

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
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Title : Procedure For Sub Contractors Registration			

31. PROCEDURE FOR REGISTRATION OF SUB CONTRACTORS

31.1 Purpose –Standardize registration of Sub contractors -

31.2 Scope: The registration of Sub contractors’ process and evaluation

31.3 Responsibility: The overall responsibility of the execution, monitoring and updating the procedure is held with Central Human Resources Division /Engineering Department

31.4 Authority: CHR Department and Engineering Department hold the authority of the procedures

31.5 Procedure

1. Calling for applications from contractors
2. Registration of those applicants
3. Verification of the applicants’ business registration (BR), conducting an on-site inspection of their working environment, and obtaining confirmation that they are engaged in work with other institutions.
4. Subsequently, subjecting them to an interview by the institution’s management.
5. Registration of the selected applicants.
6. At that stage, the following documents must be submitted.
 - 6.1. Business registration certificate.
 - 6.2. Grama niladhari certificate.
 - 6.3. Certified copy of the national identity card.
7. Afterwards, the applicants are evaluated and a report is submitted to the top management.
8. Obtaining approval from the relevant section and the director..
9. Preparing a data file of them within the institution.
10. Approval from the director and managing director must be obtained for registration in the IFS.
11. The selected contractors must provide us with the details of their members

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	