EXTERNAL RESOURCING

External Resource

Identify potential providers. Intranet research, networking group, word of mouth. Complete external resourcing form with attachments, where appropriate

Monitor performance and feedback to External Resourcer. Conduct annual reviews for insurance, qualifications etc.

Leadership Team

Determine whether there are any approval factors to consider – product standards, ACS, qualifications, memberships etc.

No

Existing Supplier?

Yes

Gain approval from leadership team and create purchase order or contract. Agree terms of service/product and any KPI/SLA requirement. Order product or service

Fit for Purpose?

Yes

Pay invoice and supply product or service

Operations/Admin

Resource Requirement
- equipment, product, PPE
- professional service
- sub-contracted labour

No

Security Operative

Leadership Review Process

Knowledge/Information

Resource request

External Resourcer

Record

Email, non-compliance

External Resource Evaluation Records

Evaluation Results

Timeline

As per urgency of request/business need

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