Local Sourcing Policy

DOCUMENT NO. MOG-POL-PROC-002 | REV 0 | APPROVED: 16 OCTOBER 2026

Mogas Design Limited • Company No. 15188968 • 5th Floor, 167–169 Great Portland Street, London W1W 5PF, United Kingdom (correspondence address only)

1. Purpose

Mogas Design Limited is committed to considering capable local and UK-based suppliers when purchasing goods and services, where this provides appropriate quality, compliance, resilience and overall value. This supports regional economic participation and can reduce avoidable travel and transport impacts. Local sourcing is a preference, not an automatic award criterion or a guarantee of purchasing locally.

2. Company operating model

Mogas is a husband-and-wife, director-led engineering consultancy with 60%/40% ownership, no salaried employees, and a principal working base in a converted garden office at a director's home in the Coventry / West Midlands area. Its central London address is used for correspondence only and is not a staffed operational office. Independent contractors operate remotely from their own premises. Procurement largely relates to specialist engineering services, IT, software, professional services and occasional site-visit support.

3. Meaning of local

For routine supplies and services, "local" normally means Coventry and the West Midlands, extending to other UK suppliers where local competence or capacity is unavailable. For project-specific engineering assignments, the relevant project location may determine which regional providers can best deliver the service. Distance alone must not override competence, technical independence, client requirements or security.

4. Local sourcing commitments

Where reasonably practicable, Mogas will identify at least one suitably qualified regional or UK supplier for material purchases; consider local small and medium-sized enterprises and independent professionals fairly; favour remote delivery and minimise unnecessary journeys; assess repair, reuse, durability and waste impacts for equipment purchases; and pay suppliers in accordance with agreed contractual terms. These commitments remain subject to proportionality, availability, required professional registrations and commercial suitability.

5. Engineering subcontractor selection

Safety-critical gas engineering work must be assigned only to suitably competent and, where applicable, registered or client-authorised personnel. Before engagement, verify relevant discipline experience, qualifications, professional approvals, independence requirements, availability, insurance where required, confidentiality and information-security capability. Mogas aims to maintain two or three potential engineers for each discipline for continuity and short-notice support; that shortlist may include suppliers from different UK regions or overseas where suitable. No individual is automatically deemed approved or available.

6. Fairness and responsible sourcing

Supplier selection must be transparent, proportionate and non-discriminatory, consistent with the company Code of Conduct, Diversity, Equity and Inclusion Policy, Sustainable Procurement Strategy and anti-bribery commitments. Local preference must not become unlawful discrimination or conflict with customer procurement rules. Declare conflicts of interest and avoid selecting connected parties without an objective documented justification.

7. Procurement procedure

1. Define the requirement, budget, delivery deadline, applicable standards and critical competence criteria.
2. Identify suitable providers, considering Coventry / West Midlands and UK options where realistic.
3. Screen critical requirements first: competence, authorisations, safety, confidentiality, insurance (if required) and capacity.
4. Compare suitable proposals on full value, including price, technical quality, delivery reliability, rework risk, sustainability, travel and business continuity.
5. Record the chosen supplier and brief reason, including when no local supplier is selected.
6. Place the purchase order or contract, monitor delivery and record relevant issues or improvements.

8. Exceptions

A non-local supplier may be selected where specialist expertise or independence is unavailable locally; it is needed urgently; the client nominates or authorises the supplier; confidentiality or security arrangements are better; or overall quality, capacity or whole-life value is materially stronger. The responsible director records the rationale for significant awards.

9. Monitoring and records

The director will maintain proportionate evidence: supplier list, discipline and location (where relevant), competence checks, procurement decisions, major spend categories and corrective actions. As part of the annual procurement review, consider whether suitable local or UK suppliers were reasonably invited, instances of non-local selection and opportunities to reduce travel or improve supplier resilience. No unsupported local-spend percentages or savings targets are claimed.

10. Responsibility and review

The directors oversee implementation, contractor selection, recordkeeping and exceptions. Contractors making approved purchases on Mogas's behalf must follow applicable client and company requirements. This policy is reviewed annually or earlier following material changes in operations, supplier risk, legislation or client requirements.

Director review and approval

Document reference	**MOG-POL-PROC-002**
Revision	0
Review date	16 October 2026
Next scheduled review	16 October 2027
Responsible director	Mohammed Fasiuddin
Status	Approved by the Director

Director signature:

Signed copy held on file – available on request.