

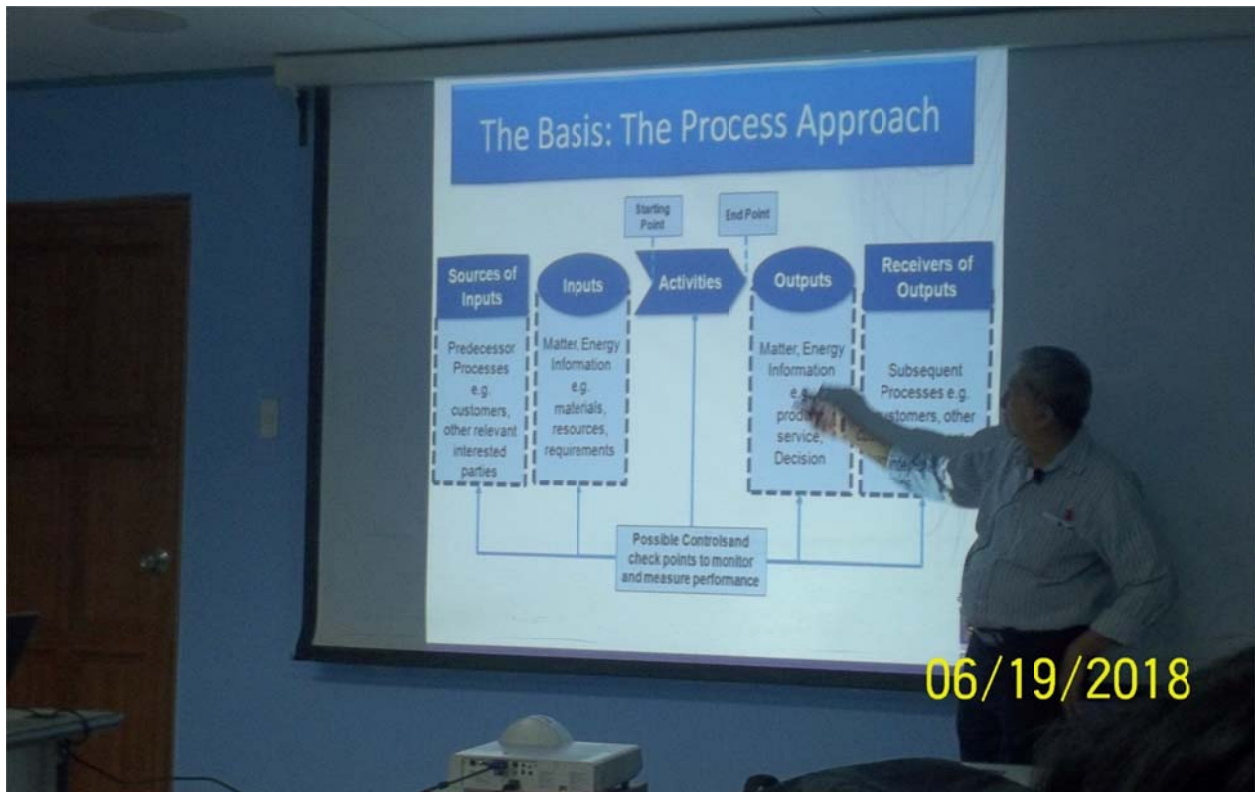
PHOTOS:

Technical Guidance on Enhancement of Operational Controls

Attachment 1

June 19, 2018: Plenary discussion





Workshop group discussion on the suggested template on Quality Plan



AS – Procurement / Supply Divisions



Records Management Division / EPIMB / EUMB



EPPB

Workshop Presentation:



