# TABLE 1 -- EXTERNAL PROVIDER CONTROL PLAN

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| --- | --- | --- | --- | --- | --- | --- |
| ApplicableMaterials / Products / Services | Purchasing Method | **Pre-Qualification (For New External Provider)** | | **On Going Appraisal (Existing External Provider)** | | Quality Control For Each Order |
| Method | **Responsibility** | **Method** | **Responsibility** | **Method / Responsibility** |
|  |  |  |  |  |  |  |
| **Category A**  **Direct Materials (Softwares)** | Credit Terms / Signed Confirmation on vendor’s/ **External Provider** quotation. | 1. ISO certified company preferred or 2. Price 3. Samples 4. Service Level 5. Quality / Spec | Initiated by Purchaser  Approved by CEO/ Operations PIC | Yearly Assessment | Purchaser | * Receiving inspection of materials by Operations PIC in accordance to contract specs or requirements specified in the Inspection & Test Plan (ITP). * Ref.: ITP / **External Provider**’s D.O. |
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| **Category B**  **Indirect Materials / Consumables** | Credit Terms / Signed Confirmation on vendor’s **/External Provider** quotation. | 1. ISO certified company preferred or 2. Trial Order 3. Recommendation | Initiated by Purchaser  Approved by CEO / Operations PIC | N.A. | N.A. | * Receiving verification of materials / consumables by Operations PIC in accordance to contract specs or requirements specified in the ITP. * Ref.: ITP / **External Provider**’s D.O. |
|  |  |  |  |  |  |  |
| **Category C**  **Capital Purchase** | Credit Terms / Signed Confirmation on vendor’s /**External Provider** quotation. | 1. ISO certified company preferred or 2. Showroom - Product Demo 3. Catalogue - Technical Evaluation | Initiated & approved by CEO / Operations PIC | N.A. | N.A. | * Commissioning of machinery by CEO or delegate to ensure conformance to contract specs. |
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| **Category D**  **Subcontract Works (Outsourced)**   * Translators * Interpreters * Voice- Overs * Translation Agencies * Copywriters | P.O. | 1. Passed the Sample test reviewed internally/ by senior translators. 2. ISO certified company preferred or 3. Recommendation 4. Market Reputation  * Portfolio of past experiences & clients | Initiated by Purchaser  Approved by CEO / Operations PIC | Yearly Assessment | Purchaser /  Operations PIC | * Ongoing deliverables check by Purchaser / Operations PIC in accordance to contract specifications or requirements specified in the Operations Control Plan. Inspection records shall be maintained. |
|  |  |  |  |  |  |  |
| **Category E**  **Services (Outsourced)**   * Maintenance of Office Equipment | Credit Terms / Signed Confirmation on vendor’s/ **External Provider** quotation/ contract. | 1. ISO certified company preferred or 2. Track Record 3. Recommendation | Initiated by Purchaser  Approved by CEO / Operations PIC | Yearly Assessment | Purchaser /  Operations PIC | * Verification of services rendered / Servicing Report / D.O. by Purchaser / Operations PIC upon handover by service contractor. |