

	COMMERCIAL DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Oct 2025	Page 1 of 3
	Outsourced Vendor Control Procedure	Revision No.: 2		Document Ref: COM-PRO-07

Purpose:	To outline the control of outsourced vendor to ensure that the outsourced process is performed according to the Company's requirements in the procurement of quality materials or service, and to minimize risk.
Scope:	This procedure shall be applicable to the M&E works engaged by the Company.
ISO Reference:	MS ISO 9001:2015 Clause No. 8.4

Revision History			
Revision No.	Revision Date	Originator	Description of Changes
1	01 Oct 2024	IM	Update the issuance of Letter of Award/PO
2	01 Oct 2025	IM	To add vendor COI declaration and ABAC acknowledgement.

Procedure	Evaluation / Monitoring Method	Responsibility	Frequency	Record
(1) Vendor Registration and Approval	Vendor appointment is based on their qualifications, working experience, job reference, satisfactory completion of a Vendor Conflict of Interest (COI) Declaration, and formal acknowledgement of Hexatech Engineering Sdn. Bhd's Anti-Bribery and Anti-Corruption (ABAC) Policy. The selected vendor must be compatible and consistent in quality offering. Only after confirming compliance with these requirements, vendors who are approved are to be listed in the Approved Vendor List with the 'Recommendation' column written as 'APPROVED'.	COMM (Approval: MD / ED)	As and when required	Vendor Registration & Approval Form, Approved Vendor List, Vendor Conflict of Interest (COI) Declaration Form, Vendor ABAC Acknowledgement Form.



Procedure	Evaluation / Monitoring Method	Responsibility	Frequency	Record
(2) Issuance of Letter of Award / Purchase Order	Work instructions, job scope, reporting system, method statements, required service objectives, how to respond to non-conformity, customer complaints, corrective action, calibration list of control measurement and test equipment, building general cleanliness etc, are to be annotated into the Letter of Award or Purchase Order.	COMM (Approval: MD / ED)	As and when required	Work Instructions or Letter of Award with acknowledgement / Purchase Order.
(3) Vendor Performance Evaluation and Vendor Audit	<p>Evaluate vendor performance using the evaluation guidelines. Measure, analyse and improve vendor performance. If necessary, conduct on-site vendor audit, check their infrastructure, organization, vehicles, test lab, logistics, T&C skills, calibrated tools, etc. Only vendors given evaluation of Grade A, B or C shall continue to be engaged as service providers and be listed in the Approved Vendor List with the 'Recommendation' column written as 'APPROVED'.</p> <p>Vendors attaining Grade D status shall be blacklisted and be issued with a Non-Conformance Report (NCR) requiring them to upgrade their performance standard within a probationary period of THREE (3) months. After this probationary period, a performance re-evaluation shall be activated to reassess the capability of the vendor. Blacklisted vendors are be listed in the Approved Vendor List with the 'Recommendation' column written as 'BLACKLISTED'. Such vendors shall temporarily be suspended from providing any services.</p>	COMM / PM (Approval: MD / ED)	Yearly	Vendor Performance Evaluation Form, Vendor Evaluation Report, Approved Vendor List



Procedure	Evaluation / Monitoring Method	Responsibility	Frequency	Record
	After the re-evaluation, if the vendor attains Grade C status and above, the blacklisting shall be removed and the services of the vendor can be used. If vendor again attains Grade D status, the services of the vendor shall be suspended pending appeal to MD / ED for another performance re-evaluation or possible services termination.			
(4) Verification and monitoring of Outsourced Vendor Workscope	Verification and monitoring of the assigned services rendered by the outsourced vendor shall be made by the receipt of the services i.e. PM, DE, MM and IM or any person appointed by MD / ED. Acceptance shall be annotated on vendor's invoices or progress claims before handing over to Accounts Department for payment.	COMM / PM / DE / MM / IM (Approval: MD / ED)	Upon completion of work	Invoices or progress claims from Vendor.

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