



SPTR-Asennus Oy

Acquisition and Purchasing Policy

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Change history

Date	Version	Created	Description of the modification
07.09.2024	0.1	Petri Mäkinen	Outline of the master document
17.10.2024	0.2	Petri Mäkinen	Added link to KYC Form and SPTR-Asennus Oy Supplier Quality Management Policy
24.02.2025	0.3	Eguenu Uwe	Added ensuring Vendor Compliance with OH&S Policy

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1. Statement of Purpose and Scope

This policy outlines the guidelines and procedures for the acquisition and procurement processes of goods, services, and equipment to ensure they meet our organization's quality standards. It applies to all departments and covers all acquisitions and purchases, whether domestic or international.

2. Objectives

The objectives of this policy are to:

- Ensure that all purchases and acquisitions meet or exceed the required quality standards.
- Comply with all applicable legal, regulatory, and industry standards.
- Achieve cost-effectiveness without compromising on quality.
- Maintain fairness and transparency in the procurement process.

3. Roles and Responsibilities

The Purchasing Department or Persons involved in purchasing are responsible for identifying suppliers, negotiating terms, and ensuring that all purchases align with this policy.

The Quality Assurance Team must verify that all acquired goods and services meet the established quality standards before they are accepted.

Managers must identify their needs and approve purchase requests, ensuring that all processes are conducted transparently, and processes are free from unethical practices.

4. Vendor Selection and Evaluation

Vendors will be selected based on their ability to meet our quality, cost, reliability, and compliance requirements.

All vendors must be approved by the Top Management, with input from the Team participating into procurement.

Approved vendors will be subject to ongoing (yearly) evaluation to ensure they continue to meet our standards.

[SPTR CS Supplier survey Form.EN.pdf](#)

[SPTR-Asennus Oy Supplier Quality Management Policy - v 0.1.docx](#)

4.1 Ensuring Vendor Compliance with OH&S Policy

SPTR-Asennus Oy is committed to ensuring that all vendors comply with our Occupational Health and Safety (OH&S) Policy. Vendors must:

- Demonstrate adherence to health and safety regulations, including compliance with all applicable legal and regulatory OH&S requirements.
- Provide documentation verifying their OH&S policies, procedures, and risk assessments.

- Undergo periodic OH&S audits and assessments to verify compliance with our standards.
- Implement corrective actions in response to identified OH&S non-compliance issues.
- Ensure their employees and subcontractors are trained in workplace safety and hazard prevention.
- Cooperate fully with SPTR-Asennus Oy's safety initiatives and provide reports on any incidents, near misses, or corrective actions taken.

Failure to comply with our OH&S Policy may result in suspension or termination of the vendor relationship.

4.2 Checklist for Hiring Local Consulting Firms Abroad

- **Consult with Local Embassy of Finland and Chamber of Commerce:** Recommendations for finding reliable partners.
- **Credentials and Experience:** Ensure the firm has relevant expertise, preferably with experience assisting international clients in the construction sector.
- **Local Knowledge:** They should be well-versed in local laws, customs, and business practices.
- **Network and Connections:** A firm with good connections to local authorities and regulatory bodies can expedite processes like permits and approvals.
- **Clear Communication:** Ensure the firm communicates clearly and is able to bridge any language barriers or misunderstandings between your company and local stakeholders.
- **Cost Transparency:** Negotiate and agree on a transparent fee structure to avoid unexpected costs.

5. Purchasing Procedures

All purchase requests must be submitted on the Requisition Form and approved by the Financial Head.

Purchase orders will be issued only after the vendor is approved.

Upon receipt, goods must be inspected by the nominated Quality Assurance Team before they are accepted.

All documentation related to purchases, including requisitions, orders, and inspection reports, must be retained for a minimum of five years.

6. Ethical Considerations and Conflict of Interest

All employees involved in the acquisition and purchasing process must adhere to the highest ethical standards.

Any potential conflicts of interest must be disclosed to the Top Management, and employees must recuse themselves from decisions where a conflict exists.

7. Continuous Improvement

This policy will be reviewed annually by the Quality Management Team, with input from relevant stakeholders. Feedback on the purchasing process is encouraged, and corrective actions will be implemented promptly to address any identified issues.

8. Forms and Records

[Purchase Order Request Form 1.pdf](#)

[SPTR-Asennus Oy Supplier Quality Management Policy - v 0.1.docx](#)

[SPTR CS Supplier survey Form.EN.pdf](#)

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