

COGSBP13

Maintain Sustainable Procurement in Support of Sustainable Business Practice



Overview

This standard is about the maintenance of procurement processes in support of sustainable business practice. It ensures that organisational supply chain needs are maintained within the overall social, economic and environmental limits of sustainable business practice.

The role described by this standard requires the maintenance of sustainable procurement processes. It involves monitoring the performance of both suppliers and the procurement process itself against the organisation's sustainability requirements. The ability to communicate with suppliers is an important part of the standard. It also requires the ability to identify and recommend improvements and to implement risk logs and contingency planning.

Having an understanding of the wider issues that impact on sustainability within the industry/sector will help ensure the effective delivery of the required performance.

Target Group

This standard is for those responsible for implementing sustainable procurement processes to control the supply of products and services for an organisation. It is likely to apply to middle managers within large organisations and owner/managers within SMEs.

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Performance criteria

- You must be able to:*
- P1 initiate procurement processes according to requirements of sustainable **procurement specification**
 - P2 maintain organisational procurement according to needs of sustainable **procurement specification**
 - P3 collect and record data on **supplier sustainability performance**
 - P4 use metrics to monitor procurement against organisational **sustainability targets**
 - P5 analyse data to assess supplier performance against sustainable **procurement specification**
 - P6 maintain effective on-going communications with suppliers
 - P7 maintain a risk register in support of procurement
 - P8 apply contingency plans to correct any identified procurement non-compliance
 - P9 identify and recommend opportunities for improving sustainability of procurement
 - P10 report on the contributions that procurement has made to organisational **sustainability targets**

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Knowledge and understanding

You need to know and understand:

- K1 the legislation, industry standards, and voluntary codes that support sustainable procurement
- K2 how procurement can support the economic, social and environmental principles of sustainability and sustainable business practice
- K3 how the principles of sustainable procurement promote sustainable business practice
- K4 the sustainability drivers faced by the organisation and the industry/sector within which the organisation operates
- K5 the benefits of sustainable procurement
- K6 organisational supply chain and procurement requirements
- K7 organisational sustainability targets and sustainable procurement criteria
- K8 customer product and service requirements
- K9 organisational procurement processes and procedures
- K10 supplier sustainability performance requirements
- K11 how procurement supports sustainable business practice
- K12 how to apply metrics
- K13 how to determine supplier sustainability performance
- K14 opportunities for improving supplier sustainability performance
- K15 effective communication techniques
- K16 data analysis and review techniques
- K17 how to report progress towards sustainability

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Additional Information

Scope/range related to performance criteria

Procurement specification describing:

- 1 Procurement processes
- 2 Procurement procedures
- 3 Product/service criteria

Supplier sustainability performance relating to:

- 1 economic
- 2 social and ethical
- 3 environmental

Sustainability targets that cover:

- 1 economics
- 2 social and ethical issues
- 3 environmental issues
- 4 customer product or service requirements

Sustainability drivers include:

- 1 economic
- 2 social and ethical
- 3 environmental
- 4 resource availability
- 5 customer and stakeholder perception
- 6 customer product or service requirements

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