

Procurement Stewardship Review

Standard operating procedure (SOP) | PRC-SOP-001

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Replaces	None (new document)
Standards and criteria supported	Standard 2C, criterion 2C.4
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Check each main purchase for waste, packaging, single-use use and supplier practice.
2. Record the reason for each decision.
3. Keep infection control approval for any single-use change.

Stop and get help straight away if: a single-use item is changed without infection prevention review.

1. Purpose

To give buyers a simple, repeatable way to apply the procurement policy PRC-POL-001 to each purchase [EC].

2. Scope

Applies to	Buyers and budget holders
Locations	Procurement office and ward stores
When	On each purchase above the set value, and at each annual review
Does not apply to	Emergency purchases, which follow the emergency purchasing rules first

3. Definitions and abbreviations

Term	Meaning in this SOP
Main supplier	A supplier providing a significant share of purchases (EC threshold)

4. Background and rationale

A consistent method makes the policy real and auditable. This SOP gives the steps.

5. Responsibilities

Role	Duties in this SOP	Competence needed
Buyer	Completes the review for each purchase	Procurement training
Procurement lead	Checks a sample each quarter	Procurement management
Infection prevention lead	Approves single-use changes	Infection prevention

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Stewardship checklist (within PRC-FRM-001)	Current	Available to buyers

7. Safety and infection prevention

- Infection control and manufacturer guidance take priority over any saving.

8. Before you start

- Confirm the item and its clinical use.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Check the purchase.	- Note the packaging, the single-use status and the supplier practice. - Note whether a reusable option exists and whether it is safe.	A brief, honest check is better than a long one that is skipped.
2	Decide and record.	Decide the purchase and record the reason in one line.	The reason recorded is the evidence.
3	Refer single-use changes.	Refer any change to a reusable or removal of a single-use item to the infection prevention lead.	Safety review first.
4	Review each quarter.	The procurement lead checks a sample of records each quarter and records the result.	Sampling keeps the process honest.

Decision points

- If the reason is missing, the buyer completes it before the order is placed.

10. Special situations

Situation	What to do
Urgent order	Place it, then complete the check within 5 working days.

11. Problems and escalation

- Concerns go to the procurement lead.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Purchases with reason recorded (sample)	100%	Quarterly	Procurement lead	Retrain

What is checked	Target	How often	Who	If the target is missed
Single-use changes with infection review	100%	Each event	Infection prevention lead	Review

13. Records

Record	Where it is kept	Kept for
PRC-FRM-001 Supplier Review Record	Procurement file	{{facility.records_retention_years}} years

14. Training and competence

- Buyers are trained in the method at induction (EC).

15. Related documents

ID	Title	Relationship
PRC-POL-001	Responsible Procurement Policy	Parent policy
PRC-FRM-001	Supplier Review Record	Record

16. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus. Method set by the ASF Expert Committee by the committee.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee