

### **Information on how to use this template:**

- 1) On '**Cover**' **Tab**, please select the relevant Category by typing a 1 on one of the marked boxes (**on Column D**). Only one box at a time, otherwise there will be an error.
  - 2) Move to '**Returnables**' **Tab**. Applicable requirements for the selected category will automatically be denoted by 1, whereas the un-applicable requirements will be denoted by 0. (**on Column D**)
  - 3) You may hide the rows with un-applicable requirements.
  - 4) Complete the rest of the required details.
  - 5) Save in **PDF and sign**. Or preferably you may sign and **lock the sheet** before sending to the buyer.
- NB: Print-area might shift as information is populated. Adjustment may be made to fit to 1 page.

## TYPES OF CATEGORY

Type 1 in the block to select the applicable type of Category

(Select only one box or you will see "Error" in column B)

|                                  |            |  |
|----------------------------------|------------|--|
| <input type="radio"/>            | Category 1 | Form A, ISO certificate, Internal and External management system audit report (with Nonconformity, Correction and/ or Corrective Action Reports), Draft CQP and IPT as per Scope of Works (Ref ISO 10005), information for defined roles, responsibilities and authorities.          |
| <input type="radio"/>            | Category 2 | Form A, Implemented Quality Management System, Internal management system audit report (with Nonconformity, Correction and/ or Corrective Action Reports), Draft CQP and IPT as per Scope of Works (Ref ISO 10005), information for defined roles, responsibilities and authorities. |
| <input checked="" type="radio"/> | Category 3 | Form A, Implemented Quality Management System, Internal management system audit report (with Nonconformity, Correction and/ or Corrective Action Reports), Draft CQP and IPT as per Scope of Works (Ref ISO 10005), information for defined roles, responsibilities and authorities. |
| <input type="radio"/>            | Category 4 | Form A, Method Statement based on Scope of Work, information for defined roles, responsibilities and authorities, Quality Objectives and Quality Policy  |

## Do you need to change any scoring indicators

Select 0 to use applicable indicators. Select 1 to modify scoring indicators:  0

**Important**

If you have selected 1 to change scoring indicators, then you need to select 0 to the relevant boxes below that is not relevant

Please ensure that you can explain to auditors why you excluded any of the indicator.

| QUALITY REQUIREMENTS   |               | Deliverables to be submitted = 1 |
|--|---------------|----------------------------------|
| <b>SECTION A</b>   |               |                                  |
| Quality Management System Requirements ISO 9001:2015 (Ref 240-105658000 or 240-51544462)   |               |                                  |
|  | Apply (Yes=1) |                                  |
| A.1 Product / Service Scoping on ISO certificate is defined and relevant   | 0             | 0                                |
| A.2 Certificate by Approved and Authorized certification authority   | 0             | 0                                |
| A.3 Certification Authority is has Recognized international Accreditation  | 0             | 0                                |
| A.4 Validity (expiry date) of certificate  | 0             | 0                                |
| <b>Sub-Section A Score</b>   | <b>0</b>      |                                  |
| <b>SECTION A</b>   |               |                                  |
| Quality Management System Requirements ISO 9001 2015 (Ref 240-105658000 or 240-51544462)   |               |                                  |
|  | OR            |                                  |
| A.1 QMS Manual or a document that defines and describes the QMS and its scope or Quality Method statement.   | 1             | 0                                |
| A.2 Quality Policy Approved by top management.   | 1             | 0                                |
| A.3 Quality Objectives Approved by top management.   | 1             | 0                                |
| A.4 Control of documented information (i.e. document and record control)<br>Clause 7.5 of ISO 9001:2015  | 1             | 0                                |
| A.5 Documented information for Control of nonconforming outputs<br>Clause 8.7 of ISO 9001:2015   | 1             | 0                                |
| A.6 Documented information for Nonconformity and Corrective action<br>Clause 10.2 of ISO 9001:2015   | 1             | 0                                |
| A.7 Documented information for Internal audit<br>Clause 9.2 of ISO 9001:2015   | 1             | 0                                |
| <b>Sub-Section A Score</b>   | <b>7</b>      |                                  |
| <b>SECTION B</b>   |               |                                  |
| Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105658000 or 240-51544462)  |               |                                  |
|  | Apply (Yes=1) |                                  |
| B.1 Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role)<br>(Clause 5.3 of ISO 9001:2015)  | 1             | 0                                |
| B.2 Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015)   | 1             | 0                                |
| B.3 Latest copy of an internal management system audit report (with Nonconformity, Correction and/ or Corrective Action Reports) - Report must include but not limited to Objective, Scope, Criteria and outcomes of the audit.<br>(Clause 9.2 of ISO 9001:2015)   | 0             | 0                                |
| B.4 Latest copy of a certification management system audit report not older than 12 months (with Nonconformity, Correction and/ or Corrective Action Reports)B.4 Latest copy of a certification management system audit report not older than 12 months (with Nonconformity, Correction and/ or Corrective Action Reports) | 0             | 0                                |
| B.5 Records of Management Review meetings (minutes, attendance registers etc)  | 0             | 0                                |
| <b>Section B Score</b>   | <b>2</b>      |                                  |
| <b>SECTION C</b>   |               |                                  |
| Contract Quality Plan Requirements (Ref 240-105658000 and 240-109253698).  |               |                                  |
| Draft Contract Quality Plan specific to the scope of work as described in the tender documents (Ref ISO 10005)   |               |                                  |
|  | Apply (Yes=1) |                                  |
| <b>NB! Draft Contract/Project Quality Plan has important QA deliverables</b>   | 1             | 0                                |
| <b>Section C Score</b>   | <b>1</b>      |                                  |
| <b>SECTION D</b>   |               |                                  |
| Quality Control Plan Requirements (Ref 240-105658000 Annexure I or 240-51544462)   |               |                                  |
| QCP /Checklist/ ITP (Quality Control Plans) as per Scope of Works (Ref ISO 10005 & 240-105658000)  |               |                                  |
|  | Apply (Yes=1) |                                  |
| <b>NB! Example of an Inspection and Test Plan (ITP) or Quality Control Plan (QCP) on similar and/ or previous work done</b>  | 1             | 0                                |
| <b>Section D Score</b>   | <b>1</b>      |                                  |
| <b>SECTION E</b>   |               |                                  |
| User defined additional Requirements & miscellaneous (Ref 240-105658000)<br>Customer specific requirements & other standards and required can be listed and evaluated here   |               |                                  |
|  | Apply (Yes=1) |                                  |
| E.1 Form A is completed and signed.  | 1             | 0                                |
| E.2 Add other requirements (if applicable) as per the scope of work and/ or specification  | 1             | 0                                |
| <b>Section E Score</b>   | <b>2</b>      |                                  |

