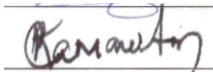


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SECTION : PROCUREMENT	ISSUED BY : SUPPLIES OFFICER	SIGN :  DATE : 01/03/2018
SOP FOR SUB CONTRACTED SERVICES	APPROVED BY : HEAD OF DEPARTMENT	SIGN :  DATE : 01/03/2018

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1.0 PURPOSE

This procedure describes the steps of activities that the institution shall follow when subcontracting services that it cannot perform due to change in policy or due to unforeseen circumstances.

2.0 SCOPE

The scope of this procedure is from identifying the appropriate service provider to signing of the contract for service provision and monitoring the quality of services provided in relation there to.

3.0 REFERENCES

3.1 Purchasing and Supplies Guidelines

3.2 ISO 9001:2015

3.3 KEPHIS Quality Manual

4.0 DEFINITIONS

4.1 Sub contracted services – Any services integral to the organization Quality Management System but performed by a party external to the organization. Such services include: courier, cleaning, guarding, vehicle servicing and maintenance.

5.0 RESPONSIBILITIES

The responsibility of implementing this procedure rests with the Head Procurement.

6.0 SCHEMATIC REPRESENTATION

Customer Feedback						
Sources of Inputs	Inputs	Activities	Outputs	Receiver s of Outputs	Risks	Checks/Control s
▪ Tender Documents/Request for quotations ▪ Departments	▪ Contracts	▪ Monitoring the contracts ▪ Reporting	▪ Minutes of evaluation of the contracts ▪ Dully signed contracts.	▪ Kephis stations	▪ Poor quality of the service rendered. ▪	▪ Continuous re-evaluation of the contracted service provider.

7.0 PROCEDURE

7.1 The institution shall subcontract or prequalify competent service providers for courier, cleaning/site maintenance, guarding, vehicle servicing and maintenance services.

7.2 The analysis will involve the input of departmental heads in the head office and/or Administrative Assistant in the regional office who will supervise the activities contained therein.

7.3 Once the contract is signed a copy shall be retain in the subject file and/or the contracts file (in the event that the service provider serves other KEPHIS offices, then copies of the same shall be distributed /delivered to the concerned offices)

7.4 The concerned departmental heads and administrative assistants shall oversee the provision of the services, evaluate from time to time the quality of service rendered, and make recommendations (if any) to the management and evaluate the submitted invoices from the respective service providers and endorse them before submitting the same to the account section for payment processing.

8.0 RECORDS

8.1 Contracts File

8.2 Courier Services File

REVISION DETAILS.					
Review of the entire document	To be aligned to the ISO 9001:2015 Standard Requirements	01/03/2018	H-PROC	01	04