



SDMPFN-00

Rev. 00

MANUFACTURER PREQUALIFICATION PROCEDURE for Optical Fiber Network



MANUFACTURER PREQUALIFICATION PROCEDURE

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MANUFACTURER PREQUALIFICATION PROCEDURE**1.0 SCOPE**

This SEC Distribution Material Procedure (SDMP) is applicable to local and foreign manufacturers that intend to supply specific product/material(s) as per SEC Distribution Material Specifications (SDMS).

This procedure may be used in part for manufacturers who intend to supply product/material(s) without relevant written SDMS (or to be written as planned).

This procedure describes the requirements for the prequalification and evaluation of a new manufacturer and/or a new assembly/manufacturing plant who intends to supply product/material(s) to SEC and subsequently enlisting them in the “List of Prequalified Manufacturers/Suppliers for Distribution Networks Materials.”

This procedure is not exclusive for the approval of specific product/material(s) from any manufacturer. Furthermore, prequalifying a plant of a manufacturer does not mean that other plants of the same manufacturer are pre-qualified.

Notes:

1. SEC reserves the right at any time due to confidential reasons, to reject prequalification requests from any manufacturer and/or hold indefinitely the prequalification evaluation process stipulated in this procedure.
2. By virtue of this procedure, the local vendor (agent/representative) fully understands that SEC reserves the right to directly correspond with the original product/material manufacturer on technical matters without notifying the local vendor (agent/representative).

2.0 ABBREVIATIONS & DEFINITIONS

- 2.1 **SEC:** Saudi Electricity Company
- 2.2 **VA-HQ:** Vendor Affairs at SEC Headquarters
- 2.3 **TSD-HQ:** Technical Support Department at SEC Headquarters
- 2.4 **TSD-DED:** The concerned Technical Support Division in each sector
- 2.5 **ED:** The concerned Electricity Department (Regional Electricity Department)
- 2.6 **PMD :** Primary Distribution Department



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- 1.1 **PROPONENT:** A business entity, a person or an organization, may be a manufacturer or its local agents or representative, who intends to supply material(s) to SEC, and is requesting for a prequalification. Consequently, to be enlisted in the “List of Prequalified Manufacturers/Suppliers for Distribution Network Materials.”
- 1.2 **Part A:** Manufacturer’s Commercial, Financial and Technical Information Questionnaire
- 1.3 **Part B:** Manufacturing Plant Survey Questionnaire
- 1.4 **Part C:** Local vendor (agent/representative) Commercial, Financial and Technical Information.
- 1.5 **Plant Survey/Visit:** A quality activity conducted at the assembly/manufacturing plant, to assess the capability of the manufacturer to provide consistently high quality product/material(s) that meets or exceeds SEC specified requirements.
- 1.6 **Prototype/Sample Material:** Product/material(s) that are supplied and installed in SEC distribution network for the purpose of evaluating its performance for a period of at least six (6) months. The field performance evaluation period shall cover the whole summer season.
- 1.7 **List of Prequalified Manufacturers/Suppliers for Distribution Networks Materials:** A list of manufacturers who were technically prequalified to participate in the bidding for supplying distribution material(s) to SEC.

2.0 RESPONSIBILITIES

- 2.1 VA-HQ is responsible for the following:
 - 2.1.1 Receiving the prequalification request and the required documents from the PROPONENT and sending those documents to TSD-HQ.
 - 2.1.2 Informing the PROPONENTS that their assembly/manufacturing plant(s) has been technically accepted or rejected based on the recommendations of TSD-HQ.
- 2.2 TSD-HQ is responsible for the following:
 - 2.2.1 Receiving the prequalification documents from VA-HQ and reviewing them for any missing documents.
 - 2.2.2 Conducting and coordinating all activities during the prequalification process.



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- 2.2.3 Conducting a technical review of the prequalification documents.
- 2.2.4 Conducting a Plant Survey/Visit, Plant Revisit, and Warehouse Inspection for local agent/representative.
- 2.2.5 Informing VA-HQ on the results of the prequalification process whether the assembly/manufacturing plant(s) has been technically accepted or rejected.
- 2.3 TSD-DED is responsible for evaluating the performance of the prototype/sample materials .
- 2.4 ED is responsible for installation of prototype/sample materials and providing feedback about the performance of experimental materials to TSD-DED.
- 2.5 PMD is responsible for evaluating the performance of the prototype/sample materials & Conducting a technical review of the Main Distribution Networks Materials prequalification documents and send all remarks to TSD-HQ within three (3) weeks from receiving the files .

3.0 METHODS

3.1 Prequalification Submittals/Documents

The PROPONENT submits his request for prequalification and evaluation along with the required documents to VA-HQ. The prequalification documents shall include but not limited to the following:

- a) Letter of request for prequalification and evaluation.
- b) Letter to confirm that manufacturing had an experience of the product for at least ten (10) years.
- c)) Letter to confirm that product has been installed & commissioned in countries with similar climate condition of SAUDI ARABIA for five (5) years.
- d) Complete answers to questionnaires Part: A, B & C of this procedure that includes all supporting documents, especially the following:
 - 1. Commitment certificate that all components used in the assembly/manufacture of the product/material are in accordance to relevant SEC specifications and are not sourced from blacklisted sources.
 - 2. Clause-by-clause compliance to the applicable SDMS.
 - 3. Technical brochures and product literatures.
 - 4. Filled-in data schedule.



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5. Type test reports from an independent laboratory approved by SEC (Otherwise, type test report from SEC approved independent laboratory can be submitted prior to any delivery). Type tests shall be carried out in-house at the facilities of the independent laboratories . Representation/witnessing of the test is not allowed, where tests are carried outside the facilities of the SEC approved independent laboratories.
6. ISO 9001 & ISO/IEC17025 certificates.
7. Additional certifications, e.g. ISO 14001, OSHAS 18001 etc., shall be submitted, if available.
8. Quality manual and procedures.
9. Past supplied reference lists which includes phone and fax numbers, e-mails, names of authorized persons.
10. Five (5) years warranty
11. Assembly plants shall submit full details of the outsourced parts/components of the product/materials they intend to prequalify.
12. Certified of conformation, that SEC has the right to request/or conduct performance test on any equipment /material at the expenses of the PROPONENT

Note: Manufacturer to fill-up Part: A & B and local vendor (agent/representative) to fill-up Part: C, as applicable.

- e) Two (2) electronic copies of all the documents mentioned in items a) & b).

3.1.1 VA-HQ shall forward the above documents to TSD-HQ.

3.1.2 TSD-HQ shall evaluate the prequalification package for technical compliance and evaluate the PROPONENT capabilities to provide consistently high quality materials. The whole process which includes evaluation of the prequalification package, clarification, review, and submittal of supplementary documents shall not take more than two (2) month, from receipt of the documents to acceptance/rejection of the prequalification package.

3.1.3 The PROPONENT shall rectify technical queries and shall provide supplementary documents requested by TSD-HQ, within one (1) month upon notification.

3.1.4 If TSD-HQ found the prequalification package acceptable, the PROPONENT shall provide a prototype/sample per clause 3.2 of this procedure upon notification. Otherwise, VA-HQ shall be informed to notify the PROPONENT stating the reasons of rejection.



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3.2.1 Within () one (1) month upon acceptability of the prequalification package, TSD-HQ shall require the PROPONENT to provide a prototype/sample in accordance to the relevant SDMS.

3.2.2 If the prototype/sample is found not acceptable, the PROPONENT shall submit a modified prototype/sample within one (1) month.

3.2.3 If the prototype/sample is found technically acceptable, it shall be installed in SEC distribution network in accordance to the requirements of clause 3.3 below.

At this stage the PROPONENT shall not yet be enlisted to the “List of Prequalified Manufacturers/Suppliers for Distribution Networks Materials.”

3.3 Performance Evaluation of Prototype/Sample

3.3.1 Prototype/Sample quantity, one (1) month sample required, shall be installed for six (6) months in SEC distribution network for field performance evaluation. The field performance evaluation period shall cover the whole summer season.

3.3.2 The ED together with the technical representatives from the PROPONENT and the participants of the training per clause 8.2 of this procedure shall facilitate the installation of the materials in the distribution network. The ED shall then inform TSD-DED about the material’s performance within the three (3) months field performance evaluation period.

3.3.3 The TSD-DED shall be responsible for following up and evaluating the performance, if the prototype/sample(s) either pass or fail during the six (6) months field performance evaluation period.

3.3.4 If the prototype/sample(s) failed the field performance evaluation, TSD-DED shall send a report to TSD-HQ, who will in turn inform VA-HQ to notify the PROPONENT accordingly.

3.3.5 If the prototype/sample material performed well and passed the six (6) months field performance evaluation period without technical glitches and the assembly/manufacturing plant obtain a passing mark on the plant survey/visit per clause 3.4 below, TSD-HQ shall prepare and send a report to VA-HQ recommending the PROPONENT to be enlisted in the “List of Prequalified Manufacturers/Suppliers for Distribution Networks Materials.”

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- 3.4.1 TSD-HQ will conduct a Plant Survey/Visit, after the PROPONENT has conducted a seminar and/or technical presentation. TSD-DED or ED representatives (optionally) can join the visit.
- 3.4.2 After the visit, a detailed report shall be prepared by TSD-HQ which includes recommendation stating acceptance/rejection of the plant.
- 3.4.3 If the assembly/manufacturing plant was found acceptable and the prototype/sample has passed the field performance evaluation per clause 3.3 of this procedure, TSD-HQ shall prepare and send a report to VA-HQ recommending the PROPONENT to be enlisted in the “List of Prequalified Manufacturers/Suppliers for Distribution Networks Materials.”
- 3.4.4 If the assembly/manufacturing plant is rejected based on the survey, TSD-HQ shall inform VA-HQ to notify the PROPONENT accordingly.
- 3.4.5 Rejected assembly/manufacturing plant can be reconsidered for another plant survey/visit after three (3) months, following rectification of the points of rejection.
- 3.4.6 TSD-HQ may not conduct a plant survey/visit based on, but not limited to, the following:
1. Reputation of the manufacturer.
 2. Quantity and periodic purchase is limited.

**MANUFACTURER PREQUALIFICATION PROCEDURE****4.0 RECONSIDERATION OF PREQUALIFICATION**

Assembly/Manufacturing plant shall be reconsidered for prequalification in cases such as the following:

- 4.1 The PROPONENT assembly/manufacturing plant moved to another country.
- 4.2 The PROPONENT did not participate (submit an offer) for SEC tenders for three (3) consecutive tenders.
- 4.3 The PROPONENT has upgraded, replaced, and/or corrected the product/material, in whole or in part, that causes frequent technical failure and poor performance.
- 4.4 The PROPONENT merged with other group/organization or segregated under different management or organization.

5.0 RECONSIDERATION OF PLANT REVISIT

Assembly/Manufacturing plant shall be reconsidered for revisiting in cases stipulated in clause 5.0 of this procedure and in cases such as the following:

- 5.1 An assembly/manufacturing plant is supplying distribution materials for five (5) consecutive years and has not been visited within this period.
- 5.2 An assembly/manufacturing plant has not supplied distribution materials for five (5) consecutive years and PROPONENT still keen to keep enlisted in the “List of Prequalified Manufacturers/Suppliers for Distribution Network Materials.”

6.0 REJECTION/CANCELLATION OF PREQUALIFICATION

The rejection/cancellation of prequalification may be based on, but not limited to, any of the following conditions:

- 6.1 Rejection of Prequalification Package:
 - 6.1.1 Incomplete or fraudulent documents.
 - 6.1.2 Products/Materials are not relevant to SEC distribution system.
 - 6.1.3 Products/Materials do not comply with SEC relevant SDMS.



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6.1.4 PROPONENT do not have ISO 9001 certificate or established quality management system.

6.1.5 Components or raw materials used in the assembly/production were sourced from blacklisted vendors/sources.

6.1.6 Products/Materials are not Type Tested from SEC Approved International Laboratories, and PROPONENT does not show interest to Type Test their products per SEC requirements.

6.1.7 Failure to comply promptly or submit requirements in specified period stipulated in the relevant clauses of this procedure.

6.2 Rejection of Assembly/Manufacturing Plant:

6.2.1 Failure to comply promptly upon notification of acceptability of the prequalification package.

6.2.2 Failure to conduct seminars and technical presentation prior to plant survey/visit.

6.2.3 Obtaining a failing mark on the plant survey/visit.

6.2.4 Failure to comply promptly and rectify the points of rejection on the plant survey/visit.

6.2.5 The plant is only repacking materials outsourced from different manufacturers.

6.2.6 The plant is manufacturing less than 40% of the major parts of the products/materials they intend to prequalify.

6.2.7 The plant doesn't have established quality management system.

6.2.8 The plant do not have the proper test facilities to measure the quality of the products/materials they intend to prequalify.

6.2.9 Obtaining a failing mark on the plant revisit.

6.3 Rejection of Prototype/Sample:

6.3.1 Failure to provide the prototype in the specified period.

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6.3.2 Failure to provide the modified prototype in the specified period.

6.3.3 Prototype is technically not suitable or cannot comply with the requirements of relevant SDMS.

6.4 Rejection of the prequalification is also possible should the prototype/sample installed in the distribution network failed on the field performance evaluation.

6.5 Cancellation of Prequalification:

6.5.1 Failure to conduct hands-on trainings on each sector.

6.5.2 PROPONENT voluntarily requested stating the reasons to cancel the prequalification.

6.6 Rejection/Cancellation of the prequalification through non-compliance to any of the clauses stipulated in this procedure.

7.0 TRAININGS, SEMINARS AND TECHNICAL PRESENTATIONS

7.1 Prior to Plant Survey/Visit per Clause 3.4 of this procedure, the PROPONENT shall conduct seminars and technical presentations that shall briefly give an overview of the factory, and shall present the technical details of the product/material(s) included in the prequalification request.

7.2 The PROPONENT, per clause 3.3 Performance Evaluation of Prototype/Sample, of this procedure shall conduct hands-on trainings and seminars in each sector about the product/material(s) subject for field performance evaluation.

Whenever possible, sample of the actual product/material(s) shall be physically presented during the indoor discussions to easily familiarize the participants.

The scope of the training shall include but not limited to the following topics:

8.2.1 Introduction of the product/material(s) and its functionalities, theory of operation, history of development, and technical distinction (if any).

8.2.2 Installation instructions and mounting/foundation requirements.

8.2.3 Commissioning procedures, troubleshooting, and maintenance.

**MANUFACTURER PREQUALIFICATION PROCEDURE****8.0 VALIDITY OF PREQUALIFICATION**

The PROPONENT after successfully complying with all the requirements of this procedure can be considered to be enlisted in the “List of Prequalified Manufacturers/Suppliers for Distribution Network Materials” which is valid for five (5) years starting from the date of enlistment.

The PROPONENT has to update its prequalification records and documents, six (6) months before the expiration of its prequalification.

9.0 CANCELLATION OF QUALIFICATION

SEC reserves the rights at any time to evaluate and review the prequalification records and documents of assembly/manufacturing plants listed in “List of Prequalified Manufacturers/Suppliers for Distribution Network Materials” which may subject the PROPONENT or its product/material to be delisted in the aforementioned list in cases such as the following:

- 9.1 TSD-HQ received negative feedbacks from the users from each sector.
- 9.2 Deteriorating quality of product/material supplied.
- 9.3 Failure to manufacture and supply the qualified material.
- 9.4 Failure to get P.O for three (3) consecutive years.
- 9.5 Failure to participate on any bidding for three (3) consecutive years.
- 9.6 Failure to deliver good after-sales support.
- 9.7 Failure to update prequalification records and documents, as applicable.
- 9.8 Manipulation of the country of origin and specifications approved by SEC.

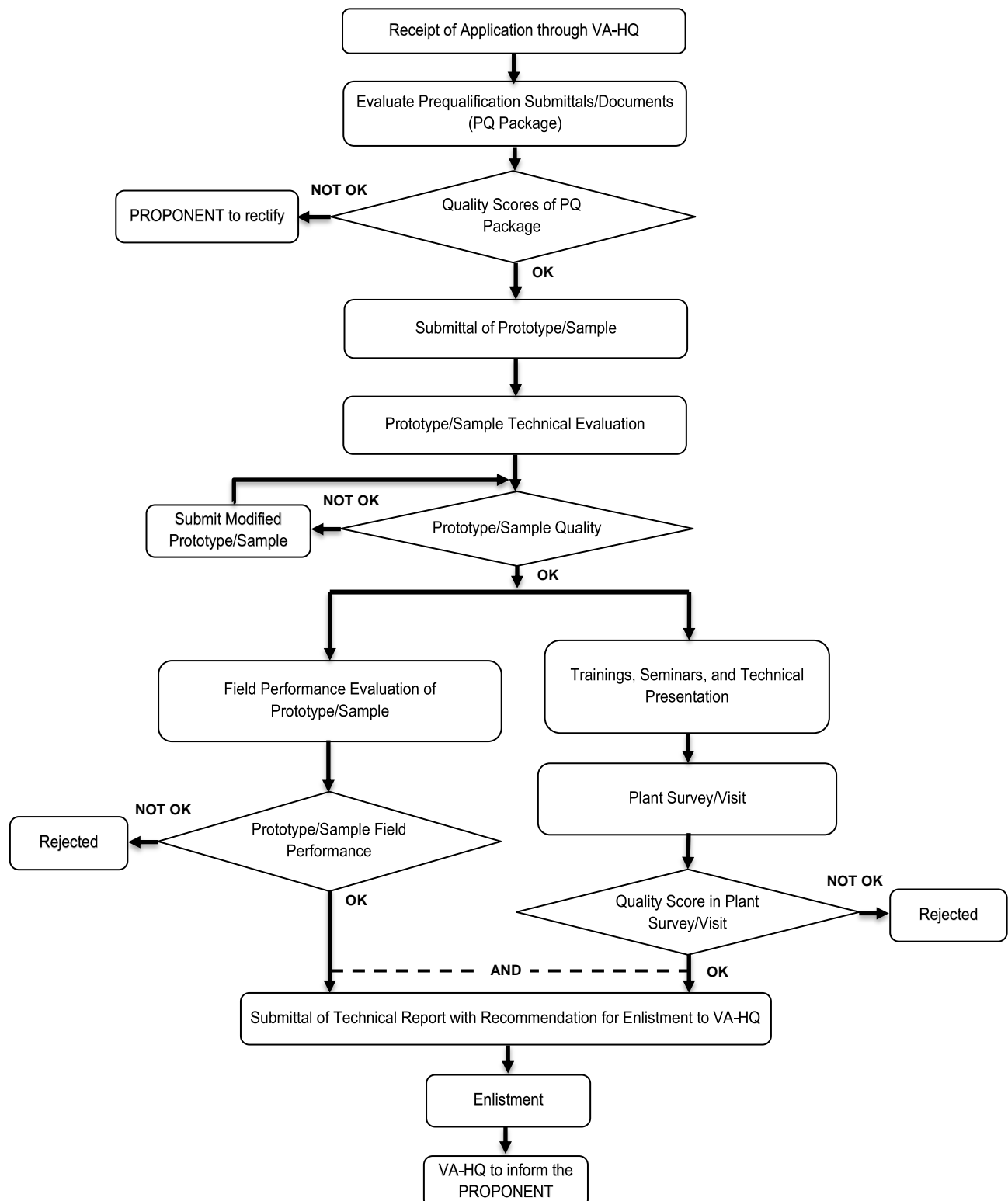
Updating includes the documents and records mentioned in clause 4.1, whichever is applicable, re-type testing of concerned products/materials, and may require revisiting of the assembly/manufacturing plant as per clause 6.0. If required.

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- 10.1 Flow Chart (Prequalification Process)
- 10.2 Part A – Manufacturer’s Commercial, Financial and Technical Information Questionnaire.
- 10.3 Part B – Manufacturing Plant Survey/Visit Questionnaire.
- 10.4 Part C – Local vendor (agent/representative) Commercial, Financial and Technical Information Questionnaire.
- 10.5 Prequalification Process Timeline
- 10.6 Plant Survey/Visit Checklist



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FLOW CHART (PREQUALIFICATION PROCESS)



PART “A”

MANUFACTURER’S COMMERCIAL, FINANCIAL, AND TECHNICAL INFORMATION QUESTIONNAIRE



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I. GENERAL INFORMATION

1. COMPANY INFORMATION

1.1 Provide the following Information:

Manufacturer/Principal	
Company Trade Name	:
Registered Head Office Address	:
Plant Name & Location	:
GPS Coordinates	:
Cell/ Tel. No.	:
Fax No.	:
Email	:
Website	:
Contact Person	
Name	:
Designation	:
Address	:
Cell/ Tel. No.	:
Fax No.	:
Email	:

1.2 Provide the history of your Company and attach corporate brochures.

1.3 Do you have other manufacturing plants, subsidiaries or joint ventures around the world? Provide the details and supplementary documents, if applicable.

1.4 What is the nature of ownership of the company e.g. State-Owned, Single Proprietorship, Joint Venture/Partnership, Corporation, etc.? Provide the information on who are the owners or major shareholders.

1.5 Provide two (2) copies of business cards of the following key personnel.

a. Owner/CEO

b. Factory/Production Manager

c. Technical Managers/Design Engineers

d. R&D Manager



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- 1.6 Do the company employees have labor union affiliations? If yes, provide the details.

2. LOCAL VENDOR (AGENT/REPRESENTATIVE)

- 2.1 Do you have a registered Local Vendor (Agent/Representative) in Saudi Arabia? If yes, provide the details.

Local Agent/ Representative	
Company Trade Name	:
Contact Person	:
Designation	:
Registered Head Office Address	:
GPS Coordinates	:
Cell/ Tel. No.	:
Fax No.	:
Email	:
Website	:
SEC Vendor Number	:

Note: Local vendor (agent/representative) to fill-up Part-C Questionnaire.

3. REGISTRATION CERTIFICATES/ LICENSES

- 3.1 Are you registered with all required government departments e.g. Chamber of Commerce & Industry, Labor Department, and Taxation Department etc. abroad and inside KSA? Provide a copy of all pertinent documents and certificates.
- 3.3 In case of Foreign Manufacturer/Principal, provide the copy of agreement executed between the Manufacturer/Principal and the Local Agent/Representative. The copy of agreement shall be authenticated/attested from the Commercial Attaché/Trade Mission of the concerned country.

4. LEGAL INFORMATION

- 4.1 Provide the certificate(s) that your company is not blacklisted, in solvent, bankrupt, being wound up, in the process of merger-ship or being suspended. In case of Foreign Manufacturer/Principal, this certificate shall be authenticated/ attested from the



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Commercial Attaché/Trade Mission of the concerned country. If there is any concern, please provide details.

- 4.2 Provide complete information on any current and past litigation and/or arbitration (with an indication of the matters in dispute, the parties involved, the amounts in dispute and the outcome, where available) resulting from contracts completed or under execution by the applicant over the last five (5) years.
- 4.3 Provide complete information on any termination of contracts (with an indication of the causes of the termination and the parties involved) completed or under execution by the applicant over the last five (5) years.

II. FINANCIAL INFORMATION

- 1.1 What is the annual sale and the market share of your company (In Saudi Riyals/US Dollars) for the product(s) under consideration?
- Domestic Market
 - International Market
- 1.2 Submit the following financial information.
- List of all associated Banks.
 - Annual Financial Statements for the last five (5) years supported by Audit Statements/Tax returns/acceptance by the Tax Authorities
 - Details of Assets & Liabilities
 - Any other important information

III. TECHNICAL INFORMATION

1. PRODUCT INFORMATION

- 1.1 Is the factory you intend to prequalify an assembly plant or manufacturing plant?
- a. If assembly plant, provide the lists of all the components (major and minor) sourced outside the factory. Provide the details, e.g. Name and Country of Origin, Contact Persons, Telephone/Fax Number, Emails, etc.



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b. If manufacturing plant, provide a list of all the products manufactured in your factory.

- 1.2 Specify the product/material, ratings and type/model, that you intend to include in this prequalification.
- 1.3 Provide complete technical information of each subject product/material mentioned above. Attach catalogs/brochures and mention the various available sizes, ratings and materials.
- 1.3 What are the unique features of your product? Provide details on design improvements made to the products since the first production.
- 1.4 Does your product meet the applicable SEC Distribution Material Specification (SDMS)? If yes, indicate the applicable SDMS. Provide a clause-by-clause compliance statement and list of deviations, if any, to all applicable and relevant SDMS.
- 1.5 What National/International Standard(s) does your product meet? Provide a copy of the Type Test Reports/Certificates carried out from SEC Approved List of International Laboratories. (To verify the authenticity of the submitted Type Test Reports/Certificates, the original documents shall be presented to SEC when required.)
- 1.6 Furnish the product life data of the product, i.e. the expected mean time-to-failure life test, field test, etc., under normal operating conditions. Explain in detail.

2. MANUFACTURING INFORMATION

- 2.1 Do you design the product yourself? Describe your design capabilities in details.
- 2.2 If you assemble or manufacture the product(s) under license; provide following details
 - Name of the licensor
 - Nature and duration of the agreement
 - Attach the copy of your technical agreement
- 2.3 How long have you been producing the product(s) for Domestic and International Market?



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2.4 What is your plant's annual production capacity of the subject product(s)? Indicate your average annual production for the last three (3) years and the percentage quantity exported.

2.5 Provide the list of Utility Companies and other major customers with Contact Name, Address, Emails, and Telephone Numbers, to whom you supplied the product locally and outside of your country (especially in the Middle East). Indicate the Rating, , Quantities and date supplied.

2.6 Provide the list of work in-hand indicating the Product(s), Quantity and the Purchasers.

3. WARRANTY AND AFTER SALES SERVICES

3.1 What are your standard warranty provisions with regard to the subject product(s)? Attach a copy of your standard warranty statement.

3.2 Explain in details your maintenance, repair and spare parts services pertaining to the product under consideration.

3.3 a. What is the extent of customer services provided by your local vendor (agent/representative) in Saudi Arabia?

b. Provide the copy of agreement in which "Warranty/After Sales Services" terms and conditions declared between both parties (Manufacturer and local vendor).

3.4 What arrangement can you make for providing customer services in case you do not have a local vendor in Saudi Arabia?

4. CUSTOMER'S SATISFACTION

4.1 As one of the measurements of the performance, does the organization monitor information relating to customer perception as to whether the organization has fulfilled customer requirements? Explain in details.



PART “B”

MANUFACTURING PLANT SURVEY QUESTIONNAIRE



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I. GENERAL INFORMATION

1. PLANT INFORMATION

1.1 Provide the following Information of the Plant(s) under prequalification:

Manufacturing Plant	
Name	:
Address	:
GPS Coordinates	:
Cell/ Tel. No.	:
Fax No.	:
Email	:
Website	:
Contact Person to participate in the survey	
Name	:
Designation	:
Address	:
Cell/ Tel. No.	:
Fax No.	:
Email	:

Local Agent/ Representative	
Contact Person to participate in the survey	
Name	:
Designation	:
Address	:
GPS Coordinates	:
Cell/ Tel. No.	:
Fax No.	:
Email	:
Website	:
SEC Vendor Number	:



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Product(s) Manufactured (Use separate sheet, if necessary)	1
	2
	3
	4

2. INFRASTRUCTURE & HUMAN RESOURCE

2.1 Provide the Organizational Chart of your Company and indicate the number of employees in each functional group e.g. Procurement, Design, Production, Quality Assurance/Control, Sales etc. in the following order:

- i) List of Management Staff
- ii) List of Technical/ Engineering Staff
- iii) List of Supervisory Staff
- iv) List of Skilled/ Unskilled Workers

2.2 Describe the responsibilities of each functional group.

2.3 List down briefly the Academic Qualifications, Corporate Experiences and Achievements of the key personnel, including the Chief Executives and Heads of the functional groups.

II. TECHNICAL INFORMATION**1. MANUFACTURING FACILITIES/CAPABILITIES**

1.1 Provide brief history of the plant and include current or proposed developments for the next five (5) years.

1.2 Attach the floor plans and layouts of your facilities showing the number of buildings and sizes (in square meters) of the Storage Area, Production Shops, Engineering Offices, and Testing Laboratory etc.

1.3 Attach the Assembly/Production Flow Chart showing the different manufacturing stages of the subject product from raw material stage to finished product stage.



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- 1.4 a. Attach the list of major machines available in your factory indicating the country of origin, type, function and number of years of operation.
- b. Describe briefly the maintenance procedure of these machines.
- 1.5 Is your assembly or production line for the subject product/material fully automated, semi-automated or manual? How many assembly or production lines do you have?
- 1.6 Is there any room for future expansion? Explain.
- 1.7 How much is the present production capacity for each assembly or production line? (per day/month/year)
- 1.8 How much is the designed production capacity of the factory for the subject product/material?
- 1.9 Do you utilize computer applications in designing, manufacturing and other operations in the factory? Explain in details.
- 1.10 Which of the following special processes are performed during the manufacturing process? Identify the type and the standard/procedure applied.

Process	Type	Standard/ Procedure
Welding		
Surface Preparations		
Painting		
Galvanizing		
Non-Destructive Testing (NDT)		
Other (Specify)		

- 1.11 Provide the list of tests or inspections you conducted to measure quality during the assembly/production stage.
- 1.12 Provide the list of tests you conducted to verify the quality of the finished product(s).



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- 1.13 Are the tests conducted in Item 1.8 above carried out in accordance to national/international standards? If yes, state the applicable standards and the relevant clause(s).

2. PURCHASE ORDER ACCEPTANCE CRITERIA

- 2.1 a. What are the steps taken to review and evaluate customer's requirements prior to accepting the purchase order?
- b. How do the departments involved in this review interface?
- c. Are records of the results of these reviews and actions arising from these reviews maintained?

3. PURCHASE OF INCOMING MATERIALS

- 3.1 a. Has the organization established and implemented the inspection or other activities necessary for ensuring that purchased product meets specified purchase requirements?
- b. If yes, describe your procurement quality control activities and attach the copy of your procedure.
- 3.2 Do your purchase orders and contracts (work orders) to the suppliers/ sub-contractors include complete technical and quality requirements (e.g. specification/ drawings, test certificates, instructions etc.)?
- 3.3 Where the organization or its customer intends to perform verification at the supplier's premises, has the organization stated the intended verification arrangements and method of product release in the purchasing information?

4. SELECTION OF SUPPLIERS/ SUB-CONTRACTORS

- 4.1 Do you subcontract/outsourcing manufacturing of any part of your product? If yes, provide the list of suppliers/sub-contractors with complete address including the work/ service performed/ raw materials/components supplied by each supplier/ sub-contractor.



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4.2 Is the organization evaluated and selected suppliers based on their ability to supply the product or the criteria for selection, evaluation and re-evaluation established?

4.3 If the selection & evaluation criteria is established for the Suppliers and Sub-contractors? Attach the copy of your procedure.

4.4 Are records of the results of evaluation and any necessary actions maintained?

5. RESEARCH AND DEVELOPMENT (R&D)

5.1 What is the percentage allocation of R&D from the total annual budget?

5.2 Describe your Design Control Program.

5.3 Have design and development changes been identified and record maintained?

5.4 Is verification performed to ensure that the design and development outputs have satisfied the design and development input requirements?

5.5 Describe any technical development in your products (especially the product under consideration) and manufacturing process.

5.6 Describe any current research activity and future research projects. List all original research papers published.

5.7 Is your company a member of any research organization or National/ International Industrial Society that is involved in research and development? If yes, give details.

6. QUALITY SYSTEM

6.1 a. What National/International Quality Standards (i.e. ISO 9001 or equivalent). Does your Quality System met?

b. Is your company's Quality System certified to that standard? If yes provide the copy of the certificate.

6.2 Do you have a documented Quality System? Does the system include?



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- Quality Assurance Manual (Yes / No)
- Quality Assurance Procedures (Yes / No)
- Work Instructions (Yes / No)

Provide the copy of the Quality Assurance Manual and list of all procedures and their copies.

6.3 Do you have following documented procedures?

- Control of Documents (Yes / No)
- Control of Records (Yes / No)
- Control of Internal Audits (Yes / No)
- Control of Non-conformities (Yes / No)
- Control of Corrective Actions (Yes / No)
- Control of Preventive Actions (Yes / No)

Provide a copy of these Procedures.

6.4 Provide the copy of your typical Quality Control Plan for the manufacturing of the subject product(s).

6.5 Indicate the QA/QC activities performed at each stage of the Manufacturing Process on the Manufacturing Flow Chart.

6.6 To what National/ International Standards or Procedures is the subject product(s) tested?

6.7 Provide the sample of your factory Routine Test Report(s) of the product(s).

6.8 a. Is the QA/QC Personnel independent of other activities such as Design, Production, etc.?

b. To whom do the following report?

- QA/QC Manager
- Chief Inspector

c. Do the Quality Personnel have the authority to stop Production/Testing/Delivery, if the quality requirements are not being met?



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6.9 Is the required information provided to the production and QA/QC personnel for the purpose of controlling the production process? Does it include the following?

- Bill of Material (Yes / No)
- Fabrication Drawings (Yes / No)
- Technical Data/Spec. of the product (Yes / No)
- Quality Control/Testing Performance (Yes / No)
- Work Instruction (Yes / No)
- Check Lists (Yes / No)
- Quality Control Plan (Yes / No)
- Other (Please Specify) (Yes / No)

6.10 List the Quality Records/Documents that are controlled in your company. What is their retention period?

7. CONTROL OF NON-CONFORMING PRODUCT

7.1 Has a documented procedure been established to define the controls and related responsibilities and authorities for dealing with nonconforming product?

