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TECHNICAL PROCUREMENT, VERIFICATION & STAGING SOP

STANDARD OPERATING PROCEDURE FOR FACTORY-GATE SOURCING, TECHNICAL BENCH-TESTING, YARD STAGING & DISPATCH

ENTERPRISE PROCUREMENT & STAGING MANDATE: This Standard Operating Procedure (SOP) defines the mandatory operational protocols for vendor qualification, technical requisition auditing, factory-gate sourcing, warehouse receiving, bench-testing verification, staging yard management, and pre-dispatch tagging across all 6 core business divisions of EuniServ Limited (RC NO: 9729797). Formulated under ISO 9001:2015 principles, this procedure guarantees 100% Bill of Quantities (BOQ) matching, absolute Manufacturer Test Certificate (MTC Type 3.1/3.2) traceability, zero material non-conformance releases, and flawless technical supply chain execution across West Africa.

1. EXECUTIVE POLICY DIRECTIVE & OPERATING PRINCIPLES

1.1 Executive Management Mandate

Executive Leadership at EuniServ Limited establishes that supply chain excellence, technical accuracy, and total material compliance are fundamental corporate commitments. Operating as a *Specialized Energy, Industrial Procurement & Technical Supply Chain Partner*, EuniServ Limited eliminates operational friction for energy, industrial, and infrastructure clients by enforcing systematic engineering reviews, direct OEM vendor pre-qualification, mandatory bench-testing, and strict quarantine controls prior to project site dispatch.

1.2 Core Operating Principles

- 100% Technical Specification Matching:** Eliminate technical errors, capacity shortfalls, and incorrect part deliveries by subjecting all requisitions to a mandatory 4-tier Bill of Quantities (BOQ) audit prior to Purchase Order (PO) issuance.
- Zero Non-Conformance (0 NCR Releases):** Enforce mandatory receiving inspections, dimensional audits, pressure testing, and functional bench-testing to achieve zero critical Non-Conformance Reports during factory-gate and final site handovers.
- 100% OEM Traceability & MTC Compliance:** Guarantee that all mechanical spares, high-voltage cables, industrial valves, and structural materials are delivered with authentic Manufacturer Test Certificates (MTC Type 3.1/3.2) and Certificates of Conformity (COC) matched to physical heat numbers.
- Quarantine Control Governance:** Isolate unverified, damaged, or non-conforming items immediately in locked, red-tagged quarantine zones at the Port Harcourt staging hub to prevent accidental integration or dispatch.

2. ENTERPRISE SCOPE & SERVICE-SPECIFIC STAGING MATRIX

This Procedure governs all procurement sourcing, material receiving, quality bench-testing, yard staging, and dispatch activities across EuniServ Limited's 6 core business divisions:

EUNISERV CORE DIVISION	OPERATIONAL SCOPE & SUB-CATEGORIES	MANDATORY TECHNICAL VERIFICATION & STAGING CONTROLS
1. Industrial Procurement & Energy Supplies	Technical vendor vetting, bulk procurement, factory-gate sourcing, pre-dispatch inspections, 100% BOQ matching, and MTC documentation. • <i>Mechanical Equipment & Fluid Handling</i> • <i>Electrical Infrastructure & Power Distribution</i> • <i>Instrumentation & Process Control</i> • <i>MRO, Site Operations & Safety Gear</i>	Dimensional verification, Material Test Reports (MTR/MTC Type 3.1/3.2) heat number audits, hydrostatic valve pressure testing, Megger insulation testing on armored cables, and flange face roughness audits.
2. Solar Energy & Renewable Power Infrastructure	Engineering, installation, and maintenance of off-grid/hybrid renewable power systems for high uptime and durability. • <i>Turnkey Power Configurations</i> • <i>PV Solar Array Installation</i> • <i>Specialized Electrical Appliances & BoP</i> • <i>Energy Audits & Preventive Maintenance</i>	Pre-dispatch bench-testing of pure sine wave inverters under simulated loads, solar module IV curve tracing, MPPT efficiency verification, Megger insulation resistance testing, and LiFePO4 BMS calibration.
3. Fleet Management & Transport Logistics	Safe movement of workforce, commercial goods, machinery, and project equipment across regional/national transit corridors. • <i>Corporate & Field Vehicle Hire</i> • <i>Haulage & Freight Operations</i> • <i>Dedicated Fleet Management</i>	Pre-dispatch 21-point vehicle mechanical audits, heavy haulage ratchet lashing inspections, axle load weight balancing, climate-controlled container logging, and IVMS satellite GPS tracking installation.
4. Modular Accommodation & Site Facilities	Rapidly deployable, climate-resilient container housing and prefabricated structures engineered for immediate field readiness. • <i>Site Offices & Living Units</i> • <i>Auxiliary Modular Structures</i> • <i>Turnkey Site Preparation</i>	Structural weld Non-Destructive Testing (MPI/DPT), 50mm Rockwool thermal density verification, 500V MEGGER electrical DB testing, and 24-hour water-tightness flood testing prior to dispatch.
5. Medical Devices & Pharmaceutical Procurement	Distribution of certified medical equipment and consumables under strict ISO/NAFDAC-aligned quality frameworks. • <i>Diagnostic & Clinical Equipment</i> • <i>Medical Consumables & PPE</i> • <i>ISO-Aligned Supply Handling</i>	Cold-chain temperature data logger verification, WHO/NAFDAC batch sterilization certificate matching, expiry date auditing, diagnostic meter calibration, and tamper-evident seal verification.
6. Supermarket & Retail Operations	Management of bulk consumer merchandise, retail store inventory, and downstream supply channels. • <i>Bulk FMCG & Downstream Supply</i> • <i>Store Inventory & Merchandising</i>	Bulk FMCG batch code verification, shelf-life auditing (>75% residual shelf-life required upon receiving), climate-controlled storage verification, and automated FEFO inventory logging.



3. PROCUREMENT & STAGING GOVERNANCE HIERARCHY

EuniServ Limited enforces clear organizational accountability across every phase of the technical supply chain pipeline:

3.1 Board & Executive Responsibilities

- **Executive Director, Technical Operations & Logistics (Kalaiyo Soala Raymond):** Holds primary executive accountability for overall procurement technical compliance, BOQ audit approvals, pre-dispatch bench-testing sign-offs, quarantine release authorizations, and staging yard operations.
- **Executive Director, Strategy & Commercial Operations (Mkpah Eunice Maurice):** Responsible for OEM vendor pre-qualification, commercial contract alignment, SCUML anti-money laundering compliance, commercial insurance verification, and client Service Level Agreement (SLA) governance.

3.2 Operational Procurement & Staging Roles

- **QA/QC Manager / Technical Lead Engineer:** Reviews technical requisitions, conducts factory-gate audits, witnesses hydrostatic and Megger bench-tests, issues Non-Conformance Reports (NCR), and approves Pre-Dispatch Inspection Reports (PDIR).
- **Procurement & Warehouse Quality Inspectors:** Conduct 100% receiving inspections upon material arrival at the Port Harcourt staging hub, verify physical heat numbers against accompanying MTCs, and manage the locked Quarantine Zone.
- **Staging Yard & Logistics Supervisors:** Manage physical material placement, forklift/crane offloading, cargo lashing audits, climate-controlled storage monitoring, and dispatch tagging.

4. THE STEP-BY-STEP TECHNICAL PROCUREMENT & STAGING WORKFLOW

To eliminate technical errors, wrong deliveries, and equipment failures, EuniServ enforces a mandatory 6-stage operational procurement workflow across all contracts:

WORKFLOW STAGE	MANDATORY OPERATIONAL ACTIVITIES & ENGINEERING VERIFICATION	REQUIRED DOCUMENTATION & DELIVERABLE OUTPUTS
Stage 1: Requisition & Technical BOQ Audit	Cross-checking client BOQ against engineering drawings, electrical load profiling, pressure rating validation, material grade compatibility, and operating environment parameters.	Approved BOQ Technical Audit Sign-Off, Load Sizing Sheet, Technical Query (TQ) Log.
Stage 2: Direct OEM Sourcing & Vendor Audit	Sourcing exclusively from Approved Vendor List (AVL) Tier-1 OEMs, auditing Material Test Certificates (MTC Type 3.1/3.2), ISO certificates, and batch traceability logs.	Approved Purchase Order (PO), Verified MTC, Certificate of Origin (COO), OEM Compliance Matrix.
Stage 3: Receiving Inspection & MTC Matching	100% physical receiving inspection at Port Harcourt staging hub, checking visual condition, wall thickness, thread pitch, and matching stamped heat numbers against MTCs.	Material Receiving Report (MRR), Heat Number Traceability Log, MTC Verification Certificate.
Stage 4: Technical Bench-Testing & Assembly	Executing pre-dispatch bench-testing: loading solar inverters, Megger testing power cables, hydrostatic testing valves/pipes, and NDT inspecting modular welds.	Bench Test Certificate, Inverter Load Test Chart, Hydrostatic Pressure Test Chart, Weld NDT Report.
Stage 5: Yard Staging & Quarantine Control	Conforming items are tagged with GREEN staging tags and placed in designated division bays. Non-conforming items are tagged RED and moved to locked Quarantine.	Staging Bay Tag, Quarantine Log Entry, Non-Conformance Report (NCR - if applicable).
Stage 6: Pre-Dispatch Inspection & Shipping Release	Final verification of lashing, weight distribution, shipping tags, and compiling client technical documentation folders prior to freight departure.	Pre-Dispatch Inspection Report (PDIR), Approved Shipping Tag, Final Technical Handover Dossier.

5. MATERIAL RECEIVING PROTOCOLS & QUARANTINE MANAGEMENT

5.1 Receiving Inspection Protocols

All incoming consignments received at EuniServ warehouse staging facilities undergo a rigorous 4-step receiving inspection prior to inventory acceptance:

1. **Visual & Physical Audit:** Inspect for shipping damage, impact marks, surface corrosion, coating scratches, broken seals, or missing protective end caps on pipes/cables.
2. **Dimensional & Specification Audit:** Measure dimensions using calibrated instruments: verify UPVC Schedule 80 wall thickness, ANSI flange pressure classes (Class 150/300), cable cross-sectional area, and structural skid squareness.
3. **MTC & Heat Number Matching:** Match physical heat numbers, batch codes, and serial numbers stamped on products against accompanying Manufacturer Test Certificates (MTC Type 3.1/3.2) and packing lists.

4. **Functional & Electrical Audit:** Verify electrical resistance, continuity, phase identification, and software firmware versions on digital equipment.

5.2 Quarantine Zone Governance

Items failing any inspection criteria or lacking required MTC documentation are immediately tagged with a bold red **REJECTED / QUARANTINE** label. Quarantine management follows strict operational rules:

- **Physical Isolation:** Quarantined items are transferred immediately to the physically locked Quarantine Zone within the Port Harcourt hub to prevent accidental staging or loading.
- **NCR Logging:** The QA/QC Manager issues a formal Non-Conformance Report (NCR) within 24 hours detailing defect specifics, root cause, and required vendor resolution.
- **Controlled Release Authority:** No material may be moved out of Quarantine without written authorization signed exclusively by the Executive Director, Technical Operations & Logistics.

6. CALIBRATION, MEASURING EQUIPMENT & TESTING STANDARDS

Accurate measurement is critical to technical quality verification. EuniServ enforces strict calibration controls for all testing instruments:

- **Master Calibration Register:** All testing equipment—including digital multimeters, Megger insulation resistance testers, hydrostatic test pumps, pressure gauges, torque wrenches, ultrasonic thickness gauges, and laser levels—is logged in the Master Calibration Register.
- **Recalibration Cycles:** Testing instruments must undergo mandatory annual calibration by ISO/IEC 17025 accredited calibration laboratories. Equipment with expired calibration stickers is tagged OUT OF SERVICE and prohibited from use.
- **Daily Pre-Use Functional Checks:** Technicians execute daily zero-point and battery functional checks on measuring tools prior to conducting bench-tests.

7. DOCUMENT CONTROL, MTC ARCHIVING & FINAL HANDOVER DOSSIER

Traceability is maintained through systematic document management in compliance with ISO 9001:2015:

- **MTC & Test Record Archiving:** All MTCs, hydrostatic test charts, Megger logs, PDIRs, and shipping manifests are digitized and archived in secure physical and cloud repositories for a minimum of 10 years.
- **Final Technical Handover Dossier:** Every client dispatch includes an indexed Technical Dossier containing as-built specifications, verified MTCs, pre-dispatch bench-test certificates, warranty documents, and operational maintenance manuals.

KALAIYO SOALA RAYMOND
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Date: August 15, 2026

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Executive Director, Strategy & Commercial Operations
Date: August 15, 2026

