

QUALITY MANAGEMENT SYSTEM

B.2

**TITLE: POLICY: PROCUREMENT, MANAGEMENT AND
USE OF PHYSICAL RESOURCES**

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Signatures	

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1. RATIONALE

Hugenate Kollege is a private higher (post-school) education and training institution. The principle of stewardship implies the responsible, effective and respectful use of resources. Furthermore the principle of stewardship requires from all staff members and to account at all times for their use of the physical resources of the College.

2. SCOPE

This policy is applicable to all departments and sections of Hugenate Kollege including the residential facilities.

3. PRINCIPLES

The following principles provide a framework for this policy:

- Purchasing of materials, tools and equipment can only happen after approval by the Chief Financial Officer / Rector of the company.
- Staff is responsible for the tools, furniture and equipment that were issued to them and must ensure that they at all times use these items with care.
- Faulty tools, equipment, appliances and vehicles should be reported immediately to their managers or supervisors and staff should refrain from trying to repair tools etc. unless they are permitted to do so by their seniors.
- Resources like water, electricity, cleaning materials and stationery should be use with respect and responsibly.
- Library books and other reading matter, furniture, computers, printers, tools, other equipment and vehicles are seen as assets and all assets should be properly recorded in an inventory and properly insured.

4. PURPOSE

The purpose of this policy is

- to determine procedures for the procurement and management of goods for example but not limited to stationery, cleaning materials, as well as materials necessary for the maintenance of buildings, equipment, gardens and services from third parties;
- to determine procedures for the procurement of books and other reading matter for the library, subscription to journals as well as the management of the library assets.
- to determine policy and procedures regarding an inventory and the insurance of physical resources.

5. RELEVANT LEGISLATION

Companies Act

6. RELATED POLICIES

- Human resource policy
- Library policy and rules