	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURE	
	Document Name: OUTSOURCE PROCESS	GP BAI-07 Rev. No.: 02 February 18, 2019 Page: 1/1

1.0 Objectives

- To define critical processes provided by outsourced third parties and the controls used to ensure the quality of the outputs of such process.

2.0 Scope

- The table listed the outsourced processes and control methods for such process.

3.0 Definition of Terms

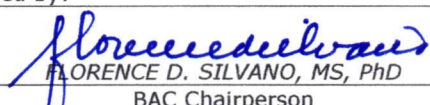
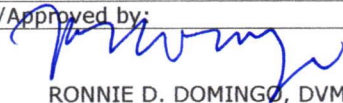
4.0 Records

- PL BAI-11 List of PhilGEPS Registered Suppliers
- PL BAI-04 Calibration Plan
- PL BAI-05 Preventive Maintenance Plan

5.0 References

6.0 Table of Outsourced Process

Outsourced Process	Providers	Control Methods
Calibration services	External Provider (LESINC, Premier Physique, etc.)	<ul style="list-style-type: none"> Require PAB accreditation or DOST certification for calibrating instruments Review all incoming calibration certificates for compliance
Preventive maintenance services	External Provider (LESINC, RainPhil, Golden Bat, Esco, etc.)	<ul style="list-style-type: none"> Verify proper functioning of equipment Define requirements in a maintenance contract with supplier
Certifying Audit	External Provider (TUV, AJA, CSI, etc.)	<ul style="list-style-type: none"> Auditors shall have certificate issued by Service Provider All audit reports shall be reviewed prior to internal distribution
Security Guards	External Provider	<ul style="list-style-type: none"> All contracts are processed in the DA Supplier/Provider is certified member of PADPAO
Janitors	External Provider	<ul style="list-style-type: none"> Supplier/Provider is certified member of DTI
Infrastructure	External Provider	<ul style="list-style-type: none"> Member of PCAB

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