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|  | Method Statement Template | Template Identifier | 240-43921804 | Rev | 6 | |
| | | Document Identifier | 240-126469599 | Rev | 1 | |
| | | Effective Date | September 2018 | | | |
| | | Review Date | September 2023 | | | |

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| Method statement Title (Title as per tender/RFQ title) | Full Name (Supplier Representative Details) | Originated by | Reviewed by | Approved by: | |
| | Designation (of the compiler) | | | | |
| | Contact No (of the compiler) | | | | |
| | Date | | | | |
| Client (Business Unit as per tender/RFQ) | | Method Statement version | | | |
| Client/Eskom Representative (Buyer/End User) | | Date Accepted | | | |
| Activity | Detailed Description (type in the information required) | | | Reference Document/ Procedure | Area / Dept./ Discipline |
| Scope of work as described in the contract/ 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) |
| Objectives/ Outputs | 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 is Customer needs communicated to affected personnel. | How are Customer needs identified and 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 : What PPE, 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 are the actions taken for improving efficiency and effectiveness of the business processes? | Explain how the organisation identifies gaps for improvement in business processes to meet or exceed customer/regulatory requirements | | | | |
| Data and Analysis –what data will be collected from this contract and what analysis will be carried out to assist with decision making. | What data is analysed for improvement on this scope of work? | | | | |

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| <p>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> | <p>What other stakeholders are affected by the product/service being offered?</p> <p>How are they affected (low; medium and high), what actions are taken to address the stakeholders?</p> <p>Is outsourcing involved in delivering this scope of work? Explain how suppliers are identified, selected; evaluated and monitored.</p> | | |
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