

Procurement Checklist

Name of product:

Date:

Issue	Yes	No	Rating 1=low, 5==high	Additional Comments
Is this purchase/service necessary?				
Can a used or refurbished item meet the requirement?				
Does the product include post-consumer recycled content?				
Is the product made from renewable resources?				
Is the product reusable or does it contain reusable parts?				
Is the product environmentally healthy? (what are the energy, water, environmental, social costs of production?)				
Which raw materials have been used to make the item and packaging?				
What is the products life expectancy?				
What are the transported related impacts?				
Is the product durable?				
Is the supplier or business local?				
Was the product made locally (SA)?				
Was the product made in Australia?				
Does the product have trusted certification? (FSC, Fair Trade, Australian Energy Standards?)				
Does the company demonstrate transparent ethical policies?(labor conditions, human rights practices, legislative requirements)				
Does the supplier have an Environmental Management Plan or environmental policy?				
Checklist completed by:				
Product recommended:				
Approved by ?:				