



**OCCUPATIONAL HEALTH AND SAFETY
MANAGEMENT SYSTEM**

Document No.: HSP-PUR-1

Revision No.: 00

PROCEDURES

Effective Date: 20-10-2016

**TITLE: PROCEDURE FOR SELECTION OF SUPPLIER/
CONTRACTOR CONCERNING OHS ASPECTS**

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- 1. Scope:** Applies to the whole OHS Management System of POWER GRID COMPANY OF BANGLADESH LTD.
- 2. Purpose:** This procedure ensures that when the PGCB needs to buy goods or services that have a significant Occupational Health and Safety hazards and risks, the PGCB takes the status of Suppliers and subcontractors into account before placing them on the approved list.

Sl. No.	Activity (including Check Points)	Ref. Doc.	Responsibility	Freq./ Time	Output
1.0	PLAN				
1.1	DEFINITIONS The term Purchase & Procurement, as used in this Policy, includes the procuring, purchasing, leasing, or renting of: <ul style="list-style-type: none">• Plant and Machinery, Materials• Spare parts,• Goods, supplies, equipment, and materials, and• Other services.				
1.2	Responsibility DMR is responsible for deciding which purchased goods or services have a significant OHS hazards and risks and for evaluating the supplier's or subcontractor's OHS status.				
2.0	Identifying OHS sensitive goods and services				
2.1	MR/DMR shall examine the Hazard Analysis and Risk Assessment to determine which purchased goods or services have a significant OHS hazards and risks. In making this assessment he shall take into account:		MR/DMR		
2.1.1	The quantity of the goods or services purchased.				
2.1.2	The resources (energy etc.) that have been consumed in the manufacture of the goods				
2.1.3	The impact of the supplier's or subcontractor's operations on the OHS, under normal, abnormal and emergency conditions.				
2.1.4	Whether the supplier or Subcontractor is required to obey any OHS Regulations or Code of Practice.				
2.1.5	If the subcontractor is to work on site, whether there is any risk that through poor management and control of his activities lies can cause an OHS incident.				

Reviewed by (MR):

Approved by (MD):



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3.0	OHS approval of suppliers and subcontractors Approval is made based on requirements and performance, abilities & profile of the suppliers and subcontractors.				
4.0	Making enquiries Having identified the suppliers and subcontractors concerned, DMR shall send an OHS Questionnaire to the supplier or subcontractor for completion and return.				
5.0	Evaluation				
5.1	An organisation registered to OHSAS 18001 with an appropriate scope shall be added to the Approved List forthwith. DMR shall evaluate the other replies and decide whether to grant approved status: If necessary a visit shall be arranged to view the supplier's or subcontractor's operations or to obtain Further information.		DMR		HSF-PUR-01 HSF-PUR-02
5.2	Approved suppliers and subcontractors shall be added to the Approved Suppliers List				
6.0	Contractors working on site As part of the routine Site before contractors start work on site DMR shall brief contractors on the OHS risks and responsibilities of the job.				HSF-PUR-03
7.0	The process at the point of use will be checked during internal audit and from time to time to ensure that latest version is in use.		MR, DMR	During internal audit	
8.0	Review consideration will be raised in MRC Meeting for decision		MR	When necessary	
9.0	Corrective actions will be taken if any deviation in document control is detected.		MR	When necessary	Improvement

Reviewed by (MR):

Approved by (MD):