PURCHASING AND ACCOUNTING PROCESS

THE WHOLE PURCHASING PROCESS AND ACCOUNTING WITHIN THE PROJECT IS DIVIDED INTO FOUR PARTS:

1. **PPE (Personal Protective Equipment);**
2. **Rope Access Equipment;**
3. **Office Equipment (laptops and cameras);**
4. **Equipment, tools.**

1. PPE

PPE is purchased on the basis of the information provided by the Resource Department according to the number of the goers and Annex No. 3. Whereas, the Resource Department shall provide all necessary information (dimensions, quantity and period) for the order to the Supply Department after agreeing it with the "Gridin's Group team" for changes. The Supply Department shall order from the suppliers. After the PPE ordered from the suppliers is received, it shall be transferred to ITS to be given to the employees prior to departure.

PPE accounting shall be performed according to the cards and is given to every employee against receipt. Every employee shall have its own accounting card, where PPE given to him/her is indicated (date of issue, name, quantity, service life, surname and signature).

If PPE is worn out before its due time, Team Leader shall inform "Gridin's Group team" and DSST Department about this. DSST Department shall identify the cause why PPE is worn out (defective products or employee's tampering) and then inform "Gridin's Group team", Supply Department and Resource Department.

"Gridin's Group team" shall decide on a new purchase of PPE:

In case, the purchase in Lithuania and the following delivery with the departing team is impossible (nobody is going and the items shall be transferred very quickly), then the purchase can be done in place through the Team Leader.

Also, "Gridin's Group team" shall decide on possible deduction of a sum from the employee's wage for the PPE damaged.

When an additional requirement from customer for PPE is received, these requirements shall be agreed with DSST Department. DSST shall select PPE on the basis of the customer requirements and in accordance with the European Standards, make changes in the PPE nomenclature and inform the Supply Department about all the changes made.

2. ROPE ACCESS EQUIPMENT

Rope Access Equipment is purchased on the basis of the information provided by the Resource Department according to the number of the goers and Annex No. 4
Whereas, the Supply Department shall order necessary equipment from the supplier on the basis of the information received from the Resource Department after agreeing it with the "Gridin's Group team" for changes. After the Rope Access Equipment ordered from the supplier is received, during the training, the Supply Department shall mark the equipment for the following issue to the employees prior to departure.

Rope Access Equipment accounting shall be performed according to the certificates and given to every employee and Team Leader for the whole team against receipt.

Every employee shall have its own accounting card, where equipment given to him/her is indicated (date of issue, name, quantity, identification number, date of check and date of the end of check , surname and signature). The copies of the cards together with the equipment received shall be given to the Team Leader.

When the Rope Access Equipment is transferred by one employee to another (when the employees replace each other or leave the site), a Delivery and Acceptance Certificate shall be drawn up. The Certificate must contain the following information: date of transferring, name, quantity, identification number, surnames of the employees who transfer and accept and their signatures. After this, all signed Certificates (scanned or photographed) must be sent by e-mail to the Supply Department.

When the Rope Access Equipment is written off (theft, loss, damage, breakage), a Certificate of Wear and Tear shall be drawn up. The Certificate must contain the following information: the reason of being written off, date of writing off, name, quantity, identification number, surname and signature

of the materially liable person. Then, the Certificate signed by the Team Leader is sent to the "Gridin's Group team" and Supply Department.

"Gridin's Group team" shall decide on a new purchase of the equipment in place through the Team Leader or in Lithuania followed by transferring with the departing team.

"Gridin's Group team" shall decide on deduction from the employee's wage for the equipment damaged. "Gridin's Group team" shall inform the Department and the Team Leader about its decision.

3. OFFICE EQUIPMENT (LAPTOPS AND CAMERAS)

Office Equipment is purchased on the basis of the information pro-vided by the Resource Department according to the number of the goers and Annex No. 5. Whereas, the Supply Department shall order necessary equipment from the supplier on the basis of the information received from the Resource Department after agreeing it with the "Gridin's Group team" for changes.

