SOURCING FORCE
TAIL SPEND MANAGEMENT

INDUSTRIAL MAINTENANCE AND BUILDING WORKS

One-off contractors

The UK purchasing guide

A guide to preparing interventions on industrial sites: contractor selection, purchasing routes, documents, orders and payment. A practical method for purchasing, maintenance and project teams coordinating outside companies in the UK.

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Your next requirement, step by step

1. Why do small purchases of works take so much time?

2. What should remain with the site?

3. How do you prepare a contractor already selected?

4. How do you specify work when the contractor is still to be found?

5. Which documents should be tracked, and when?

6. How do you organise variations and payment?

7. Which examples show the diversity of requirements?

8. Which method can you apply to the next requirement?

Use this guide to prepare purchasing and discussions between the site and contractors. The actual responsibilities, jurisdiction, documents and work need review for each project.

CHAPTER 1

Why do small purchases of works take so much time?

An electrical repair, roof alteration or lifting operation may be brief. Its administrative route still involves several teams: the site prepares the need, purchasing identifies the supplier, legal reviews the contract and accounts arranges payment. When the contractor is unlikely to return regularly, its supplier record continues to exist after the job has ended.

The aim is to separate preparation belonging to the actual intervention from the supplier relationship. Technical constraints, safety arrangements and approval of work remain specific to the site. Commercial onboarding, orders and invoices can be organised through a shared circuit without removing the care required for the job.

CHAPTER 2

What should remain with the site?

The site defines the expected work, affected installations and result to accept. It states availability windows, access, production constraints and interfaces with other companies. The contractor organises execution and the competence of its people. Competent participants prepare appropriate coordination and preventive controls for the actual UK work.

A list of documents is not enough to prepare an intervention. It identifies missing elements, but evidence must be considered against the trade, place, contract and actual situation. Administrative tracking does not replace review of site conditions, technical approvals or the duties of relevant participants.

CHAPTER 3

How do you prepare a contractor already selected?

Gather its business identity, quotation, intervention description and your contact’s details. Distinguish supplied equipment from labour where the quotation combines them. State milestones: preparation, work, tests, acceptance and any additional requirements. Clarify how each stage is approved before treating the quotation as an actionable order.

OnSite offers onboarding within 24 hours for an already selected company with a complete file. That reference concerns administrative processing; it does not determine site access timing on its own. Contractor availability, necessary checks and actual job conditions are assessed separately.

CHAPTER 4

How do you specify work when the contractor is still to be found?

Start with the required result. Specify the trade, actual UK site and postcode, intervention window, access constraints and relevant competence. Add drawings and technical information after agreeing a suitable exchange channel. A sufficiently clear scope makes it easier to compare proposals that address the same requirement.

Sourcing is distinct from purchasing administration for a company already selected. Its timetable depends on technical complexity, location and availability. The administrative or sourcing fee is 3-12% of the service value excluding VAT; the applicable rate is agreed before commitment, with scope, currency and tax treatment.

CHAPTER 5

Which documents should be tracked, and when?

Preparation includes identifying the counterparty, applicable company and tax checks, relevant insurance, competence evidence and site coordination documents. Criteria differ between mechanical maintenance, access at height, electrical work and asbestos-related operations. UK requirements should be assessed for the actual task and jurisdiction rather than copied from French document labels.

Define a follow-up owner, check date, review triggers and actions for missing evidence. Vigilegal helps structure files. It should not lead to an unassessed claim that a company or project is compliant. The English guides explain relevant UK topics with official sources, distinguishing Great Britain and Northern Ireland where necessary.

CHAPTER 6

How do you organise variations and payment?

Describe and approve additional work before committing to it under the agreed contractual route. Identify the requester, scope change, price and timetable consequences. Acceptance then confirms what was actually completed while retaining the detail of each service. Keep authorised variations linked to the initial quotation and order.

A consolidated invoice may combine several entrusted purchases while retaining a breakdown by site, trade and contractor. Payment timing depends on agreed conditions, expected documents and service approvals. A shared supplier route makes the process understandable; it is not an unconditional promise of immediate payment.

CHAPTER 7

Which examples show the diversity of requirements?

BME references include mechanical maintenance for Corning, works and technical interventions for Goodyear, metal structures and substation operations for Siemens Energy, and interventions at Boralex wind farms. Trades and locations vary; the shared feature is organising purchases entrusted through one entity. These references retain their actual French and international settings.

The white paper publishes no client order values, purchase order numbers or executing contractors' identities. Examples illustrate the process without turning one experience into a guaranteed result for another intervention, and they are not represented as newly documented UK projects.

CHAPTER 8

Which method can you apply to the next requirement?

Describe the service and place of execution. State whether the contractor is selected. Identify the order route, documents, technical approvals and invoicing milestones. Agree commercial conditions, then prepare site coordination with the companies involved. Name who accepts the work and handles changes so that the purchase remains traceable through to closure.

Use the GBP diagnostic to estimate administrative costs from your own assumptions. The contractor checklist and safety preparation draft generator support a discussion with competent people. Present your requirement to Jonathan Morris, the contact for English-language requests. The tools do not issue technical approval, permission to start or a completed statutory construction phase plan.

Prepare your first discussion

- Your company, UK nation, site address and postcode.

- Trade, technical scope and required dates.

- Selected contractor or a sourcing specification.

- Quotation and breakdown of supplies and services.

- Relevant documents, competencies and site approvals.

- Order, acceptance, variation and payment arrangements.

Discuss your project with Jonathan Morris

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Official guidance and further reading

HSE - Using contractors

https://www.hse.gov.uk/pubns/indg368.htm

HSE - Commercial client duties under CDM 2015

https://www.hse.gov.uk/construction/cdm/2015/commercial-clients.htm

HSE - CDM notification questions

https://www.hse.gov.uk/construction/cdm/faq/

HSENI - CDM (Northern Ireland) 2016

https://www.hseni.gov.uk/articles/construction-design-and-management-regulations-northern-ireland-2016

HMRC - Construction Industry Scheme

https://www.gov.uk/what-is-the-construction-industry-scheme

GOV.UK - Employers liability insurance

https://www.gov.uk/employers-liability-insurance

The UK cost tool uses your own GBP inputs excluding VAT. The French vigilance threshold and French statutory decennial insurance are not treated as universal UK rules.