

# \* \* \* SMALL STEPS TO BIG CHANGES \*



ONE-STOP PROCUREMENT  
SOLUTION FOR BREAKDOWNS

Blanket Purchase Order (PO)  
for Common Spare Parts

- Facility maintenance is critical to keeping hospital operations running smoothly.
- Group Facilities Management (GFM) previously had to **raise multiple Purchase Requisitions (PRs)** for commonly used spare parts.
- This resulted in:
  - 5-7 days required for each PO to be issued before work could commence
  - **Delays** in repair works, impacting patient experience
  - Frequent urgent purchase approvals, disrupting workflows and slowing response time

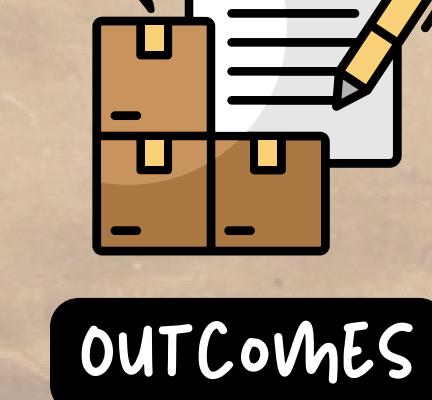


## IMPLEMENTATIONS

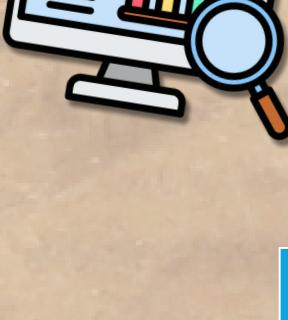
A Blanket Purchase Order (PO) provides a **one-stop procurement solution** for commonly required spare parts, covering a pre-approved value for the entire financial year. With fixed SORs, it enables **faster access to parts** and **eliminates repeated PR submissions**.



Improve productivity and maintenance response time



Consolidate and clearly locate all SORs for spare parts within the maintenance contract for easy reference and compliance.



## OUTCOMES

- Faster commencement of repair works
- Reduced administrative delays
- Smoother workflows and improved maintenance efficiency
- Better overall experience for patients and staff



	No. of PR Raised	Time Spent		Waiting Time For PO Approval
Before Blanket PO	144	1440	24	720 days
After Blanket PO	1	10	0.17	5 days
Total hours saved		23.83	715 days	



### KEY

THANK YOU FOR SHARING

Radhakrishnan Naidu  
Senior Associate Engineer,  
Group Facilities Management

Every small step matters

Take small steps to yield results.

Focus on identifying the cause to solutions, not problems.

Together, we can create a space where staff can work happily and effectively.