

1. AIM

Objectives of this safety procedure are to obtain from suppliers any guarantee, information or certification applicable to the safety features of the products to be purchased so that users have a risk level reduced to the minimum possible. With regard to the aspects of environmental protection, the procedure defines the operating modes adopted by the company for the choice, the management and control of the raw materials used and for the evaluation of the suppliers, integrating environmental considerations at all stages of the purchasing, use and recycling process, with the aim to reduce the impacts on the environment and on the human health.

2. APPLICATION FIELD

The procedure applies to all supplies of materials that can have consequences on the safety and health conditions of workers and also on the environment. As an example we can mention:

- ⇒ Chemicals
- ⇒ Personal protective devices
- ⇒ Machines and equipment
- ⇒ Plants or plant components
- ⇒ Emergency equipment (firefighting and first aid)

For the supply of services, the procedure applies if these have relevance or consequences on the safety or on the environment, evaluation that has to be made preliminarily between the management, the purchasing department, RSPP, RSGS and RSGA.

3. TASKS, RESPONSIBILITIES AND OPERATING MODES

Each purchase must be evaluated according to the principles of caution and prudence, by putting to the first place considerations concerning the protection of human health, the safety of people and the respect of the environment.

3.1 Activities falling within the competence of the purchasing department

- Perform a transparent and objective market analysis, oriented towards the solutions available on the market;
- refer to the best practices available using the network as a means of obtaining information;
- adopt an approach of "life cycle costing" type that enables to assess the environmental impacts and the possible consequences on the safety of the whole life cycle;
- use functional or performance based specifications in order to encourage innovative offers;
- consider the environmental performances, such as the use of raw materials, sustainable production methods, efficiency in terms of energy, renewable energetic sources, emissions, waste, 'recyclability', dangerous chemical substances etc.
- ask for written information to suppliers on the characteristics of the product, in terms of hazard for humans and the environment, using the forms suitable to gather preliminary information concerning the supply;
- provide the RSPP with all relevant information.

3.2 Activities falling within the competence of the Prevention and Protection Service Manager

- Ask for integrations if he considers insufficient the information received;
- inspect the register of tests to check whether similar products have already been object of test;
- provide an overview of changes compared to the working conditions in place, involved from the possible introduction of the product / material / service proposed;
- indicate any consequential related purchase that may be necessary (new protective devices, vacuum systems, safety or control devices, etc.).
- At the end of the evaluation provide a conclusive judgment of the impact on man and on the environment by declaring himself for or against the purchase.

4. EVALUATION OF THE SUPPLIER

The Purchasing department set/communicate the selection criteria in accordance with the following guidelines:

- They inform the potential suppliers of the possibility to use statements and management systems certified in order to demonstrate the compliance with the relevant criteria;
- They consider the overall target of continuous improvement;
- They promote, where possible, the supply of goods and services from local environments in order to reduce the environmental impact due to transport;
- They think in terms of environmental impact, and on the safety of the workers of the product or service with regard to the waste disposal step.
- They evaluate the life of the product: more generally, and especially with regard to service contracts, the attention to the environment level.
- They gather information through the relevant forms previously submitted to every supplier of goods or services.

All the collected information is transmitted to RSGS and RSGA for the evaluation of the supplier from the point of view of safety and of the environmental protection.