
Purchasing Control

1.0 Purpose

- 1.1 This document describes the purchasing control method for materials and components to ensure its conformity with specified contract requirements.

2.0 Introduction

- 2.1 **Project Manager, Chief Estimator, Administrative Support Manager** and **Plant & Logistics Manager** shall be responsible to implement and maintain this procedure.

- 2.2 This procedure does not apply to the purchase of stationary, messing, office equipment or acquisition of capital items. It applies to products and services having direct impact on the quality of works.

- 2.3 Drillers are allowed to purchase standard fittings and accessories, such as diamond bits, core boxes, drill bits, cutting shoes, liners, etc. from the nominated suppliers.

3.0 Process Input Requirement

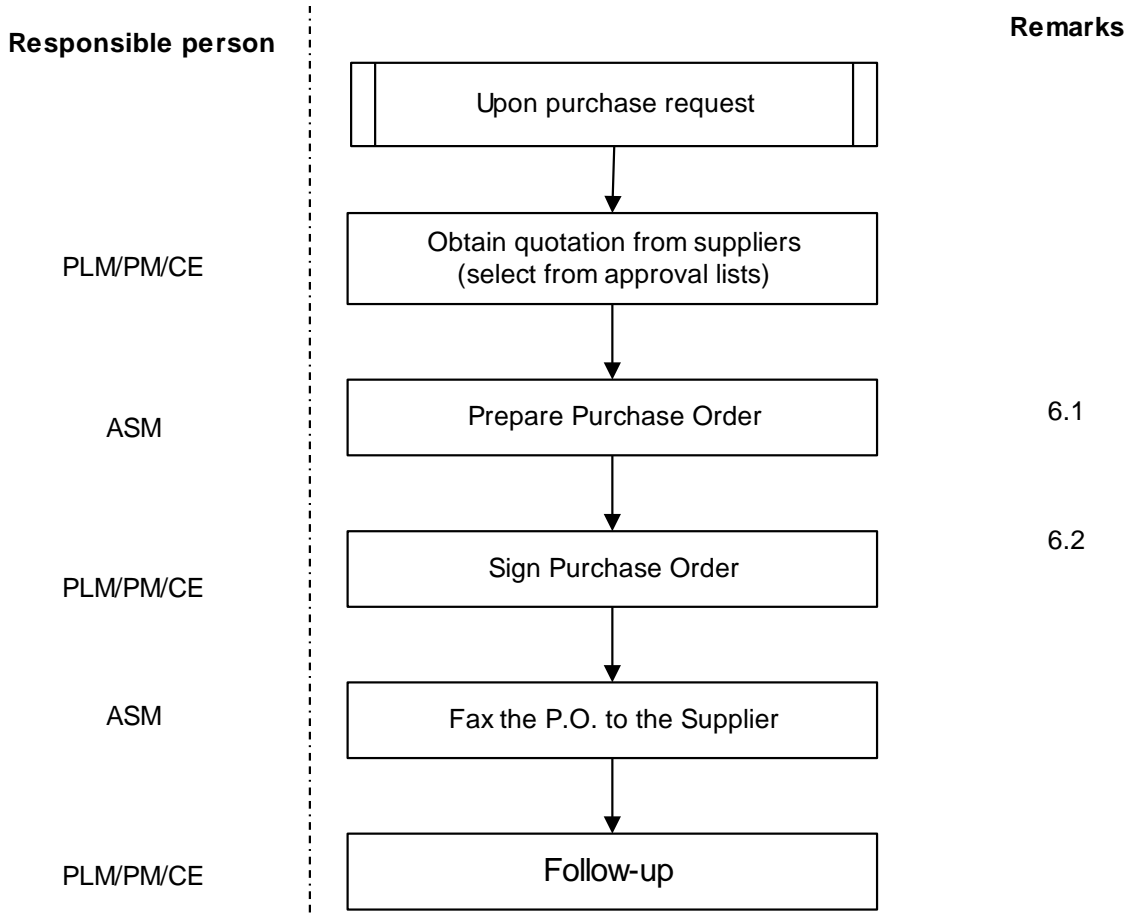
- 3.1 Need of purchasing is raised.

4.0 Related Documents

AP-PR03 Supplier Evaluation

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5.0 Procedure (flowchart)



6.0 Remarks

- 6.1 Purchase Order will only be issued if the purchase is over \$20,000 or requested by supplier.
- 6.2 The Purchase Order shall be approved by the **Project Manager, Plant & Logistics Manager** and **Chief Estimator**.

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7.0 Record

Record	Form No.	Responsible Person	Minimum Retention Period	Filing Index
Purchase order	--	Administrative Support Manager	2 years	By date