Policy · PRC-POL-001 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2C.4

At a glance

- Consider supplier environmental and social practice in every purchase above the set value (EC).
- Reduce wasteful use: packaging, single-use items and over-ordering.
- Any move away from reusable items is reviewed against infection control and manufacturer guidance.
- Review the main suppliers each year.
- Stop and get help straight away if: a single-use item is removed without infection control and manufacturer review.

1. Purpose

To make sure purchasing decisions consider environmental and social responsibility, and that no change to reduce waste compromises patient or staff safety [E-006, EC].

2. Scope

Applies to	Procurement, all budget holders, infection prevention lead
Locations	All purchasing at the facility
When	Every purchase; review of criteria yearly
Does not apply to	Clinical product selection for safety, which follows clinical and infection control approval

3. Definitions

Term	Meaning
Single-use item	A product designed for one use and then discarded
Stewardship	Using resources carefully, avoiding waste, and choosing suppliers that act responsibly

4. Background

Purchases carry environmental and social costs. Criterion 2C.4 asks procurement to consider them, while protecting safety. Lowest price alone does not meet this criterion.

5. Responsibilities

Role	Responsibility	Competence
Procurement lead	Owns the criteria and the supplier review	Procurement
Budget holders	Order only what is needed; flag waste	Induction
Infection prevention lead	Approves any change to single-use items	Infection prevention

6. Materials and equipment

Item	Requirement	Condition
Procurement criteria (SOP-109, adapted)	Current	Available to buyers
Supplier review record (PRC-FRM-001)	Current	Main suppliers listed
Supplier declaration (FRM-N09)	Signed	On file

7. Safety

- No reduction of single-use items where infection control or the manufacturer requires them.
- Reusable items must be reprocessed to the required standard, with the cost of that counted.

8. Before you start

- Check the criteria for the category of purchase.

9. Procedure

Step 1. Apply the criteria.

- For each purchase above the set value, record how the environmental and social criteria were considered.
- Use the supplier declaration (FRM-N09) for new suppliers.

Key point: The reason recorded is what shows the criteria were used.

Step 2. Reduce waste.

- Review over-ordering, packaging and single-use items each quarter.
- Agree reductions where safe, and record them.

Key point: Waste reduction starts with ordering less, not only with recycling.

Step 3. Review single-use changes.

- Any proposal to change to a reusable item, or to remove a single-use item, goes to the infection prevention lead.
- Check the manufacturer instructions and the reprocessing cost.

Key point: Safety review comes before the saving.

Step 4. Review suppliers yearly.

- Review the main suppliers each year on PRC-FRM-001: environmental practice, labour practice, waste and packaging.
- Record the result and any action.

Key point: A review each year is what keeps the check meaningful.

10. Decision points

- If a main supplier fails the review, the procurement lead agrees an improvement plan or a change of supplier.

11. Special situations

Situation	Action
Emergency purchase	Follow the emergency purchasing rules first. Record the criteria considered afterwards.

12. Escalation

- Safety concerns about a proposed change are referred to the infection prevention lead the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Purchases above set value with criteria recorded	100%	Quarterly sample	Procurement lead	Retrain buyers
Main suppliers reviewed in last 12 months	100%	Yearly	Procurement lead	Escalate to chief executive
Single-use changes approved by infection prevention	100%	Each event	Infection prevention lead	Review

14. Records

Record	Kept in	Retention
PRC-FRM-001 Supplier Review Record	Procurement file	the period set by the facility’s records policy years
FRM-N06 Procurement Comparison and Award Record	Procurement file	the period set by the facility’s records policy years

15. Training

- Buyers are briefed on the criteria at induction and yearly (EC).

16. Related documents

ID	Title	Use
PRC-SOP-001	Procurement Stewardship Review	Used in steps 1 to 4
PRC-FRM-001	Supplier Review Record	Supplier review

SOP-109	Procurement Criteria (generic)	Basis
SOP-116	Supplier and Product Selection Criteria (generic)	Basis

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. Criteria weights and the value threshold to be set.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

E-learning for this document

- **Environmental Sustainability Standards for ASF Accreditation** (ENV-001)
- **Supplier Evaluation and Purchasing** (T-13)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

Download this document as PDF

Download this document as an editable Word file