Office Equipment accounting shall be performed according to the certificates and given to the Team Leader against receipt (date of issue, name, quantity, identification number, surname and signature). The copy of the certificate together with the equipment received shall be given to the Team Leader.

When the Office Equipment is transferred by one employee to another (when the employees replace each other or leave the site), the Team Leader shall draw up a Delivery and Acceptance Certificate. The Certificate must contain the following information: date of transferring, name, quantity, identification number, surnames of the employees who transfer and accept and their signatures.

The Team Leader shall send all signed Certificates (scanned or photographed) by e-mail to the Supply Department.

When the Office Equipment is written off (theft, loss, damage, breakage), the Team Leader shall draw up a Certificate of Wear and Tear. The Certificate must contain the following information: the reason of being written off, date of writing off, name, quantity, identification number, surname and signature of the materially liable person.

The Team Leader shall send the signed Certificate to the "Gridin's Group team" and Supply Department.

"Gridin's Group team" shall decide on a new purchase of the equipment in place through the Team Leader or in Lithuania followed by transferring with the departing team.

4. EQUIPMENT, TOOLS

Equipment is purchased in England by the customer supplier on the basis of the information provided by the Resource Department according to the number of the goers and Annex No. 5. Customer provides our employees with the equipment of necessary purpose and amount. The equipment is given to our employees from the H&F storage and then we receive an invoice.

Force majeure purchase of the consumable items and small tools in England shall be performed strictly by the Team Leaders and only upon coordination with "Gridin's Group team" and Supply Department.

The Team Leader purchases and then sends the copy of the invoice or cheque, where everything purchased is listed, by e-mail to "Gridin's Group team" and Supply Department.

Equipment accounting shall be performed according to the certificates:

When new equipment is purchased:

- A storekeeper shall accept this equipment from the supplier to his/her store, check correspondence according to the actual quantity and the quantity specified in the invoice;
- The storekeeper must immediately provide this invoice together with the list of the tools received to the Supply Department (by e-mail);
- The Supply Department shall register the tools on the basis of the information received from the storekeeper through a Commissioning Certificate of a new equipment.

Issue of the new equipment to the team:

- The storekeeper shall draw up the Delivery and Acceptance Certificate, where the full list of the tools transferred shall be indicated.

• The Delivery and Acceptance Certificate shall be drawn up on behalf of the Team Leader, who shall be materially liable for the tools issued.

Transferring from one team to another (team rotation):

• The Team Leader shall draw up the Delivery and Acceptance Certificate on behalf of the Team Leader of another team, where the following information shall be specified: date of transferring, name, quantity surnames and signatures of the materially liable persons.

When the tools put in storage (storage):

• The Team Leader shall draw up the Delivery and Acceptance Certificate on behalf of the storekeeper materially liable for the period of tools being kept in storage.

• The storekeeper having qualification can also check Rope Access Equipment at his/her storage and visit the team if necessary.

When the equipment is written off (in case of loss, theft, damage, breakage):

• Materially liable person (Team Leader or storekeeper) shall draw up the Certificate of Wear and Tear, where the reasons and bases to write off the equipment must be specified, also, upon commission request the photos must be submitted.

• The Team Leader shall send the signed Certificate to the "Gridin's Group team" and Supply Department.

• "Gridin's Group team" decides on a new purchase of the equipment in place through the Team Leader or in Lithuania through the Supply Department followed by transferring the equipment with the departing team.

• "Gridin's Group team" decides on deduction from the employee's wage for the equipment damaged. "Gridin's Group team" informs the Supply Department and the Team Leader about its decision.

All certificates must contain full names of the equipment and its ID number or serial number, quantity, date, accepting and transferring parties (Surname and name of the materially liable person).

All certificates with the signatures of the materially liable persons must be immediately sent to the Supply Department by e-mail (scanned or photographed)!!!