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## Supplier Evaluation

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### 1.0 Purpose

The document describes the methods to establish and maintain Approved Subcontractor and Supplier List for the use in projects.

### 2.0 Introduction

2.1 **Plant & Logistics Manager (PLM)** and **Project Manager (PM)** are responsible for implementation, and **Administrative Support Manager (ASM)** is responsible for maintenance of this procedure.

2.2 The **Administrative Support Manager (ASM)** is responsible to update the list when advised by the **Project Manager (PM)** and/or **Plant & Logistics Manager (PLM)**.

2.3 This procedure does not apply to the purchase of stationary, messing, office equipment, office furniture, geotechnical and computer software, car repairing or acquisition of capital items. It applies to products and services having direct impact on the quality of works, and thus includes the permanent materials/ equipment, works subcontracting, the calibration of measuring and monitoring equipment and maintenance of equipment.

### 3.0 Process Input Requirement

3.1 Suppliers and subcontractors for project or as described in section 2.3 above shall submit information for evaluation.

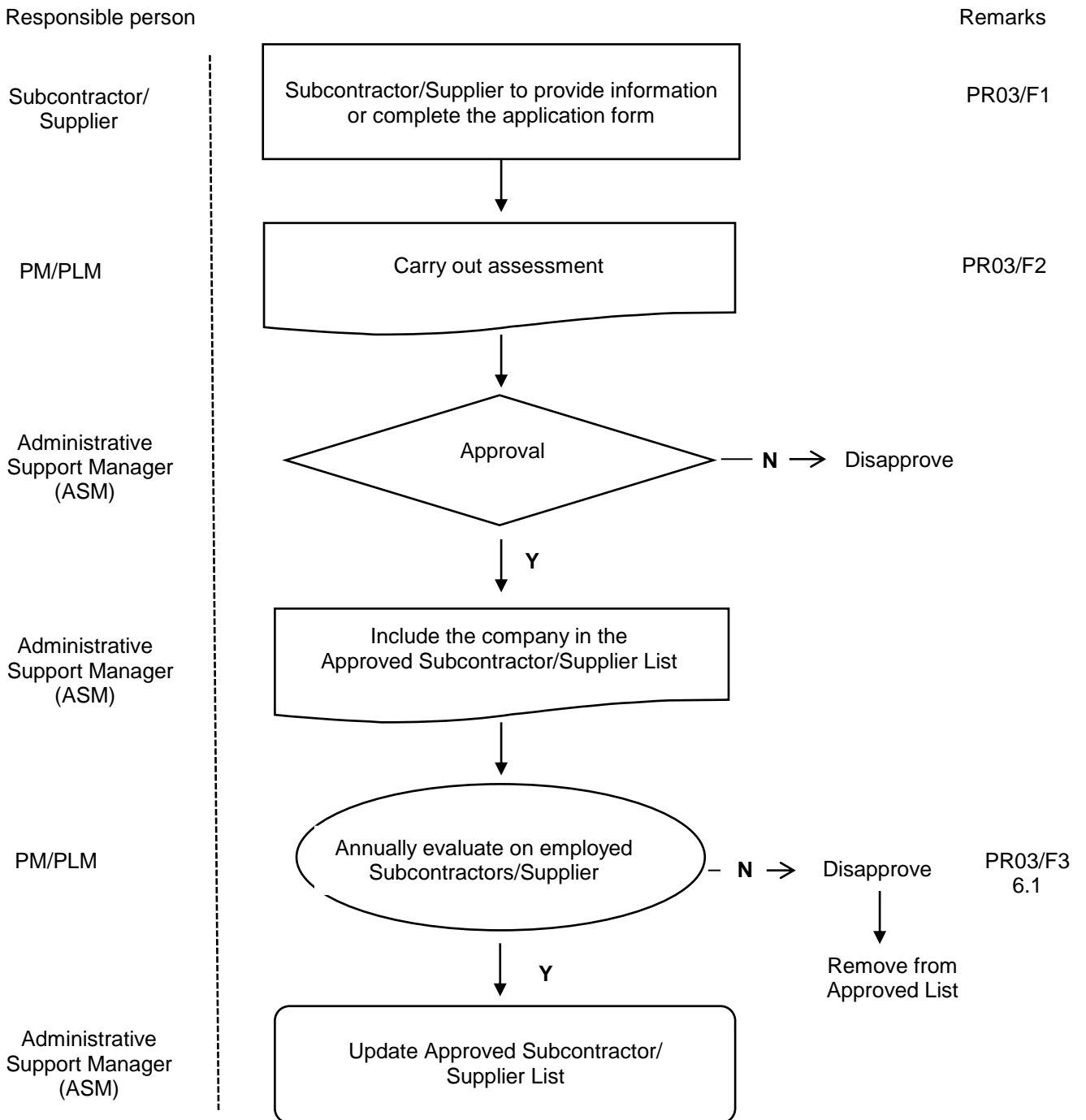
3.2 When there is a need for material purchase or works subletting.

### 4.0 Related Documents

AP-PR04	Purchasing Control
AP-PR05	Subletting Control

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**5.0 Procedure (Flowchart)**



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### 6.0 Remarks

6.1 Subcontractors' performance review is performed according to the standard form PR03/F3, but suppliers' performance is considered to be acceptable unless adverse reports or non-conformance reports made by the staff due to late delivery or damaged goods or quality not to specification during project execution.

### 7.0 Record

Record	Form No.	Responsible person	Minimum Retention Period	Filling index
Supplier/Subcontractor Application	PR03/F1	Administrative Support Manager	2 years	By date
Supplier/Subcontractor Pre-qualification Assessment	PR03/F2		2 years	
Approved Subcontractor List	--		Currently	
Approved Supplier List	--		Currently	
Subcontractor Performance Appraisal	PR03/F3		2 years	