a risk assessment prior to receipt.

## **6. CONSIDERATIONS BY PURCHASER**

- 6.1 Prior to purchase of any goods, equipment or services the purchaser must ensure that the health and safety implications have been given appropriate consideration. For items presenting more than a minimal risk they should ensure that a risk assessment is available or is produced that covers the work with the item.

## **7. BIBLIOGRAPHY**

- Health and Safety at Work order NI 1978
- Provision and Use of Work Equipment Regulations