7.2 Are non-conforming items segregated and their status clearly indicated on them?

7.3 What controls are applied when a non-conforming item is found at?

- Receiving Inspection
- In-Process Inspection
- Final Inspection

7.4 Describe actions taken for:

- Preventing recurrence of non-conforming product(s).
- Eliminating potential causes of non-conforming product(s).
- Ensuring that corrective actions are implemented and are effective.
- Documenting necessary changes in procedures resulting from corrective action.

7.5 Has the organization established any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement



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and as a consequence deficiencies become apparent only after the product is in use or the service has been delivered?

- 7.6 Do you apply any statistical technique to verify acceptability of the process/ product? Explain briefly.

8. IDENTIFICATION AND TRACEABILITY

- 8.1 Where traceability is a requirement, can the product and its inspection status be identifiable and traceable at any stage of the manufacturing and measurement-throughout its realization and maintained records? Attach the copy of your procedure.

9. TESTING LABORATORY

- 9.1 Is your testing laboratory certified to the latest International Standard ISO/IEC17025 (General Requirements for the Competence of Testing and Calibration Laboratories) or equivalent? If yes, provide copy of the certificate?
- 9.2 List all the tests performed in your laboratory. Are these tests carried out as per documented procedures?
- 9.3 a. List your major Inspection, Testing, Analyzing and Calibration Equipment.
- b. Indicate the Function, Rating, Least Count, Calibration Status, Make, Country of Origin and number of years of operation for each equipment, etc.
- 9.4 Is the design test data certified from the Independent Testing Laboratory? Provide details.
- 9.5 Is your Testing Laboratory affiliated to any National/International Testing Association? If yes, provide the name and details of the association.

10. CALIBRATION OF TESTING EQUIPMENT/TOOLS

- 10.1 Is the organization established processes to ensure that monitoring and measurement can be carried out and are carried out in a manner that is consistent with the monitoring and measurement requirements?
- 10.2 Are the Measuring, Inspection and Testing Equipment calibrated as per documented procedure? Attach copy of the calibration procedure.



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10.3 Is calibration performed in-house or subcontracted?

10.4 What is the duration of in-house & external calibration of the Equipment & Tools?

10.5 Are the records of the results of calibration and verification maintained?

11. INTERNAL QUALITY AUDITS

11.3 Describe your Internal Audit program, showing responsibility and distribution of the audit reports.

11.1 Are the Audit Criteria, Scope, Frequency and Methods defined? If yes, attach copy of the procedure.

11.2 Are the Internal Quality Audits conducted at the planned intervals to verify the implementation and effectiveness of the Quality Management System (QMS)? Attach a copy of your Audit Schedule.

11.4 Are the records of Internal Quality Audits maintained?

12. TRAININGS

12.1 Has the organization established and implemented the Training Plan/Procedure?

12.2 Is the training given to your personnel as per documented procedure? Explain in detail.

12.3 Provide the copy of Training Schedule & Record.

12.4 What are the qualifications of your personnel who perform special tasks such as Calibration, Non-Destructive Testing (NDT), Welding, and Internal Quality Audits?

12.5 Are these personnel updating their knowledge and skills through regular trainings and seminars?

12.6 Are the records of Education, Experience, Skills and Training of the employees maintained?



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13. WORK/SAFETY ENVIRONMENT

- 13.1 Has the organization determined and managed the work environment needed to achieve conformity to product requirements under the Safety Management System (SMS)?
(The term “work/safety environment” relates to those, a condition under which work is performed including physical, environmental and other factors (such as noise, temperature, humidity, lighting or weather)).
- 13.2 What type of Code of Safety Management System (SMS) implemented? Describe in details?
- 13.3 Describe the program for accident control and elimination of hazards before exposing workers to any adverse work environment.
- 13.5 Are the personnel trained with knowledge to work safely and without risk to health?
- 13.5 Are the personnel wearing a proper dress code or PPEs?
- 13.6 Give details of the accidents/incidents occurred during past five (5) years.

14. SAFETY AUDITS

- 14.1 Describe your Safety Audit program, showing responsibility and distribution of the audit reports.
- 14.2 Are the Safety Audit Criteria, Scope, Frequency and Methods defined? If yes, attach copy of the procedure.
- 14.3 Are the Safety Audit conducted at the planned intervals to verify the implementation and effectiveness of the Safety Management System (SMS)? Attach a copy of your Audit Schedule.
- 14.4 Are the records of Safety Audits maintained?



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15. MATERIAL HANDLING, STORAGE & SHIPPING

15.1 Provide the list of your material handling equipment, indicating the quantity and load capacity, especially those used for:

- Receiving materials
- Production
- Storage
- Shipping

15.2 Do you have separate areas for?

- Incoming materials (Yes / No)
- In-process Materials (Yes / No)
- Hold Materials (Yes / No)
- Rejected Materials (Yes / No)
- Finished Products (Yes / No)

15.3 Is there a periodic inventory of materials? Describe briefly.

15.4 What are your shipping methods for the finished product (e.g. by Truck, Rail, Air, ocean, etc.)?

15.5 Detail your packing procedures to protect the product against damage and environmental effects which might be caused during shipment.

15.6 Describe your procedure for the storage of raw materials to prevent deterioration, especially those with specific shelf life.

Prepared By:

Name

Designation

(Signature over printed Name & Company Seal)

Dated: _____



PART “C”

LOCAL VENDOR (AGENT/REPRESENTATIVE) COMMERCIAL, FINANCIAL, AND TECHNICAL INFORMATION QUESTIONNAIRE



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I. GENERAL INFORMATION

1. COMPANY INFORMATION

1.1 Provide the following Information:

Local Vendor (Agent/Representative)	
Company Trade Name	:
Registered Head Office Address	:
GPS Coordinates	:
Cell/ Tel. No.	:
Fax No.	:
Email	:
Website	:
SEC Vendor Number	:
Contact Person	
Name	:
Designation	:
Address	:
Cell/ Tel. No.	:
Fax No.	:
Email	:

1.2 Provide the history of your company and attach corporate brochures.

1.3 Provide from where adopt Know How technology.

1.4 What is the nature of ownership of the company e.g. Single Proprietorship, Joint Venture/Partnership, Corporation, etc.? Provide the information on who are the owners and major shareholders.

1.5 Do you have affiliation to other manufacturers having the same product/material besides on the manufacturer of the product/material you intend to include in this prequalification? Provide the details.

1.6 a. Have you able to supply the product/material you intend to include in this prequalification to other companies in Saudi Arabia? If yes, provide a copy of the



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purchase orders and sales report specifying the names of the contact persons, designation, address, telephone/fax numbers, emails etc. for each company.

b. Does the product/material mentioned above experience any technical glitches? If yes, please give the details.

