



KALE GROUP OF INDUSTRIES

## PROCEDURE- SERVICE CONTRACT

	Activity	Responsibility	Top Management
PLAN	Receive services requisition from plant head . Like Labour, AMC, Security & other utilities / facilities . or identify as required .	MGR HR/HR asst.	
DO	Evaluate new contractor against defined check points and decide suitability . Record details in <u>Evaluation &amp; selection of contractors</u> . Negotiate & Finalize with selected agencies. Finalise <u>agreement/contract</u> with each service supplier and get signed by respective authorities.  Ensure proper terms and conditions in the contract before approval. Prepare / update <u>list of approved contractors</u> .	MGR HR MGR HR  MGR.	Review proper terms and conditions in the contract before approval.
CHECK	Regular checking & monitoring according to terms & conditions.	MGR HR/HR asst.	Periodically review the services w.r.t contract.
ACT	Initiate action in case of service problems from the contractors .	MGR HR/HR asst.	
Note - Underlined text above indicates documents & records..			
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