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