

# Hawk Furniture LTD

Quality & Environmental Manual Version 1.1

Dated: 09.06.2010

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## 22. Office Procedure 07- Environmental and quality aspects of suppliers and subcontractors.

### 1. Purpose

This procedure ensures when **Hawk Furniture** needs to purchase goods or services that have a significant environmental aspect, **Hawk Furniture** takes the environmental and quality status of suppliers and subcontractors into account before placing on the approved supplier list.

### 2. Responsibility

The purchaser Buyer is responsible for deciding which purchased goods or services have a significant environmental aspect and for evaluating the suppliers or subcontractors quality and environmental status.

The purchaser is responsible for ensuring that contractors working on site, whether in the long or short term, have understood and accepted the organisations quality and environmental policy and procedures.

### 3. Steps

#### Identifying environmentally sensitive goods and services

The purchaser Buyer shall examine the register of environmental aspects to determine which purchased goods or services have a significant environmental aspect. In making this assessment he shall take into account.

- The quality of the goods or services provided.
- The resources (raw materials, energy, etc.) that have been consumed in the manufacture of the goods.
- The impact of the suppliers or subcontractors operations on the environment under normal and abnormal and emergency conditions.
- Whether the supplier or subcontractor is required to obey any environmental regulations or codes of practice.
- If the subcontractor is to work on site, whether there is any risk that through poor management and control of his activities he can cause an environmental incident.

#### Making enquires

Having identified the strategic suppliers and subcontractors concerned, the purchaser shall send the quality and environmental questionnaire to the supplier or subcontractor for completion and return.

#### Evaluation

The company will ensure that all suppliers are aware of its Environmental policy and retain records of acknowledgement. Responsibility for this rests with the Purchaser/Buyer.

Suppliers with a low monthly spend will be assessed only on quality of product and service provided. As there only supplying low volumes of products they will be deemed to have a low environmental impact.

All approved suppliers and subcontractors shall be added to the approved supplier list and graded in line with considered risk. Risk levels are as follows:

Green = low risk, (Supplier/ Sub Contractor has a proven track record of performance, available to use)

Orange = medium risk (Supplier / Sub Contractor must improve by addressing risk issues identified on the ASL and action log.

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Red = high risk, (Supplier must not be used until a formal corrective action plan has proved to be effective)

Any problems or defects that occur relating to approved supplier performance shall be reported and recorded in the action log and corrective action applied as necessary. Departmental Managers in manufacturing are principally responsible for reporting supplier related issues to the Purchaser/Buyer.

## Contractors

As part of the routine on arrival contractors will sign in the visitor's book also acknowledging our quality and environmental policy. If out of normal office hours the contractor will be instructed to make contact with the appropriate manager by mobile phone where details will have been provided by a Hawk Manager. If the Contractor arrives in normal office hours the Receptionist shall contact the appropriate Hawk Manager who will then ensure that the appropriate health and safety and environmental inductions are completed. The Contractor's signature in the visitor book is considered to be acknowledgement of a commitment to follow site environmental controls as well as safe systems of work agreed under any agreed scope of works plus routine site health and safety systems.

The purchaser shall brief the contractors on the environmental risks and responsibilities of the job. To ensure they comply with operating procedures, particularly regarding the disposal of wastes and prevention of pollution. Copies of relevant environmental aspects containing operating procedures will be handed over to the contractor.

## Visitors

Visitors to the site are required to comply with all health and safety requirements including the use of high visibility tops and if crossing yellow pedestrian lines visitors are required to wear PPE required by the specific risk assessment. Visitors must be accompanied at all times during visits to the factory area and are required to comply with all instructions issued by their guide i.e. where there is a need to evacuate the premises.

## 4. Records

[Approved supplier list](#)

[Company Action Log](#)

[Return to QEMS manual index](#)

# panelco

Transport

**PANELCO LIMITED**

Hadleigh Park, Grindley Lane  
Stoke on Trent, Staffordshire, ST11 9LW  
Telephone: 01782 392100 Fax: 01782 388877  
www.panelco.com  
VAT Registration No. 695 6869 52

EXAMPLES  
DELIVERY NOTES

Delivery Note	554575
Order Date	23/01/2013
Cust. Order No.	Rob
Account No.	HA0600
Delivery Date	24/01/2013

**Invoice Address**

Hawk Furniture Ltd  
Skiff Lane  
Holme Upon Spalding Moor  
York  
Yorkshire  
YO43 4BB  
01430 861229

**Delivery Address**

Hawk Furniture Ltd  
Skiff Lane  
Holme Upon Spalding Moor  
York  
Yorkshire  
YO43 4BB

Location	qty despatched	product description	qty remaining
FLOOR	25.00	2620x2070 18mm D381W Beech Krono MFC	0.00
FLOOR	50.00	2620x2070 18mm K101PE White Perl Krono MFC	0.00
A7/2	25.00	2620x2070 18mm D851BS Metallika Krono MFC	0.00
A6/1	25.00	2620x2070 18mm U112PE Light Grey Perl Krono MFC	0.00
B6/2	18.00	2620x2070 25mm D381W Beech Krono MFC	0.00
B5/2	36.00	2620x2070 25mm K101PE White Perl Krono MFC	0.00
B6/1	18.00	2620x2070 25mm U112PE Light Grey Perl Krono MFC	0.00

Total Qty 197.00

**ALL WORKTOPS MUST BE SIGNED FOR AS UNDAMAGED OR ANY DAMAGE MUST BE NOTIFIED TO THE DRIVER**

Claims for shortage/damage for board products and edging must be received in writing within 48 hours. All worktop must be signed for as undamaged and complete in quantity or any damage/shortage notified to the driver and signed accordingly. Inspection of these materials prior to subsequent manufacturing work is the responsibility of the purchaser. All goods sold subject to our terms and conditions

Received in Good Condition by: R S Kephner

Print \_\_\_\_\_ Date \_\_\_\_\_