1.7 Have you previously supplied product/material to SEC? If yes, provide the following details:

a. List of all the items supplied specifying the PO number, Quantities, Target Delivery Dates, Actual Delivery Dates.

b. Copies of SEC related transactions for the last five (5) years, arranged in descending order.

1.8 a. Do you have warehouse(s)?

b. Is the warehouse(s) vermin-proof, safe and sufficient to temporarily keep stock inventory?

c. Provide the address, signage and/or logo, and GPS Coordinates of the warehouse. (Provide pictures, if necessary)

2. REGISTRATION CERTIFICATES/LICENSES

2.1 Are you registered with all required government departments e.g. Chamber of Commerce & Industry, Labor Department, and Taxation Department etc.? Provide a copy of all pertinent documents and certificates.

2.2 Provide the copy of agreement executed between the Manufacturer/Principal and the Local Agent/Representative and the Terms and Conditions for the concerned product/material intended to be included in this prequalification.

3. LEGAL INFORMATION

3.1 Provide the certificate(s) that your company is not blacklisted, in solvent, bankrupt, being wound up, in the process of merger-ship or being suspended. If there is any concern, please provide details.



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- 3.2 Provide complete information on any current and past litigation and/or arbitration (with an indication of the matters in dispute, the parties involved, the amounts in dispute and the outcome, where available) resulting from contracts completed or under execution by the applicant over the last five (5) years.
- 3.3 Provide complete information on any termination of contracts (indicating the causes of the termination and the parties involved) completed or under execution by the applicant over the last five (5) years.

II. FINANCIAL INFORMATION

- 1.1 What is the annual sale of your company (In Saudi Riyals/US Dollars) for the product/material under consideration?
- 1.2 How much is your market share for the product/material under consideration?
- 1.3 Submit the following financial information.
- List of all associated Banks.
 - Annual Financial Statements for the last five (5) years supported by Audit Statements/Tax returns/acceptance by the Tax Authorities
 - Details of Assets & Liabilities
 - Any other important information
- 1.4 Demonstrate that your company has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means sufficient to meet the project cash flow.

III. TECHNICAL INFORMATION**1. WARRANTY AND AFTER SALES SERVICES**

- 1.1 What are your standard warranty provisions with regard to the subject product/material? Attach a copy of your standard warranty statement.
- 1.2 Explain in details your involvement in maintenance, repair and spare parts services pertaining to the product under consideration.



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- 1.3 Provide the details and procedures on how you handle after-sales support?
- 1.4 Provide the copy of agreement in which “Warranty/After Sales Services” terms and conditions declared between both parties (Manufacturer and Local Vendor).

2. CUSTOMER’S SATISFACTION

- 2.1 As one of the measurements of the performance, does the organization monitor information relating to customer perception as to whether the organization has fulfilled customer requirements? Explain in details.

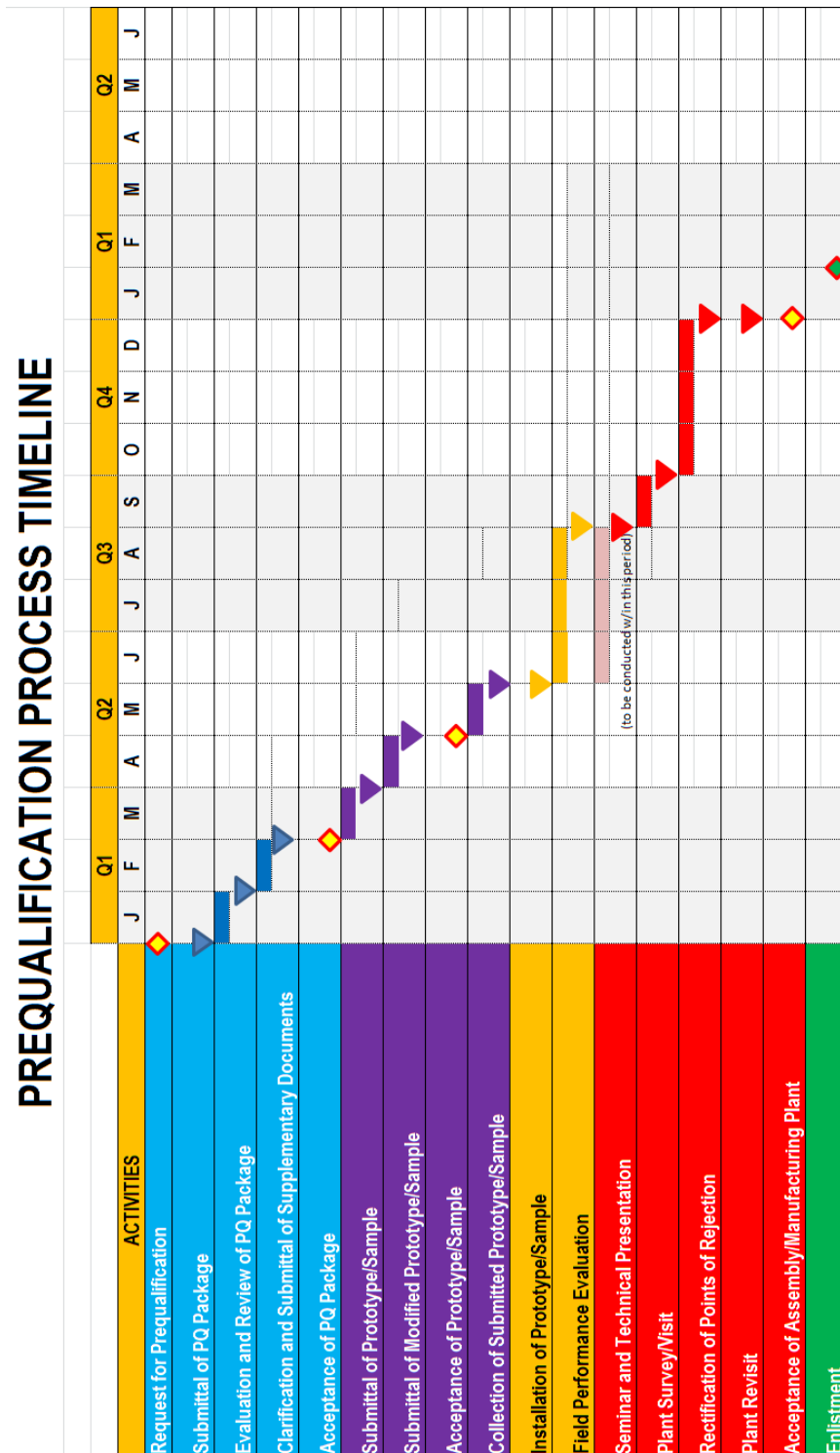
Prepared By:

Name

Designation

(Signature over printed Name & Company Seal)

Dated: _____





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PLANT SURVEY/VISIT CHECKLIST

