Sustainable Procurement Strategy and Procedure

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

1. Purpose and guidance

Mogas is committed to purchasing services, equipment and supplies in a way that achieves safe, technically competent and commercially sound outcomes while considering environmental, social, ethical and whole-life impacts. This strategy draws on the risk-based, lifecycle and stakeholder principles of ISO 20400:2017 (guidance), relevant UK Government supply-chain guidance, and company policies. It does not assert ISO 20400 certification or that public-sector procurement duties automatically apply to Mogas.

2. Business context and procurement scope

Mogas is a remote-first specialist gas engineering consultancy owned 60%/40% by its two directors, with no salaried employees. The main working location is a converted garden office at a director's home; its central London address is correspondence-only. Independent engineers work from their own premises. Principal purchases are engineering subcontracted services (mechanical, civil, stress and hazardous-area disciplines), design software and digital services, IT equipment, professional services and occasional site-visit travel. Goods or construction delivery are not a routine part of its own operations.

3. Strategic objectives

(a) Obtain qualified and appropriately authorised engineers and safe, compliant deliverables; (b) protect confidentiality and critical-infrastructure data; (c) uphold fair treatment, labour standards, equality and professional integrity; (d) minimise avoidable travel, energy consumption and waste; (e) assess lifetime cost and durability alongside price; (f) maintain business resilience by avoiding reliance on a single engineer or supplier; and (g) keep procurement decisions documented proportionately to risk and contract value.

4. Accountability and authority

The directors are responsible for supplier selection, approval of critical subcontractors, review of significant risks and corrective actions. The project lead defines technical competence and contractual requirements. Independent contractors must comply with their engagement terms and relevant client/site policies; they remain responsible for their own businesses, staff and statutory duties. No supplier is to be described as assessed or approved until appropriate evidence exists.

5. Responsible supplier standards

Mogas expects fair and lawful working conditions, no forced labour or trafficking, no bribery or improper gifts, nondiscrimination, respectful working practices, and appropriate health, safety and environmental controls. Suppliers shall protect client information, respect intellectual property, disclose conflicts of interest and report significant incidents or suspected wrongdoing. Enhanced checks are required where country, sector, labour sourcing or work activities elevate risk.

6. Engineering subcontractor competence and resilience

Before assignment, consider professional experience, discipline-specific qualifications and registrations, relevant gas network approvals/appraisal authority, independence requirements, availability, right to undertake the work, information-security capability, references and insurance where applicable. Mogas maintains a shortlist with typically two or three potential engineers for each discipline to support short-notice resourcing; individual availability and competence must be confirmed for each engagement. Substitution is subject to confidentiality, client approval and any formal appointment/independence requirements.

7. Environment, carbon and energy considerations

Use remote meetings and digital transmittals where appropriate; combine authorised site visits and consider lower-carbon transport where safe and feasible. Prefer efficient, repairable and durable IT equipment, responsible disposal of electronics, and avoid unnecessary printing. Consider supplier energy and carbon practices where relevant and proportionate. Do not claim quantified emissions savings unless evidenced. Gas safety, technical quality, client requirements and information security take priority.

8. Selection criteria and whole-life value

Assess technical competence and compliance first as mandatory gateways for safety-critical work. For qualifying suppliers, compare overall value including fee, rework risk, quality, timely delivery, resilience, confidentiality, travel/resource impact and reasonable social/ethical measures. Do not use an inflexible environmental score that undermines essential competence or unfairly excludes small specialist firms. Document the rationale for material procurement decisions.

9. Proportionate due diligence

For low-risk office goods and routine services use a basic suitability and cost check. For professional engineering subcontractors verify competence, approvals, contractual scope, independence, confidentiality and insurance where required. For high-risk, sensitive, overseas or materially outsourced work undertake enhanced checks for cyber/data protection, legal and labour risks, subcontracting chains and client permissions. Escalate unresolved red flags before appointment.

10. Purchase, contract and onboarding process

Step 1—Define scope, technical standards, information classification, schedule and sustainability issues. Step 2—Screen suppliers and conflicts. Step 3—Obtain appropriate quotations or fee proposals. Step 4—Select on documented whole-life value and mandatory technical requirements. Step 5—Issue agreed order/terms specifying deliverables, quality control, confidentiality, safety/site access, permitted subcontracting, data handling and relevant ethical commitments. Step 6—Review deliverables, invoices and supplier performance; resolve nonconformances and close records.

11. Supply chain monitoring and complaints

Review critical suppliers upon significant incidents, quality failures, loss of registration, security breaches or material scope changes, and ordinarily at least annually if actively used. Record concerns, corrective actions, person responsible and verification of closure. Directors will consider complaints or concerns confidentially, prohibit retaliation for good-faith reporting, and notify the client or relevant authority where required.

12. Targets and performance evidence

At annual review, maintain a proportionate approved supplier/engineer shortlist; document competence checks on active safety-critical engagements; record material supplier incidents and their closure; review travel and IT purchasing practices; and identify one or more justified improvement actions. Baselines, counts, carbon figures and compliance rates must be populated from actual records rather than estimated as achieved.

13. Applicability of procurement legislation

Mogas normally purchases as a private-sector consultancy; the Procurement Act 2023 and public-sector Procurement Policy Notes are not assumed to impose direct contracting-authority duties on Mogas. Client contractual requirements and relevant legal obligations apply where specified. UK Government guidance on modern slavery and proportionate supplier scrutiny is used as good-practice reference.

14. Record retention and annual review

Retain procurement decisions, supplier checks, orders, relevant certificates and corrective-action records securely in the controlled company cloud drive, subject to client retention requirements and data-protection principles. Directors review this strategy at least annually or earlier after material business, legal, client or supplier changes. Supporting policies include Code of Conduct, DEI, Risk Management, Environmental, Carbon, Information Security, Quality and H&S policies.

Practical procurement assessment template

Check	Evidence / assessment	Result / action
Technical & safety capability	Registrations, competence, experience and independence	Pass / action
Legal & ethical standards	Conflict, labour, modern slavery and anticorruption risk	Pass / action
Data & client confidentiality	Secure access, NDA and handling expectations	Pass / action

Environmental & social impacts	Remote delivery, travel, equipment and reasonable adjustments	Record relevance
Capacity & continuity	Availability and alternatives within the discipline	Pass / action
Whole-life commercial value	Cost, quality, delivery, rework and resilience	Decision reason

Document control and director approval

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Director signature:

Signed copy held on file – available on request.

Guidance references: ISO 20400:2017 Sustainable procurement — Guidance (iso.org/standard/63026.html); UK Government PPN 009 modern slavery guidance (gov.uk/government/publications/ppn-009-tackling-modern-slavery-in-government-supply-chains); UK Home Office guidance on transparency in supply chains (gov.uk/government/publications/transparency-in-supply-chains-a-practical-guide).