**Schedule of items and products specified by example**

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| **Project:** |
| **Date:** |
| **Finance Project Manager:** |
| **Lead Consultant:** |

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|  | Product interrogation |  |  |  |  |
|  | Item specified by example | WA manufacturer location | WA supplier location | Non-WA manufacturer or supplier location | Justification for origin and for selection. |
| 1 | *“Bam stand” Glock pistol unloading receiver* |  |  | *Manufactured: Fabrique Nacinale, Belgium* | *Approved exemption from WA Procurement Rules.* |
| 2 | *“Softness123 Company” acoustic board* | *Kewdale, Western Australia* |  |  | *Not required.* |
| 3 | *“CoverAll Flooring” floor vinyl* |  | *Multiple (3+) WA suppliers.* | *Manufactured: Victoria, Australia* | *Not required.* |
| 4 | *Operating theatre light fitting:*  *“Lights XYZ 19007500”* |  | *Brightlight Company, Welshpool* | *Manufactured: Germany* | *Not required.* |
| 5 | *“Tilley’s Anti slip White Swan”,*  *Fully vitrified porcelain, 9mm floor tiles* |  | *Tilest Flooring, Scarborough* | *Manufactured: Modena, Italy* | *Not required.* |
| 6 | *“Axlbuy” iridescent external cladding tiles* |  |  | *Manufactured: Arizona, USA*  *Supplier: SpaceTech, Melbourne, Australia.* | *The client agency requested this item, as an educational resource.*  *They are made by only one factory, having been developed for NASA’s space shuttle project.*  *No WA supplier available.* |
| 7 | *“Burn It” fibre reinforced plastic door* |  |  | *Manufactured: USA*  *Supplier: Singapore* | *This type of door was chosen for its high heat resistance and hygiene properties.*  *There are no known Australian manufacturers of this type of door and the closest supplier is in Singapore.* |

*\*All names and product references in this example are fictional. Any reference to an actual product, supplier or brand are unintentional and is not an endorsement for any brand or product.*

Lead Consultant’s Authorised Representative: ……………………………………… Signature: …………………………………………. Date: ……………………

Project Manager Name: …………………………………………………………...………………... Signature: ………………………………………….. Date: ……………………

**Supporting Guidance**

This table is a supporting document. It demonstrates the designed adherence to Policy requirements and is not a tendered document.

### Justification of imported items and products

To support the *Buy Local Policy*, the consultant shall interrogate all items and products specified by example to determine if any Western Australian manufacturer or supplier exists.

This interrogation shall be recorded in the S*chedule of items and products specified by example* andshall cover all disciplines of the project design team.

The lead consultant shall submit the record with the contract documentation package to the FinanceProject manager.

This record may be used to support a formal response to queries about the project’s reasonable application of the policy.

### Justifications

If the item or product is not manufactured in WA or cannot be procured by a WA supplier, reasonable justification should be provided for why that specific brand or supplier has been named.

Consultants shall consider when interrogating:

1. Can the item or product be specified generically? If it can, then the item or product does not need to be listed on the table.
2. If it cannot be specified generically,
   1. Is this item or product manufactured in WA? If not, is there a suitable equivalent manufactured in WA and why was the WA manufactured item not specified as an example?
   2. Is this item or product supplied through a WA supplier? If not, can it be sourced from Australia and New Zealand?
   3. If the item or product needs to be imported, what is the justification?

Justifiable criteria do not include:

* + - Aesthetic preference.
    - Manufacturer or supplier marketing statements. For example: ‘Manufacturer or supplier provides great service’, ‘has been in business for a long time’ etc.
    - Initial cost of product and its installation.
    - Past usage of the product.

Copies of schedules from the specification trade sections for items such as door hardware, light fittings, sanitary fittings etc may be appended to this schedule. They must be accompanied by the same information about suppliers and manufacturers, together with justifications as identified in this table.

### Flowchart

Has the item been specified by example?

Yes No

No further justification required.

Is it exempt from the Procurement Rules?

Yes No Unsure

No further justification required.

Is the item manufactured in WA?

Please clarify with the Finance PM and restart.

Yes No

No further justification required.

Is there an equivalent item manufactured in WA?

Yes No

Why was this item not specified? WA manufacturers are preferred.

Is the item supplied by a WA supplier?

Yes No

No further justification required.

Is there an equivalent item supplied by a WA supplier?

Yes No

Why was this item not specified? WA suppliers are preferred.

List location of manufacturer and supplier. Provide justification.