

1.0 Purpose

The purpose of this procedure is to ensure that processes are in place to undertake effective Contract Reviews of NCPL's Integrated Management System (IMS) with the objective to:

- Ensure that the quality of services performed by the NCPL, and its suppliers and agents meet the requirements of the Contracts and Agreements currently in place, thereby ensuring that the expectations and needs of NCPL's customers are met.
- Reduce the risk associated with contractual relationships.
- Ensure that Contracts for Supply Chain Events Management conform to NCPL's requirements for sustainable development.

Following are considered for the expiring contracts:

- Vendors capabilities and purpose.
- Experience in delivering the job.
- Opportunities for improvement and vendor flexibility to adapt to NCPL's requirements.

This procedure applies to all Contracts and Agreements currently in force which includes but is not limited to:

- Equipment Maintenance Contracts.
- Supplier Agreements.
- Employee Agreements – HR Manager will be responsible.
- Contracts for Outsourced activities.

2.0 Responsibility

Heads of Departments are responsible for ensuring that Contract Reviews are held at the prescribed intervals, in accordance with the procedures that follow. The review may also be attended by:

- Chief Executive Officer.
- Other personnel as deemed necessary.

3.0 Procedures

The Contract Review may be held in conjunction with the Management Review / BSR of the IMS, or separately by the Heads of Department with written notice provided to the CEO who shall review all contract reviews and where needed approve or disapprove any changes. Major changes shall be processed through the Management of Change Procedure.

The Review shall determine that:

- Services as provided in the past meet with NCPL's and customer expectations, and any contract extension is approved.
- Where required a risk assessment shall be undertaken.
- Alternate sources are to be determined for services, where appropriate.
- Adequate resources remain available for the requirements of the contract.
- The scope of the management has not changed.
- No ambiguity exists between the services being provided and the stipulated requirements.
- The terms of the contract remain valid and are still acceptable to both parties. Verbal agreements, where they exist, are reviewed, agreed to where needed, and properly documented for acceptance and compliance.
- All applicable regulations, codes and standards are complied with.
- Any differences or non-conformances which may arise are adequately addressed and rectified.
- Financial or liability exposures to NCPL are understood, and safeguards provided.
- All contracts and agreements shall be reviewed by the CEO and or his/her designate prior to execution.
- A record of the Review shall be maintained.

- Amendments to Contracts and Agreements shall be documented, and upon agreement of the changes being reached, either a new contract shall be drawn up, or the faxed or emailed amendment signed by both parties shall be attached to the original.

4.0 Records

- Record of Review.
- List of Contracts and Agreements subject to Annual Review.