

NTNU	Monitoring and recording purchasing data	Prepared by	Number	Date	
		The HSE section	HMSR-23	01.12.2006	
HSE		Approved by	Page	Replaces	
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1. Objective

The objective of this set of guidelines is to ensure routine compilation and registration of purchasing data within NTNU as a basis for periodical and annual HSE reporting.

2. Scope

This set of guidelines applies to purchasing data within NTNU's area of responsibility, and covers purchases of both merchandise and services.

3. Responsibilities and authority

The Financial Division is responsible for organising the purchasing function and must ensure that an inventory is run of purchased merchandise and services within NTNU, and of suppliers.

Line managers are responsible for ensuring that the routines and purchase agreements initiated by the Financial Division in terms of green purchasing are followed up and made familiar to people at the unit.

The HSE section is responsible for entering purchasing data into NTNU's HSE records.

4. Definitions None.

5. Monitoring and recording purchasing data

The Financial Division is responsible for monthly recording, follow-up, and reporting of purchasing statistics according to the following environmental performance indicators: The Financial Division will report periodically to the HSE section according to the following indicators:

- Amount of purchased A4 paper (number)
- Proportion of product groups with environmental marking (the Green Swan, the EU flower mark, environmental declaration, other) compared to the total number of product groups (%)
- Proportion of approved suppliers with a certified environmental management system (ISO 14001, EMAS, Environmental Lighthouse) compared to the total number of suppliers (%)
- Number of framework agreements subject to environmental requirements
- Total number of framework agreements
- Number of invitations to tender subject to specific environmental requirements
- Total number of invitations to tender

The reporting of the figures for the difference performance indicators must be coordinated with other reporting within NTNU

6. References

[Lov om offentlige anskaffelser](#)

[Forskrift om offentlige anskaffelser](#)

[The HSE handbook, point 3.3.6](#)

[HMSR21E HSE reporting](#)

[Purchases and acquisitions](#)

Form for reporting purchasing data

Checklists for the environmental aspects relating to purchases

[List of suppliers approved by NTNU](#)

[List of performance indicators for NTNU](#)