

WDS-QMP-108	Procurement Policy			Rev 2	Pg 1 of 3
Issued by:	JAD	Date:	01/Oct/2024	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 supplier to be working strictly under a Non-Disclosure Agreement (NDA) and will likely require the goods to be accompanied with a CofC. The client may also require the goods to be produced by a company that holds industry-specific quality accreditations such as AS/EN9100 as well as ISO9001. The most important attribute for these parts is likely to be the quality and that the delivery schedule is met.

Example 2: WDS wish to procure a bespoke 2m cable tray for one of their office desks. In this example the material type, finish, 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 when convenient.

Example 3: WDS are asked to support the generation of an appearance model 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 or 3D printed through an additive manufacturing process. These services are commoditized and there are many suppliers that compete on cost and delivery. WDS may select the supplier purely on their ability to offer various finishing processes such as colouring and texturing.

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

- Obtains goods and services professionally, ethically and with integrity, reflecting WDS’s values.
- Provides prospective suppliers with an honest and realistic expectation of forecast sales volumes so as not to set any false expectations.
- Makes selection of existing and potentially new suppliers based on their ability to meet the appropriate mix of convenience, quality, cost and schedule.
- Observes any client confidentiality and Non-Disclosure agreements when procuring parts or materials
- 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 engaged to support their activities.

This policy does not apply to the purchase of office stationery and other small value items such as tools, materials and other *small consumables* which may be bought from local shops or on-line.

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

2. Minimum Requirements

Role	Principal Responsibilities
Business / Management	<ul style="list-style-type: none"> Ensuring all employees are made aware of their responsibilities in respect of procurement and supplier management Selecting and approving suppliers of goods & services Documenting clear expectations in terms of providing goods or delivering services to WDS, which are agreed with the supplier Placing Purchase Orders Recording & assigning all project costs so that they can be recovered through the projects Ensuring that all purchased parts meet quality expectations Resolving performance issues with suppliers Making decisions regarding performance improvements, and the on-going suitability of any suppliers where persistent underperformance is evident.
All Employees	<ul style="list-style-type: none"> Understanding the requirements of the procurement policy and procedure Identifying candidate suppliers of goods and / or services Ensuring appropriate commercial and contractual agreements (such as NDAs where necessary) are in place prior to sharing any technical or commercial information with a supplier. Ensuring all bespoke made parts are coded and any manufacturing files are shared under revision control. Obtaining quotations. If necessary, requesting that a formal Purchase Order is raised in accordance with the Purchasing Procedure.
Key Reference Material	WDS-QMS-014: Purchasing Procedure

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Appendix 1 – Key Definitions

Procurement	The activity of purchasing goods or services to WDS
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Small consumables	Low value incidentals e.g. pens, batteries
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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/Oct/2027.

John Durban

Director

Signed: 

Date: 01/Oct/2024