

## COUNTER SECURITY SERVICES LIMITED

### PROCUREMENT OF GOODS AND SERVICES POLICY

Reference	CSS POL 06
Version	1.0
Issue Date	21/07/2018
Approved	MD

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## **Purpose**

This Policy establishes the directions that must be implemented relating to the procurement of goods and services by the COUNTER SECURITY SERVICES LIMITED. COUNTER SECURITY SERVICES LIMITED is required to implement and maintain an effective internal control framework over procurement activities.

## **Scope**

This Policy applies to all staff, at all COUNTER SECURITY SERVICES LIMITED locations, who are involved in the administration or management of COUNTER SECURITY SERVICES LIMITED funds.

## **Definitions**

<b>Financial Records :</b>	COUNTER SECURITY SERVICES LIMITED subsidiary ledgers as maintained by the Financial Operations Unit.
<b>Procurement:</b>	Process of acquiring goods or services on behalf of the COUNTER SECURITY SERVICES LIMITED.
<b>Probity:</b>	Evidence of ethical behaviour in a particular process.
<b>Delegated Authorities:</b>	Financial delegation in accordance with the Delegations - Contract, Financial, Staffing and Tender Policy.
<b>COUNTER SECURITY SERVICES LIMITED Funds:</b>	Any funds held in any COUNTER SECURITY SERVICES LIMITED account, regardless of the funding source.

## **Policy Statement**

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## **COUNTER SECURITY SERVICES LIMITED**

### **PROCUREMENT OF GOODS AND SERVICES POLICY**

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Effective internal control procedures must be implemented and maintained by the COUNTER SECURITY SERVICES LIMITED to ensure all procurement activities of the COUNTER SECURITY SERVICES LIMITED are authorised in accordance with the delegated authorities and business requirements and within a documented procurement framework. The COUNTER SECURITY SERVICES LIMITED must ensure the following procurement principles are adhered to:

- Value for Money.
- Open and Fair Competition.
- Accountability.
- Risk Management.
- Probity and Transparency.
- Innovation.
- Customer Service.

The COUNTER SECURITY SERVICES LIMITED QMS is to be referred to when procuring goods or services on major projects that are of high value, high profile or possibly contentious.

### **Responsibility**

The Operations Director and Finance Director is responsible for ensuring this Policy is adhered to in respect to all procurement of goods and services made by the COUNTER SECURITY SERVICES LIMITED.

### **Legislative Context**

- Please refer to job induction training

### **Associated Documents**

- Purchase Order Form
- Purchase Order Log

### **Implementation**

The Procurement of Goods and Services Policy will be implemented throughout the COUNTER SECURITY SERVICES LIMITED via:

- Within the company newsletter
- Email to all employee's