

Keeping our Safety and Environmental Practitioners informed

Introduction of The Sustainable Procurement Tool & Guide

When it takes effect:	Immediately
Valid for:	Until rescinded
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Description

1. As part of the recent development of ASEMS, QSEP has been investigating embedding Sustainable Procurement (SP) principles more effectively within DE&S procurement activities. This has resulted in the introduction of a new SP Toolkit for Delivery Teams together with supporting guidance. The tool kit is intended to provide a proportionate and relevant approach for Delivery Teams to manage SP during the acquisition lifecycle.
2. The SP material does not require specialist knowledge and has been endorsed by the Acquisition Environmental Steering Group (AESG), and consists of the following updates to ASEMS:
 - The SP Tool - located in the [ASEMS Toolkit](#) (previously Safety Managers Toolkit). This is a 5-step method for considering sustainability themes and for carrying out a high-level risk and opportunity assessment.
 - An SP Introductory Guide – Located in [ASEMS Supporting Documents](#) Provides guidance on key issues and what teams are expected to achieve.
 - Additional material in the Environmental Features Matrix (EFM) – referenced from relevant Environmental Management Procedures (EMPs). This is a separate section at the bottom of the EFM for identifying sustainability risks, opportunities and costs.

- The tool kit is supplementary to the existing Environmental Management System (EMS) and each step is co-ordinated with the appropriate parts of [POEMS](#). Additional references are included within EMPs to the SP Tool and guide where relevant.
3. As part of this update, some other minor changes have been made to POEMS EMP06 and EMP08 that are not linked to the SP tool kit. These consider objectives & targets and operational controls that represent mitigating activities being included in the EFM.
 4. No additional changes have been made to the EMPs. All EMPs have been revised to version 3.2 to reflect SP trigger points, updates to links, and minor changes as per para 3.

Actions to be taken

5. For cascading as appropriate

Released under the Authority of

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