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|  **supplier’s logo** | **Method Statement Template** | Unique Identifier: | 240-126469599 |
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| Method statement Title | Full Name ( Supplier Representative Details ) | Originated by | Reviewed by | Approved by: |
| Designation |  |  |  |
| Contact No |  |  |  |
| Date |  |  |  |
| Client |  | Method Statement version |  |  |
| Client/Eskom Representative |  | Date Accepted |  |  |
| Activity | Detailed Description | Reference Document/ Procedure | Area / Dept./ Discipline |
| Scope of work as described in the contract/ order/ tender  |  |  |  |
| Objectives/ Outputs |  |  |  |
| **Customer Focus** - The primary focus of quality management is to meet customer requirements and to strive to exceed customer expectations. How is Customer needs communicated to affected personnel. |  |  |  |
| **Competent**, empowered and engaged people throughout the organization enhance its capability to create value. What are the Human Resources, training and authority required for delivering this SOW? |  |  |  |
| **Infrastructure;** PPE; Tools and equipment required to deliver this SOW. |  |  |  |
| **Leadership-** How is the organization’s mission, vision, strategy, policies and processes communicated throughout the organization; What are the shared values of this organisation? |  |  |  |
| How are **risks** that affect outputs of the processes and overall outcomes of the SOW identified and managed? |  |  |  |
|  What are the action taken for **improving efficiency** and effectiveness of the business processes? |  |  |  |
| **Data and Analysis** –what data will be collected from this contract and what analysis will be done to use for decision making. |  |  |  |
| **Relationship Management**. For sustained success, organizations manage their relationships with interested parties, such as suppliers. Purchasing/Procurement done including supplier selection criteria and monitoring if any. |  |  |  |