|  |  |  |               |
|--|--|--|---------------|
|   | <b>Supplier Quality Management:</b><br><b>List of Tender Returnables Documents</b> | Unique Identifier                          | 240-12248652  |
|  |  | Revision                                   | 7             |
|  |  | Effective Date                             | 2022/01/26    |
|  |  | Specification                              | 240-105658000 |
| <b>Category 3 : Quality Requirements</b>   |  | Deliverables to be evaluated indicator = 1 |               |
| <b>SECTION A : Quality Management System Requirements ISO 9001</b><br>Objective evidence of documented QMS that is not certified but complies with ISO 9001  |  |  |               |
|  |  | <b>Apply =1</b>                            |               |
| A.1 QMS Manual or a document that defines and describes the QMS and its scope  |  | 1  |               |
| A.2 Quality Policy Approved by top management.   |  | 1  |               |
| A.3 Quality Objectives Approved by top management.   |  | 1  |               |
| A.4 Control of documented information (i.e. document and record control)<br>Clause 7.5 of ISO 9001:2015  |  | 1  |               |
| A.5 Documented information for Control of nonconforming outputs<br>Clause 8.7 of ISO 9001:2015   |  | 1  |               |
| A.6 Documented information for Nonconformity and Corrective action<br>Clause 10.2 of ISO 9001:2015   |  | 1  |               |
| A.7 Documented information for Internal audit<br>Clause 9.2 of ISO 9001:2015   |  | 1  |               |
| <b>Section A Score Option 2</b>  |  | <b>7</b>                                   |               |
| <b>SECTION B : Evidence of QMS in operation (Tender Quality Requirements -Ref 240-105658000)</b>   |  |  |               |
|  |  | <b>Apply =1</b>                            |               |
| B.1 Documented information for defined roles, responsibilities and authorities - Organization chart and Responsibility matrix (must include but not limited to quality management function/role)<br>(Clause 5.3 of ISO 9001:2015)                  |  | 1  |               |
| B.2 Documented information for Control of Externally Provided Processes, Products and Services - Must include criteria for evaluation, selection, monitoring of performance, and re-evaluation of external providers (Clause 8.4 of ISO 9001:2015) |  | 1  |               |
| <b>Section B Score</b>   |  | <b>2</b>                                   |               |
| <b>SECTION C: Contract Quality Plan Requirements (Ref 240-105658000 and 240-109253698).</b><br>Draft Contract Quality Plan specific to the scope of work as described in the tender documents (Ref ISO 10005)                                      |  |  |               |
|  |  | <b>Apply (Yes=1)</b>                       |               |
| NB! Draft Contract/Project Quality Plan has important QA deliverables  |  | 1  |               |
| <b>Section C Score</b>   |  | <b>1</b>                                   |               |
| <b>SECTION D: Quality Control Plan Requirements (Ref 240-105658000 or 240-109253302)</b><br>QCP /Checklist/ ITP (Quality Control Plans) as per Scope of Works (Ref ISO 10005)  |  |  |               |
|  |  | <b>Apply = 1</b>                           |               |
| NB! Draft/ Example of an Inspection and Test Plan (ITP) or Quality Control Plan (QCP) on similar and/ or previous work done  |  | 1  |               |
| <b>Section D Score</b>   |  | <b>1</b>                                   |               |
| <b>SECTION E: User defined additional Requirements &amp; miscellaneous (Ref 240-105658000)</b><br>Customer specific requirements & other standards and required can be listed and evaluated here   |  |  |               |
|  |  | <b>Apply (Yes=1)</b>                       |               |
| E.1 Form A is completed and signed.  |  | 1  |               |
| E.2 Add other requirements (if applicable) as per the scope of work and/ or specification  |  | 1  |               |
| <b>Section E Score</b>   |  | <b>2</b>                                   |               |
| <b>NAME OF ESKOM REPRESENTATIVE</b>  |  |  |               |
| <b>DATE ISSUED</b>   |  |  |               |
| <b>PROJECT: TENDER TITLE</b>   |  |  |               |
| <b>SIGNATURE</b>   |  |  |               |