 Campbell & Kennedy Maintenance <i>Attitude is everything</i>	SUPPLY CHAIN MANAGEMENT POLICY	IMPL-37	
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		Approved by	GK


Supply Chain Management

CKM:

- has an effective sustainable procurement practice embedded within our processes. We ensure that procurement is recognised as being vital to the delivery of our corporate objectives;
- ensure our procurement activity is outcome-focused with well-defined deliverables that cover environmental, social and economic issues such as reducing CO2 emissions, promoting equal pay and providing opportunities for suppliers;
- engage with our suppliers to ensure they recognise and understand their role in supporting these objectives;
- has a sustainable procurement expert responsible for maintaining momentum and driving this agenda forward? This is the main point for policy advice, mentoring and training on sustainable procurement matters;
- ensure sustainable procurement is linked to our procurement practitioners' individual key work objectives through their performance agreements;
- benchmark our performance at least on an annual basis;
- provides the appropriate training which focuses on actual sustainable procurement delivery;
- utilises technology to provide us with a detailed spend analysis enabling us to identify areas of priority spend;
- ensures environmental, social and economic issues are addressed at all stages throughout the procurement lifecycle;
- ensures our budgetary mechanisms enable and support sustainable procurement;

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We recognise the potential benefits our suppliers can offer. Through smarter engagement with the market we hope to stimulate innovation. We will do this through:

- Being open to ideas whilst recognising that often innovation and risk go hand in hand. We will ensure effective risk management processes are in place.
- Revealing whenever possible our long-term plans and communicating this to the appropriate market.
- Using output specifications to avoid constraining the solution with detailed specification. We will allow the markets to respond with innovative solutions.

CKM work closely with key suppliers on forward orders and receive regular stock updates from our International specialist suppliers. This allows all concerned parties to properly anticipate material demands and reduce our supply lead-times. We also maintain current stock levels of around £50k and hold accounts with a range of manufacturer's with "approved" products as a contingency measure to cover shortages from any particular supplier.

Our in-house procurement team works closely with each of our departments to anticipate demand for certain products. Continual analysis is also carried out by the procurement team of the marketplace, assessing pricing fluctuations and product availability in addition to pre-empting potential difficulty in sourcing certain equipment due to external influences. Campbell & Kennedy Maintenance will keep key suppliers informed of likely future orders to allow them to properly anticipate material demands.

All contracts are run in line with our ISO 9001 and 14001 Integrated Management System which ensures quality and environmental management and continuous improvement.

In order to ensure compliance with our own exacting standards, we have in place an Approved Contractors and Suppliers List, from which only approved companies will be used. Companies are thoroughly vetted via quantitative measures, references and checks of previous works.

As part of our Quality Management System we have a 'Goods-in Procedure' which ensures that incoming goods are controlled and purchased goods comply with the requirements of our client's standards. Prior to installation, panels will be checked as per our 'Goods-in' procedure and checked for damage and tested to ensure correct operation.

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On-site, our quality control system utilises amongst others a number of key activities so as to ensure that we consistently deliver the highest levels of quality from our works. For instance, templates are prepared that list the key stages/elements of installation for each system (project tracker); records are kept of equipment serial numbers, installation dates and locations for retention in our site safety files or central records; Peak power output is measured and recorded; and completion certificates prepared and issued.

Information provided by suppliers, as part of the above procedures, will be available for our technical team to carry out their due diligence processes and sign-off each site accordingly.

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