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|  | Supplier QM Category 4 Method Statement Template | Template Identifier | 240-43921804 | Rev | 6 |
| | | Document Identifier | 240-126469599 | Rev | 2 |
| | | Effective Date | October 2021 | | |
| | | Review Date | October 2025 | | |

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| Method statement Title (Title as per tender/RFQ title) | Full Name (Supplier Representative Details) | Originated by | Reviewed by (if applicable) | Approved by: (if applicable) | |
| | Designation (of the compiler) | | | | |
| | Contact No (of the compiler) | | | | |
| | Date | | | | |
| Client (Division/Operating/ Business Unit as per tender RFQ) | | Tender /RFQ Number/ Contract Number | | | |
| Activity | Detailed Description (type in the information required) | | | Reference Document/ Procedure | Area / Dept./ Discipline |
| Scope of work as described in the contract document/ order/ tender | Outline the scope of work as detailed in the Works Information of the NEC document/ RFQ | | | Note the relevant document ref number (if available) | Relevant discipline (if any) |
| Scope of work Objectives/ Outputs / contract objectives | List 2-3 objectives (SMART) in relation to the SOW outputs | | | | |
| Customer Focus - The primary focus of quality management is to meet customer requirements and to strive to exceed customer expectations. How are customer needs identified, and effectively communicated to affected personnel? | How are customer needs identified, and effectively communicated to affected personnel in the organisation? | | | | |
| Competency , empowering and engaging people throughout the organization to enhance its capability to create value. What Human Resources, training and authority are required for delivering this SOW? | Provide details of skills/ competencies and training required to deliver the tender/order Scope of work? | | | | |
| Infrastructure: PPE required | PPE that is required in executing the scope of work | | | | |
| Infrastructure: What tools and equipment are required to deliver this SOW. | List the tools/equipment/infrastructure (including testing/ measurements to be done) required to deliver the scope of work? | | | | |
| Leadership- How is the organization's mission, vision, strategy, policies and processes communicated throughout the organization; What are the shared values of this organisation? | The mission; vision; values of the organisation. | | | | |
| How are risks that affect outputs of the processes and overall outcomes of the SOW identified and managed? | List all Risks associated with delivering the scope of work, what actions will be taken to minimise and mitigate the identified risks. | | | | |
| What actions will be undertaken for improving | Explain how the organisation identifies gaps for improvement in business processes to meet or exceed customer/regulatory requirements | | | | |

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| efficiency and effectiveness of the business processes? | | | |
| Data and Analysis –what data will be collected from this contract and what analysis will be carried out to assist with decision making in the future. | What data is analysed for improvement on this scope of work? | | |
| Relationship Management. For sustained success, organizations manage their relationships with interested parties, such as suppliers. Purchasing/Procurement done including supplier selection criteria and monitoring if any. | <p>What other stakeholders, may be affected by the product/service being offered?</p> <p>How are they affected (low; medium and high), and what actions are taken to address the stakeholders?</p> <p>Is outsourcing involved in delivering this scope of work?</p> <p>Explain how suppliers are identified, selected; evaluated and their performance monitored.</p> | | |

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