Standard operating procedure (SOP) · PRC-SOP-001 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2C.4

At a glance

- Check each main purchase for waste, packaging, single-use use and supplier practice.
- Record the reason for each decision.
- 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

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

4. Background

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

5. Responsibilities

Role	Responsibility	Competence
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. Materials and equipment

Item	Requirement	Condition
Stewardship checklist (within PRC-FRM-001)	Current	Available to buyers

7. Safety

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

8. Before you start

- Confirm the item and its clinical use.

9. Procedure

Step 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.

Key point: A brief, honest check is better than a long one that is skipped.

Step 2. Decide and record.

- Decide the purchase and record the reason in one line.

Key point: The reason recorded is the evidence.

Step 3. Refer single-use changes.

- Refer any change to a reusable or removal of a single-use item to the infection prevention lead.

Key point: Safety review first.

Step 4. Review each quarter.

- The procurement lead checks a sample of records each quarter and records the result.

Key point: Sampling keeps the process honest.

10. Decision points

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

11. Special situations

Situation	Action
Urgent order	Place it, then complete the check within 5 working days.

12. Escalation

- Concerns go to the procurement lead.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Purchases with reason recorded (sample)	100%	Quarterly	Procurement lead	Retrain
Single-use changes with infection review	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

15. Training

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

16. Related documents

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

17. Evidence

Reference	Note
E-009	ASF Expert Committee consensus. Method set by the ASF Expert Committee by the committee.

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 Expert Committee consensus on Standard 1. (E-009)

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