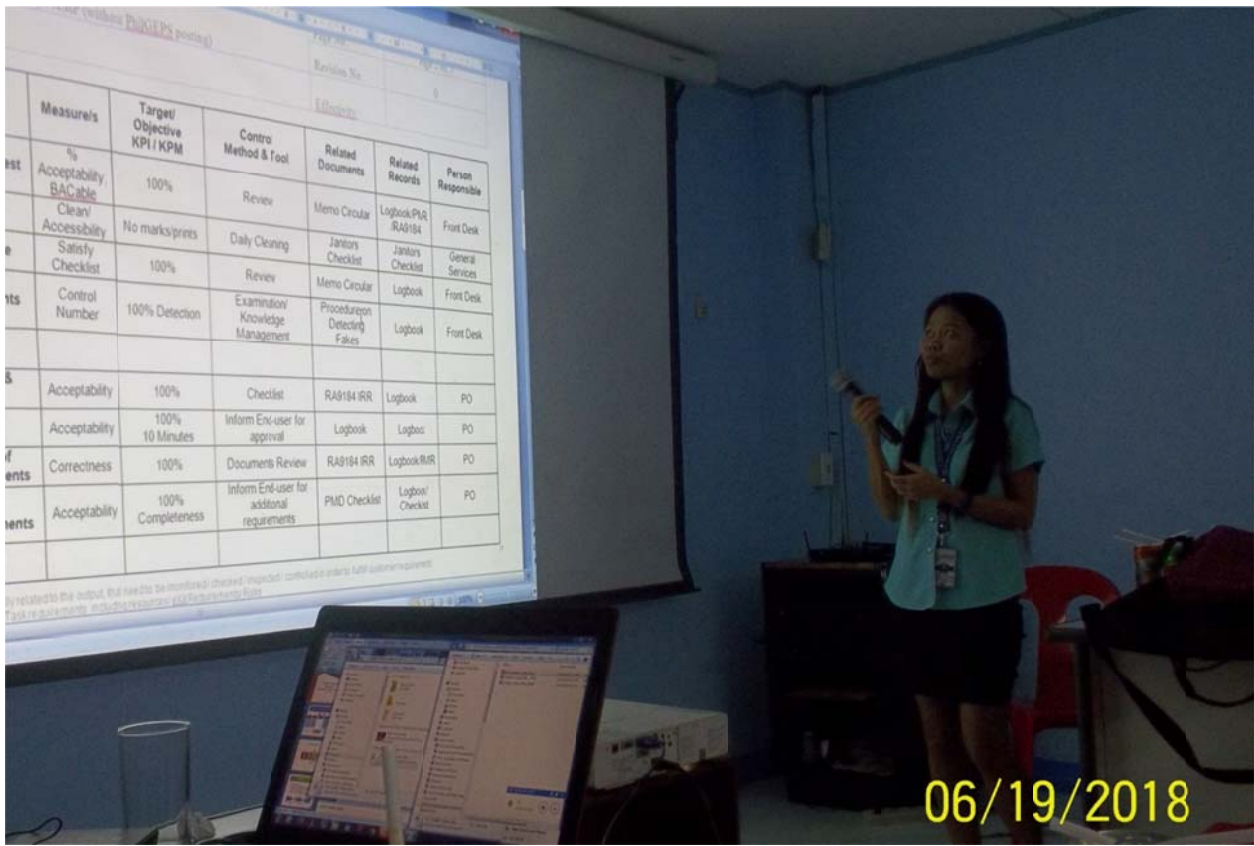
EPPB

Activity/Process	E/T/X/R	Items / Criteria	Measure's	Target/ Objective KPI / KPM	Control Method & Tool	Related Documents	Related Records	Person Responsible
Receiving Data Request	E	Official data request	% authenticity	100%	Review & evaluation		Logbook	Clerk/OD
	T	Receiving Area	Clean	Organized filing of data (Labeled)	Daily Clearing			GSD
	X	Assessment/ Evaluation of the letter	% authenticity	100%	Review & evaluation		Logbook/DTS	Staff/EPPB
	R	Unofficial Data Request	Company logo and official Signatory	100%	Phone Verification			Staff/EPPB
Recording/DTS numbering & Data Scanning	E	DTS Numbering	formatted	correct	Follows format	Data	EDMS	Office of the Director
	T	PC with intranet connection	Assessment	100%	Scan data	Letter of data request	Logbook	Office of the Director
	X	EDMS	Actions taken	Latest/Current action	EDMS file	Attached documents	EDMS	Clerk/EPPB Staff
	R	Lacking internet connection	IT assessment	Strong connection	Information	n/a	Logbook & EDMS	Office of the Director
Endorsement to Concerned Units	E	Delegation of task	Mandate	Alignment of request and mandate	Cross-reference	n/a	Logbook	Office of the Director
	T	PC with intranet	Assessment	100%	Scan data	Letter of data	Logbook	Office of the Director



06/19/2018

ERDB



06/19/2018

Procurement Management Division