

# Standard Operating Procedure

## Title: Management and Control of Contract Work

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- 1.1.3 **Toll Agreement**, which will outline the cost associated through Supply Chain and a Service Level Agreement, which is raised at the discretion of the Supply Chain area.
- 1.1.4 **Third Party Manufacture Dispatch Report (TEM-105)**, is to be raised by the Supply Chain area.
- 1.1.5 **Purchase Order**  
A Purchase Order must cover all contract work.  
The Procurement staff will ensure that:
- (a) Every Purchase order for the work described contains the appropriate information.
  - (b) Every purchase order for the work described in the agreement makes reference to the appropriate Material Code number.
  - (c) Any alteration in the process becomes the subject of an amendment of the agreement.
  - (d) No external work on products is carried out without the requirements of this SOP being met.
  - (e) The work order specifies guidelines to yield required, efficiency of the work, overall cost/unit, delivery details and time.
- 1.1.6 **Material Code number**  
The Technical Service Department will allocate a Material Code number for the goods or service being ordered. This Material Code number is to be featured on the order.
- 1.1.7 **Production Documents**  
The contractor is responsible for devising suitable Production Documents on which the operations of packing for shipping to the contractor, counts, bulk batch numbers, shipping details, etc., together with received details of the completed work, together with a reconciliation can be recorded. The originals of these documents are to be approved by the contract giver.
- 1.1.8 **Warehouse**  
On receipt of the finished goods from the Contractor, the Receiving Warehouse books in the material.  
  
The documentation must be tallied and include reconciliation of reject materials. This reject material is not returned (unless requested), however should unusual quantities of rejects be associated with the batch, Contract giver should be advised and may examine these rejects before their destruction by the Contractor.  
**It is critical that care be taken to maintain the segregation of any separately packed material or batches.**
- 1.1.9 Quality Assurance examines, passes and/or rejects material on the basis of approved specifications.