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

|                                                                                                                                                                                                                                        |                                                                                                                                        |                                     |                             |                                                       |                              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|-------------------------------------------------------|------------------------------|--|
| 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                                                                             |                                     |                             |                                                       |                              |  |
| <b>Customer Focus</b> - 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?                             |                                     |                             |                                                       |                              |  |
| <b>Competency</b> , 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?                               |                                     |                             |                                                       |                              |  |
| <b>Infrastructure:</b> PPE required                                                                                                                                                                                                    | PPE that is required in executing the scope of work                                                                                    |                                     |                             |                                                       |                              |  |
| <b>Infrastructure:</b> 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?            |                                     |                             |                                                       |                              |  |
| <b>Leadership-</b> 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 <b>risks</b> 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 <b>improving</b>                                                                                                                                                                                   | Explain how the organisation identifies gaps for improvement in business processes to meet or exceed customer/regulatory requirements  |                                     |                             |                                                       |                              |  |

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| <b>efficiency</b> and effectiveness of the business processes?                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                       |  |  |
| <b>Data and Analysis</b> –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?                                                                                                                                                                                                                                                                                                          |  |  |
| <b>Relationship Management.</b><br>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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