

WDS-QMP-108	<b>Procurement Policy</b>			Rev 1	Pg 1 of 3
Issued by:	JAD	Date:	01/Nov/2021	Approved:	JAD

**Procurement Policy**

1. Introduction

Often WDS procures bespoke made parts and specialist services in order to fulfil its business objectives. The supply of such parts and services cannot be commoditized, as each transaction will have its own unique blend of business drivers such as complexity, cost, quality and delivery.

Example 1: WDS may be asked to procure bespoke goods for a client who is active in the aerospace sector. The client may require the goods to be produced by a company that holds industry-specific quality accreditations such as AS/EN9100 as well as ISO9001. The client may require the supplier to be working under a Non-Disclosure Agreement (NDA) and will likely require the goods to be accompanied with a CofC. The most important attribute for these parts is likely to be the quality.

Example 2: WDS wish to procure a bespoke 2m cable tray for one of their office desks. The material, finish and quality will be unimportant. In this example the material type, the speed of delivery and to an extent the quality may be less important than the cost and perhaps the locality of the producer to enable the part to be collected.

Example 3: WDS are asked to support the generation of a prototype to help a client secure a sale. The parts in question might be designed in such a way that they can be profiled by laser. This is a commoditized service where suppliers compete on cost and delivery. WDS may select the supplier purely on a job-by-job basis.

This policy sets out the minimum requirements, standards and principles to ensure that WDS:

- Exercises appropriate systems and controls for engaging and conducting business with suppliers, as WDS retains the responsibility and accountability for risks associated with any supplier support activity.
- Controls the use of suppliers / potential new suppliers to provide best trade-offs between .
- Obtains goods and services professionally, ethically and with integrity, reflecting WDS’s values.

This policy does not apply to the purchase of small value items such as equipment, materials and *consumables*.

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Who this policy applies to: All WDS employees and any individuals working on behalf of WDS

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WDS-QMP-108	<b>Procurement Policy</b>			Rev 1	Pg 3 of 3
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## 2. Minimum Requirements

Role	Principal Responsibilities
Business / Management	<ul style="list-style-type: none"> <li>Ensuring all employees are made aware of their responsibilities in respect of procurement and supplier management</li> <li>Selecting and approving suppliers of goods &amp; services</li> <li>Documenting clear expectations in terms of providing goods or delivering services to WDS, which are agreed with the supplier</li> <li>Placing Purchase Orders</li> <li>Resolving performance issues with suppliers</li> <li>Making decisions regarding performance improvements, and the on-going suitability of, a supplier where persistent underperformance is evident.</li> </ul>
All Employees	<ul style="list-style-type: none"> <li>Understanding the requirements of the procurement policy and procedures</li> <li>Identifying candidate suppliers of goods and / or services</li> <li>Ensuring appropriate commercial and contractual agreements (such as NDAs where necessary) are in place <b>prior</b> to conducting business with a supplier.</li> <li>Raising Purchase Orders</li> </ul>
Key Reference Material	WDS-QMS-014: Purchasing Procedure

WDS-QMP-108	<b>Procurement Policy</b>			Rev 1	Pg 3 of 3
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Appendix 1 – Key Definitions

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Procurement	The activity of purchasing with an Approved Supplier for supply of goods and /or services to WDS
Small consumables	Low value incidentals e.g. pens, batteries
Supplier	An organization outside of WDS who provide, or may potentially provide goods or services to WDS.

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The policy review date is 01/Nov/2024.

**John Durban**

**Director**

**Signed:**

**Date: 01/Nov/2021**