



**Heritage Railway**

# **Safety Management System**

## **Procurement and**

## **Contract Management**

**Document No: ARHS-SMS-18**



### **SteamRanger**

### **Safety Management System**

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Approved by: **SteamRanger Board of Management**

Issue date: **6<sup>th</sup> September 2021**

Issued By: **P Charlson**      **Rail Safety Coordinator**

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**Procurement and contract management**  
**Document No: ARHS-SMS-18**

**AMENDMENTS REGISTER**

Page No.	Reference	Date of Issue	Amendment Detail	Authorised by
			Replaces AP06 Goods and Services Procurement	BoM



**TABLE OF CONTENTS**

1 PURPOSE ..... 4

2 SCOPE ..... 4

3 REFERENCES ..... 4

4 DEFINITIONS ..... 4

5 POLICY ..... 5

    5.1 General ..... 5

    5.2 Authority ..... 5

    5.3 Requisitions for Material ..... 6

    5.4 Selection of Suppliers ..... 6

    5.5 Verification of Purchased Product ..... 7

6 DOCUMENTATION ..... 7

## **1 PURPOSE**

This document sets out the procedure to be used for Procurement and contract management in accordance with Rail Safety National Law (RSNL) National Regulations Schedule 1 part 18.

## **2 SCOPE**

SteamRanger's Board of Management is responsible for establishing and managing Systems and procedures—

- (a) for the review of tender documents and contracts to ensure that safety requirements under the safety management system are adequately defined and documented in those tender documents and contracts; and
- (b) to ensure that the terms of any tender documents or contracts do not lead to unsafe work or an activity that may affect the safety of railway operations; and
- (c) for the selection and control of contractors and to ensure the monitoring of the performance of contractors, including conducting or commissioning audits of the contractor's performance in relation to the safety aspects of the contract; and
- (d) to ensure that safety duties under the Law are being met under contracts, and procedures for the taking of remedial action where necessary; and
- (e) to ensure that goods and services provided to the railway operation meet the standards and specifications required for the safety of the railway operation.

## **3 REFERENCES**

Rail Safety National Law 2012 (SA) Act

Rail Safety National Law Regulations 2012

ARHS-SMS-7 Document Control Arrangements.

ARHS-SMS-19 General engineering and operational systems safety requirements

## **4 DEFINITIONS**

Not Applicable

## **5 POLICY**

### **5.1 General**

Procedures for ensuring that purchased services and products conform to specified railway safety requirements shall be established and maintained. These procedures shall ensure that—

- a) purchasing documents contain clear specifications or adequately specified railway safety requirements;
- b) steps are documented to ensure that the supplied product or service meet the railway safety requirements prior to acceptance and for quarantining and withholding those that have not been cleared for use;
- c) where appropriate or specified, the requirement for traceability of manufacture through batch or other identification is documented;
- d) the need to verify and document that spares, components and specialist tools for use on safety critical equipment that have been produced to a revised specification or standard are reassessed to validate suitability for their rail safety function; and
- e) the requirements applicable to shelf life and storage conditions of spares, components and tools are documented to ensure that their subsequent operational life is achieved.

### **5.2 Authority**

- 5.2.1 Purchasing shall only be undertaken by staff and volunteers authorised by the Relevant Functional Manager or SteamRanger Board of Management
- 5.2.2 All material and product ordering or requisitioning shall be ordered on authority of a SteamRanger Purchase Order.
- 5.2.3 All services procured by SteamRanger shall be processed by the Relevant Functional Manager or nominated delegate.
- 5.2.4 The SteamRanger Board of Management shall, as part of its responsibility, control all commercial and contractual conditions.



**Procurement and contract management**  
**Document No: ARHS-SMS-18**

**5.3 Requisitions for Material**

5.3.1 SteamRanger personnel responsible for requisitioning materials shall ensure the following information, where applicable, is included on the requisition to enable the Society Treasurer to completely understand the requirements of the purchase order.

- Description, quantity and unit of measure.
- Any catalogue, number, part number, etc.
- Drawing numbers or drawings may be attached.
- Unit price as quoted.
- Suppliers name and address.
- SteamRanger's contact name where applicable.
- Special packaging and delivery requirements
- Inspection and/or customer verification requirement.
- Other special conditions that may apply.

**5.4 Selection of Suppliers**

5.4.1 The Society Treasurer shall maintain a list of approved and acceptable suppliers. The list shall be made available as required, be kept up to date, and may include comments on the suppliers abilities (eg. price, accuracy of delivery, etc.).

5.4.2 All suppliers are selected on their ability to provide quality products satisfying the needs of Rail Safety, such ability shall be assessed based on any of the following criteria.

Criteria	Criteria No.	Requirement
Experience	1	The supplier has supplied products in the past without any significant
Product	2	SteamRanger has (or had) the possibility to evaluate and test the material or service.



**Procurement and contract management**  
**Document No: ARHS-SMS-18**

Certification	3	Certification of Rail Safety Management System at appropriate level. Product Certification - Records shall be supplied to SteamRanger for review.
Single	4	No other Supplier is capable of supplying a similar product.
No record	5	A supplier cannot be classed by any of the above criteria.

**5.5 Verification of Purchased Product**

- 5.5.1 The Relevant Functional Manager or delegate shall, when required, have the right to verify at the service or upon receipt of material that the purchased equipment/product or service conforms to specified requirements. The verification shall be performed in accordance with Inspection and Testing procedure, document # ARHS-SMS-19 General engineering and operational systems safety requirements and recorded as per Document and Data Control procedure, Document # ARHS-SMS-7 Document Control Arrangements.
  
- 5.5.2 Verification shall not absolve the supplier of the responsibility to provide acceptable materials or service, nor shall it preclude subsequent rejection.
  
- 5.5.3 When a representative of SteamRanger elects to carry out verification at the sub contractor's premises, such verification shall not be used as evidence of effective control of quality by the sub contractor.
  
- 5.5.4 Due to the nature of the operation and use of considerable amount of heritage equipment there is limited opportunity to purchase spare parts from outside organisations. Many replacement components are manufactured by outside contractors to design and specifications provided by SteamRanger in accordance with document # ARHS-SMS-19 General engineering and operational systems safety requirements.

**6 DOCUMENTATION**

Not Applicable