Manufacturer	:				
Factory	:				
Location	:				
Product	:				
Date of Visit	:				
Legend	:	S – Satisfactory P – Poor NA – Not Applicable			
SUBJECT		METHODS	REMARKS		
			S	P	NA
A	ORGANIZATIONAL CHART				
1	Organizational Setup	Ask for business card to all key personnel			
2	Number of Employees				
3	Qualification & Experiences of Key Personnel				
4	Number of Design Engineers				
5	Number of QA/QC Engineers				
B	RECEIVING INSPECTION OF MATERIALS				
1	What is the action plan when you find non-conforming materials?	Review containment action plan			
2	Do you perform audits of your suppliers?	Check for evidence			
3	Are all incoming raw materials, parts, and assemblies inspected and accompanied by a Conformity Certificate?	Check for evidence			
4	Is verification of raw material test reports performed?	Check for evidence			
5	Are there adequate facilities available to perform failure analysis?	Check for evidence			
6	Are corrective action issued to prevent recurrence of conditions adverse to quality?	Check for evidence			
7	Is the affectivity of the corrective action verified?	Check for evidence			
8	Has your company established a Material Review Board (MRB) to dispose of non-conforming material?	Check for evidence			
9	Are the parts/materials labeled correctly?	Verify online materials			
10	Is there any handling concerns?	Experience handling system			
11	Are there clear methods of preventing contamination (dust, dirt, etc.)?	Inspect actual plant and packaging system			
C	IN-PROCESS EQUIPMENT				



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1	Are machine setting conditions checked at each run?	Check setup sheets			
2	Are all sensors verified as working?	Check machine setup sheets			
3	Are calibrated items past their expiration date?	Check visually			
5	Does the company have a TPM system?	Total Production Management System (TPM), Ask to see procedure			
D	IN-PROCESS PERFORMANCE				
1	Are Work Instructions visible and posted at each station?	Check on line			
2	Are the data sheets/machine check sheets available?	Ask for proof			
E	FINAL INSPECTION				
1	Is inspection area clean and well lit?	Visually			
2	Is there an established and maintained documented inspection system?	Check for evidence			
3	Are written work and inspection instructions readily available to personnel?	Ask for instructions			
4	How are defective parts handled?	Ask for procedure			
F	DOCUMENTATION				
1	Do work instructions and process specifications contain adequate quality requirements?	Check work instructions			
2	Do the work instructions show the critical quality point requirements?	Check work instructions			
3	Are the work instructions clear and realistic?	Check work instructions			
4	Do the work instructions show what to do for abnormal conditions?	Check work instructions			
G	QUALITY SYSTEM				
1	Is the QA/QC personnel independent	Check Organization Chart, the Organizational chart shall clearly define quality functions and responsibilities?			
2	Does the company have a Quality Documented system (Manual, Procedures)	Check for evidence			
3	Is there an approved international standard (ISO / Other certification)?	Check for evidence			
4	Is there a criteria for selecting suppliers / subcontractors?	Check for certificates			
5	Is there an approved organizational standards certificates such as ASME, ASTM, ASCI, NFPA, etc.?	Check for certificates			
H	TESTING (IN-HOUSE & INDEPENDENT)				
1	Does the company use National / International testing procedure?	Check for certificates			



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2	Is there an approved procedure for Routine tests & Type tests?	Ask for procedure			
3	Is the test equipment calibrated and certified according to international approved standard for testing method?	Check for certificates			
4	Does the company has a Testing laboratory system & certification?	Ask for procedure			
5	Is responsibility for periodic calibration established?	Ask for procedure			
6	Are defective or out-of-calibration instruments removed from use?	Ask for procedure			
7	Do measuring and test equipment records and labels indicate the date of last calibration, person performing calibration, and when the next calibration is due?	Check Records			
8	Are measurement standards traceable to the National Institute of Standards Technology (NIST) or an approved laboratory?	Check for certificates			
9	Are gages and calibration instruments calibrated against certified standards which have a known, valid relationship to NIST?	Check for certificates			
I	MATERIAL HANDLING & STORAGE				
1	Are materials, parts, and assemblies properly handled, stored, and monitored in accordance with procedures?	Ask for procedure			
2	Are environmental conditions compatible with stored items, parts, and assemblies?	Check			
3	Do you have procedures for customer property handling?	Ask for procedure			
4	Are packaging and preservation capabilities evident?	Check			
5	Is there a system ensuring compliance with customer requirements for identification, packaging, and documentation?	Ask for procedure			
J	DESIGN CONTROL (ONLY WHEN THE SUPPLIER PERFORMS THE DESIGN)				
1	Is quality history fed back to engineering for improvements in current or future designs?	Check history			
2	Does QA review new designs?	Check			
3	Does your company have a sample or prototype department?	Check			
4	Does QA approve sample prototypes?	Check			
5	Is this information used in developing shop inspection instructions?	Check			
K	CONTROL OF DRAWINGS & SPECIFICATIONS				
1	Is there a system designed to control all drawings, specifications, and any changes thereto?	Check for evidence			



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L	CONTROL OF PROCUREMENT				
1	Is there a system which evaluates a supplier's quality rating?	Check for evidence			
2	Is a qualified/approved supplier list maintained?	Check for evidence			
3	Is the list utilized to assure procurement only from approved suppliers?	Check for evidence			
4	Are quality performance records maintained for suppliers?	Check for evidence			
5	Is corrective action initiated [and followed-up] on those suppliers whose performance becomes substandard?	Check for evidence			
M	GENERAL				
1	Does the supplier practice/promote continuous improvement activities?	Check for evidence			
2	Does the supplier have clear Quality Policies / Environmental Policies and evidence throughout the plant?	Check for evidence			
3	Does the company has After sales service?	Check capability			
4	Does the company has Vendors in K.S.A.?	Check for evidence			
5	What is the Lead time for spare parts?	Check for evidence			
N	OTHER AVAILABLE FACILITIES, IF ANY				
1					
2					
3					
4					
5					
6					
7					
8					



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PREQUALIFICATION APPROVAL

Date: 20__ / __ / __

Manufacturer:	
Manufacturer Address:	
Local Agent/Representative:	
Agent/Representative Address:	

Subject: Approval of Prequalification Request

Dear,

After successfully meeting all the requirements per SEC procedure SDMP-04 (latest edition), and the products/materials you intend to prequalify was evaluated have been proven to meet the minimum requirements per applicable SEC Standard Specification XX-SDMS-XX. Please be informed that the products/materials listed hereunder have been approved and therefore qualified.

SN	SEC Item Code	Material Description	Remarks

This prequalification approval is valid for Five (5) years starting from this day,

_____.

SEC reserves the right to cancel this prequalification approval at any time should there be violation stipulated in Clause 10.0 of SMDP-04 (latest edition).

Approved By:

Evaluated By:

Manager, Technical Improvements & Standards_____
SEC Engineers