

## Service Acceptance Inspection Manual (Acceptance inspection methods for service (contracts without deliverables))

### <Acceptance inspection methods for service>

“EKIMU” is a Japanese term equivalent to “services.” Under the University’s account titles, the following costs are all subject to inspections regardless of whether deliverables exist or in what form they are provided: outsourcing event management, translation and proofreading, research and analysis, and repair and maintenance of equipment. For acceptance inspection, in addition to the deliverables and delivery slip, supplementary documents showing “who,” “when,” “where,” “what,” and “how” are required, and should be requested during communication with the vendor. In the case of items for which no deliverables exist (e.g., symposium management, simultaneous interpretation, etc.), since acceptance inspection cannot be performed with only a simple completion report, please be sure to consult with the Acceptance Inspection Desk in advance to see directly the details of the consignment. Even in cases where the work is performed outside the business hours of the Acceptance Inspection Office/Desk, please prepare a set of reports, photos, videos, etc., to replace the on-site inspection, as they will be checked after the fact.

If you have any doubts about the services acceptance inspection, please contact the Acceptance Inspection Office ([kenshu-tanto@list.waseda.jp](mailto:kenshu-tanto@list.waseda.jp).)

### <Acceptance inspection methods of specific services and items required for acceptance inspection>

(● Deliverables ◎ Required documents △ Documents that are desirable)

\*Refer to the Remarks column for details. If the amount of one order is 100,000 yen or more, a “Purchase Order” from the University’s Purchase Order System is also required.

| Type of service<br>(Details of subcontracting to vendors)  | The University’s account titles | Items required for acceptance inspection |  |                    |                              |           |                                  |               | Remarks (acceptance inspection methods) |   |
|--|---------------------------------|--|--|--------------------|------------------------------|-----------|----------------------------------|---------------|---|---|
|  |                                 | Deliverables                             | Delivery slip (or equivalent document) | Work reports, etc. | Contracts and specifications | quotation | Work instructions, e-mails, etc. | Drawing, etc. |   | Event notice, program, projection materials, list of names, etc.  |
| 1<br>Symposium/conference /workshop/event management, simultaneous interpretation, animal husbandry [on-site inspection] | Outsourcing expenses [Note 1]   |  | ◎<br>※Remarks                          | ◎<br>※Remarks      | △                            | △         | △                                |               | ◎<br>※Remarks                           | The Acceptance Inspection Staff will conduct on-site inspection, so please contact the Acceptance Inspection Office/Desk in advance for on-site inspection. The Acceptance Inspection Staff will visit the site for acceptance inspection after making an appointment for a date and time. By that date and time, please prepare <u>the set of documents necessary for the inspection, such as schedule program, work instructions, quotation, and other documents that show the details of the consignment.</u> The Acceptance Inspection Office/Desk will affix its acceptance seal as soon as the delivery slip (completion report) is ready.<br>* If it is no longer possible to conduct on-site inspection after the fact, please present <u>(1) delivery slip, implementation report, and event record, and (2) a set of documentary evidence in lieu of on-site inspection, such as photographs of the venue, symposium video, event guide and information leaflet, schedule program, work instructions, projection materials, and list of participants.</u> After receiving an explanation from the purchaser, the Acceptance Inspection Office/Desk will conduct an acceptance inspection based on a comprehensive judgment. |

