	POSITION	NAME
Preparation	Purchasing Director	Alberto Andérez Ibáñez
Review	Purchasing Director	Alberto Andérez Ibáñez
Approval	CEO	Santiago Lafuente Pérez-Lucas
Changes from previous edition		
▪ New Procedure Format and Coding is used, including editions in Spanish and English. Section 4, "Responsibilities," and Section 7, "Records and Filing" are added. ▪ No content changes.		

1. PURPOSE

The purpose of this procedure is to define, as a complement to the general purchasing procedures of **FCC Group**, the specific actions of the different **aqualia** activities for purchasing products and services.

2. SCOPE

This procedure applies to all **aqualia** activities.

3. DEFINITIONS

Supplier: An external organization, selected and type-approved by aqualia, responsible for the provision of the "purchases". "Subcontractors" carrying out works on aqualia's behalf, are encompassed under the term "supplier".

Suppliers of Strategic Character: Those who, by economic volume of invoicing, by the transcendence of their supplies and by their scope of geographical action, significantly affect the quality of management, health and labor welfare and the economic management of the business.

Purchasing Catalog: Database containing the Framework Agreements (mandatory) and an informative documentary repository that includes: technical and economic offer; products offered; period of validity of the offer; and quality certificates.

Purchasing Specifications: Documents that clearly define the product or service. These documents identify the product or service being purchased, the technical specifications, delivery times, occupational health and safety requirements, and any other required quality or information security characteristics or requirements. They also specify, where applicable, the documentation to be provided by the supplier and the controls to be carried out upon receipt of the purchase to verify compliance with all legal requirements and other requirements established by the organization, particularly regarding health and safety. These purchase specifications must always be made known to the relevant supplier during the bidding phase and included or referenced in the contract document. They will generally be prepared by the person specifying the purchase or by the person managing it. The *FPAQ-PURCHASING-01-2* form may be used to finalize these specifications.

List of Suppliers subject to Special Monitoring: Annual identification of those suppliers with incidents and/or relevant non-conformities, for knowledge and monitoring by the Company. Format *FPAQ-PURCHASING-01-3* must be used.

List of Suppliers for Hazardous Activities: Identification of validated suppliers to perform hazardous activity work. The *FPAQ-PURCHASING-01-4* format will be used. Hazardous activities are those specified in Annex 1 of procedure GP-504, "Contractor Monitoring".

4. RESPONSIBILITIES

- **Purchasing Department:**
  → Approval and filing of the lists of “Strategic Suppliers”, “Suppliers Requiring Special Monitoring” and “Contractors of Hazardous Activities”.
- **Technical/Works Area Director, Country Director, or Purchasing Director, with the approval of the Heath & Safety Department:**
  → Inclusion of new contractors in the “List of Hazardous Activity Contractors”.

5. DEVELOPMENT

The scope and types of purchases are set out in the following documents:

- **FCC-DC-NC-03** *"Scope: FCC Group Central Services Purchases".*
- **FCC-DC-NC-06** "*Scope and Purchasing Need Communication: Water Area of FCC Group".*
- **FCC-DC-NC-07** *"Scope and Purchasing Need Communication: Big Works in the Water Area of FCC Group".*

The Purchasing Director approves and files the *FPAQ-PURCHASING-01-1* format, “List of Strategic Suppliers”, where suppliers are identified as well as their products and services. Area Technical Directions may propose, to the Purchasing Direction, the justified inclusion of suppliers.

Hiring of contractors for hazardous activities may only be made to suppliers included in the *FPAQ-PURCHASING-01-4* format, "List of contractors for hazardous activities." These purchases, therefore, are conditional.

If it is necessary to include a new contractor in the “List of contractors for hazardous activities”, for duly justified reasons, it must be authorized by the corresponding Area Technical or Works Directions, the Country Manager or the Directorate of Purchasing, with the approval of the Health & Safety Department.

If, due to justified operational needs, it is necessary to occasionally contract work on hazarodus activities to a supplier not included in the “List of suppliers for hazarodus activities”, the Area Area Technical or Works Directions, the Country Manager or the Directorate of Purchasing may authorize it exceptionally. This hiring will be restricted exclusively to the specific need that has been justified and must be approved by the Heath & Safety Department.

Supplier’s follow-up will be carried out according to the mechanisms established by the FCC Group, currently defined in document FCC-DC-PR-04, “Supplier Management”.

Additionally, the Area Technical Directions will carry out an annual follow-up of the strategic suppliers (*FPAQ-PURCHASING-01-1*). This follow-up will be carried out through the compilation of the incidents detected by the Contracts related to the quality of the product / service, the behavior of the supplier in relation to the environment and occupational security and health, the delivery times and / or administrative requirements. The annual follow-up will be carried out in the Area Management Systems Committee of annual closure and its results will be communicated to the Purchasing Department, in order to establish the *FPAQ-PURCHASING-01-3* format, “List of Special Monitoring Suppliers”.

6. TEMPLATES

- *FPAQ-PURCHASING-01-1, "List of Strategic Suppliers".*
- *FPAQ-PURCHASING-01-2, "Purchasing Specification".*
- *FPAQ-PURCHASING-01-3, "Listing of Suppliers subject to Special Monitoring".*
- *FPAQ-PURCHASING-01-4, "List of suppliers for hazardous activities".*

7. RECORDS AND FILING

The **aqualia** documents and forms referenced in this procedure are archived in the Management System Computer Application (GlobalSUITE), except for the **FCC** procedures, which are archived on the **aqualia** intranet:

https://fccone.fcc.es/web/fccaqualia/politicas-procedimientos-y-manuales

The records generated by this procedure will be archived in the Purchasing Department's SharePoint site: https://fcces.sharepoint.com/sites/AQ-Compras:

- Lists of "Strategic Suppliers", "Special Monitoring Suppliers", "Contractors of Hazardous Activities".
- Supplier documentation: Framework Agreements, Purchasing Specifications, etc.

8. FLOWCHART

NOT APPLICABLE.

9. ANNEXES

NOT APPLICABLE.