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### Quality, Health, Safety, Environmental & Energy Manual:

Document No: SM-45

Purchasing

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Toyota Material Handling UK Ltd's (TMHUK) policy which imposes the criteria described below on all purchases being made on behalf of the Company. Responsibility for compliance with this procedure lies with the Departmental Manager.

Preference will be given, where it is commercially viable, to suppliers who are accredited to an acceptable Quality, Health, Safety and Environmental standard e.g. ISO9001, ISO45001, ISO 14001, ISO 50001 or the Eco-Management and Audit Scheme (EMAS).

#### **Assessment of Suppliers and Contractors**

- 1.0 All contractors and suppliers are to be assessed as per SM-22 Contractors/Suppliers.
- 1.1 Preference will be given, where it is commercially viable, to suppliers who are accredited to an acceptable Quality, Health, Safety and Environmental standard e.g. ISO9001, ISO45001, ISO 14001, ISO 50001 or the Eco-Management and Audit Scheme (EMAS). Only contractor and suppliers that are on the 'Approved Contractors/Suppliers list' can be used.
- 1.2 In addition to this assessment, the question of actual environmental impact and energy performance of goods purchased is of material importance. Apart from any legal obligation, those responsible for purchasing should:-
  - i) Ensure that where they exist, energy performance for all new equipment is made an important factor in selection. Consider such factors as - does the equipment meet best available industry standards? Has it energy saving sleep modes? Do the controls facilitate adequate environmental management & energy performance e.g. can it be put on auto-timing devices etc.?
  - ii) Ensure that equipment e.g. printers, copiers and monitors etc. complies with any applicable emission standards. These may be legal or industry set.
  - iii) Ensure that end of life cycle decommissioning/recycling is arranged with manufacturers/suppliers wherever possible.
  - iv) Where acceptable specify approved/recycled paper and where possible other recycled consumables.
  - v) Wherever building conversion/maintenance is involved documents 'Contractors/Suppliers', 'Construction Design Management' and 'Management of Change' must be considered.

#### **Local Purchases**

- 2.0 Spare parts and materials may only be sourced from local suppliers when our normal supply channels cannot satisfy our company's or the customer's requirements.
- 2.1 Where a cash purchase is necessary, no monitoring of the supplier is required as this is deemed as an exceptional circumstance.

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- 2.2 Purchase Orders must be used when using an approved supplier. Technicians must use a Service Order number in lieu of a Purchase Order and the part must be booked against the Service Order.
- 2.3 The purchaser is responsible for their own "goods inspection" and must not accept non-conforming products.

### **Records**

- 3.0 Records of purchasing will be maintained in the company's Enterprise resource planning (ERP) System and backed up in accordance with procedure SM-51.
- 3.1 The Approved Contractors/Suppliers list is ongoing and will be available in electronic format on the company's network system.