|   |   |   |               |   |                             |                            |   |   |                  |  |   |
|---|---|---|---------------|---|-----------------------------|----------------------------|---|---|------------------|--|---|
| 2 | Equipment creation/installation, parts manufacturing, design  | Outsourcing expenses [Note 1]   | ●             | ◎ | ◎<br>(Parts manufacturing△) | △                          | △ | △ | ◎<br>(Design ●)  |  | Please present a set of supplementary materials that show the details of the consignment, such as (1) deliverables (equipment after assembly/installation, design drawings, etc.), (2) delivery slip, and (3) work reports, specifications, quotations, equipment drawings, etc. If it is difficult to bring the materials to the Acceptance Inspection Office/Desk, an Acceptance Inspector Staff will visit the site for acceptance inspection after making an appointment for a date and time.                                     |
| 3 | Translation, revision, proofreading, transcription  | Outsourcing expenses [Note 1]   | ●<br>※Remarks | ◎ | △                           | △                          | △ | △ |                  |  | Please present (1) deliverables (see examples below), (2) delivery slip, and (3) (if any) documents issued by the vendor, such as work completion report, contract, quotation, etc.<br>*Examples of deliverables: [Translation] Thesis, etc., after translation / [Proofreading] Original manuscript for proofreading and proofread manuscript (documents that show the contents and the title, author of the requested thesis, etc.) / [Transcription] Resulting manuscript such as minutes, etc.                                    |
| 4 | Research, analysis, surveying   | Outsourcing expenses [Note 1]   | ●             | ◎ | ◎                           | △                          | △ | △ | △<br>(Surveying) |  | Please present (1) deliverables (survey/analysis results data), (2) delivery slip, (3) survey/analysis/work completion report (deliverables specified in the contract) and data delivery email, and (4) (if any) contract, overall plan, specifications, quotation, survey drawings, etc.   |
| 5 | Database/program development, digital content/website creation, and updating, etc.  | Outsourcing expenses [Note 1]   | ●             | ◎ | ◎                           | △                          | △ | △ |                  |  | Please present (1) deliverables, (2) delivery slip, (3) work completion report (deliverables specified in the contract) and requirements definition document, and (4) (if any) contract, overall plan, specifications, quotation, and other documents that show the details of the consignment.   |
| 6 | Software development, version upgrades, maintenance, license agreements<br>*Use in web and cloud services is not subject to acceptance inspection under “communication and transportation expenses” | Supplies expenses/consumables expenses/rental and lease expenses (100,000 yen or more term-limited license agreement) | ●             | ◎ | ◎<br>(License agreement △)  | △<br>(License agreement ◎) | △ | △ |                  |  | Please present the following documents that show the details of the consignment: (1) deliverables (such as optical disks, etc., screens of information deliverables in the state downloaded to PCs, etc.), (2) delivery slip, (3) work completion report and requirement definition document, and (4) (if any) contract, specifications, quotation, and other documents that show the details of the consignment. In the case of a license agreement, a “contract” (document confirming the contract period and details) is required. |
| 7 | Equipment maintenance, program maintenance, repairs, etc.   | Repair expenses<br>*Not applicable to supplies expenses   | ●             | ◎ | ◎                           | △                          | △ | △ | △                |  | Please contact the Acceptance Inspection Office/Desk after the completion of maintenance inspection/repairs. If it is difficult to bring the items to the Acceptance Inspection Office/Desk, the Acceptance Inspection Staff will visit the site for acceptance inspection after making an appointment for a date and time. At the acceptance inspection, please present the following documents issued by the vendor: (1) object of  |

[partial on-site inspection]

maintenance/inspection/repair, (2) delivery slip, and (3) work report, specifications, equipment drawings, etc., and also explain on which part of the object was maintenance, inspection, or repairs performed.

[Note 1] In the case of outsourcing to an individual or sole proprietor (including individuals appointed within a corporation), the account title is not “outsourcing expenses” but “fees and compensation expenses,” and is therefore not subject to acceptance inspection.

**<Note about acceptance inspection>**

○ In the case of “temporary employment” and “operation and management outsourcing,” which are mainly for personnel expenses and are not transient but long-term within the university, the work status is monitored by the receiving or budget management section, and therefore, no acceptance inspection is required.

○ “Disposal” and “Transportation” (simple loading and unloading operations are “communication and transportation expenses”) are not subject to acceptance inspection.

○ If the deliverables are delivered outside the university and cannot be brought to the Acceptance Inspection Office/Desk, please prepare an “Application for Special Acceptance Inspection of Deliverables Delivered Outside the University” and have it confirmed by the budget management section. (However, since the deliverables are not exempt from acceptance inspection, a certain number of deliverables may be selected for special acceptance inspection by the Acceptance Inspection Office.)

○ Item 5 above, database/program development, digital contents/website creation, etc., may be subject to post-inspection check by extraction performed by a third party other than the consignor/trustee as “acceptance inspection of special services”