12. GUIDE TO PURCHASING

ORDERS

Requests
All requests for purchases whether they are via ‘Internal Order’, ‘External Purchase Order’ or VISA Purchasing Card should be submitted on a purchase request form. Requests not on a fully completed form with Environment, Health & Safety information will not be processed. The form can be found at: 

Requests for equipment purchases should indicate that the equipment complies with all relevant Australian Standards. An EHS Pre-Purchase checklist must be completed for some purchases (Refer http://www.unimelb.edu.au/ehsm/3.html#3.4.)

Purchasing for the Environment
Consideration should be given to purchasing minimal quantities of substances. Risk assessments in relation to the environmental risks (aspects) need to address storage, and the use of all substances.

Preferred Suppliers

A company may achieve the status of preferred supplier by meeting a combination of the following requirements:

• has demonstrated compliance with SafetyMAP, Quality System and EMS guidelines
• has compliance with Australian Standards where applicable
• may be the sole producer/importer/manufacturer of the preferred product
• supply a better quality product
• have a reasonable or lower price
• has the stock available when required
• has good before and after sales service
• specialises in a particular area of expertise

Preferred supplier status should not be conferred based purely on pricing. It should be documented using a checklist similar to that used by Chemistry:

Where a company achieves preferred supplier status the requirement to complete a pre-purchase checklist for all purchases of the nominated products from that company does not apply.

The faculty, school or department list of preferred suppliers should be reviewed and updated on a regular basis.
Australian Standards
Wherever possible an Australian Standard should be quoted for the purchase of goods.
A list of Australian Standards is available at:  List of Australian Standards

Environment, Health & Safety 'Purchase Request Form'

The following 'assist notes' should help explain how to complete a Dept Mathematics and Statistics EH&S section of the Purchase Request Form:

1. Where one or more an Australian Standard exists they should be quoted in the body of the order. There may be more than one relevant standard so quote all known relevant standards.
2. The supplier wherever possible should be selected from the approved list.
3. Furniture must meet the ergonomic requirements of the Environment Health and Safety manual as well as comply with the relevant Australian Standard(s).
4. Plant and Equipment should also meet an appropriate Australian Standard for its manufacture, intended use and manual handling considerations.
5. A documented plant assessment needs to be conducted prior to the purchase of new plant and equipment.
6. A documented risk assessment for the proposed plant and equipment should be conducted prior to its purchase. Special consideration such as location, servicing, provision of gas, air, water, electricity, etc. should all be included in the assessment.
7. Signature; you may be required to provide evidence to an auditor that the appropriate elements of this form have been documented.

Signatory responsibility for Environment Health and Safety requirements
- Prior to placing this requisition the authorised signatory has the responsibility of considering all environment health and safety requirements associated with the purchasing of goods and services.
- Where applicable, all goods and services purchased should comply with the legislative requirements or recognised standard(s) (eg. Australian Standards) and reference to these requirements should be included on all purchase requisitions and orders.
- Where maintenance of equipment is involved, reputable firms should be used and evidence of competency should be obtained.