

Supply Chain Policy Manual

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Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

History of Changes

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Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

TABLE OF CONTENTS

1	Executive Summary.....	4
1.1	Purpose of this Manual	4
2	CODE OF ETHICS.....	4
2.1	TRIUMF Code of Ethics.....	4
2.2	Conflict of Interest	5
2.3	Confidentiality	5
2.4	Gifts and Gratuities	6
2.5	Membership in Trade and Business Organizations.....	7
3	AUTHORITY	7
3.1	TRIUMF Signature Authority	7
3.2	Authorization Levels.....	7
3.3	Pre-Authorization for the Purchase of Safety Equipment and Radioactive Material	8
4	PROCUREMENT	9
4.1	Requisition Review	9
4.2	Procurement Methods.....	9
4.3	Purchase Orders	10
4.4	Standing Orders.....	11
4.5	Procurement for Stores.....	12
4.6	Tenders.....	12
4.7	Insourcing and Outsourcing	13
4.8	Contracting Out.....	14
4.9	Sole, Single or Select Source Procurement	14
4.10	Site and Product Standardization	15
4.11	Prioritizing Canadian Vendors.....	16
4.12	Viewing Supply Chain Documents.....	16
4.13	TRIUMF Responsibility for Inspections and Defects	17
4.14	Material Returned to Vendor.....	17
4.15	Vendor Quality Assurance.....	18
4.16	Purchases from Employees	18
4.17	Work on TRIUMF Premises	19
4.18	Vendor Visitations.....	19
4.19	Material Certification	19
4.20	Product Endorsements.....	20
4.21	Vendor Performance Feedback	20
4.22	Vendor Metrics.....	21
5	LOGISTICS.....	22
5.1	Stores	22
5.2	Shipping and Receiving (Traffic and Logistics)	22
5.3	Site Access	23
5.4	Safety Training	23
5.5	Fleet Management.....	23
5.6	Surplus Equipment (Investment Recovery)	24

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

1 EXECUTIVE SUMMARY

1.1 Purpose of this Manual

The purpose of the Supply Chain Management Group is to provide effective delivery of goods and/or services in support of the overall goals and objectives of the laboratory. This requires the provision of customer service excellence in order to aid TRIUMF's end-users, students, and visitors in the material and services requirements.

TRIUMF's governing policies are established by the TRIUMF Board of Management and can be found in the TRIUMF Administrative Policies and Procedures at the following website:
<http://www.triumf.ca/administration/procurement>.

In addition, the TRIUMF Personnel Policies and Procedures is a collection of specific policies that build upon the Board of Management Policies and TRIUMF Standard Operating Procedures (TSOPs). These policies reflect the cultural, ethical and legal requirements by which TRIUMF is governed.

This manual consolidates the policies related to TRIUMF's procurement, including the use of "Best Practices" as defined by the Supply Chain Management Association (SCMA).

2 CODE OF ETHICS

2.1 TRIUMF Code of Ethics

TRIUMF has a Code of Financial Conduct which forms part of the Administrative Policies and Procedures approved by the TRIUMF Board of Management. TRIUMF staff should refer to this policy when in doubt as to the ethics of situations that may arise during the process of procuring and managing materials, supplies and contracts on behalf of TRIUMF. The TRIUMF Code of Financial Conduct can be accessed at

<https://documents.triumf.ca/docushare/dsweb/Get/Document-10503/Fraud%20Document-1.pdf>

TRIUMF's suppliers and their products, personnel and services are a natural extension of TRIUMF's own resources. It is the responsibility of all employees to maintain the reputation of TRIUMF, to develop and maintain good relationships between TRIUMF and its suppliers and to remember that personal contacts form the basis of much of the suppliers' and the public's opinion of TRIUMF.

Buyer/Seller relationships – the buyer should promote the reputation of TRIUMF for fairness with TRIUMF's vendors:

- By giving all salespersons a fair and courteous hearing on any subject that is associated with the nature of the procurement
- By maintaining open and fair competitions
- By not putting the seller in a position to incur unnecessary expense

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

2.2 Conflict of Interest

2.2.1 Purpose

The purpose of this policy is to provide guidance to TRIUMF employees on how to avoid conflicts of interest in the various aspects of the TRIUMF procurement function. Please also see TRIUMF Administrative and Personnel Policy No. 28 – [Document-10495](#).

2.2.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

2.2.3 General

TRIUMF employees engaged in the procurement function are expected to be free of interests which may or potentially may be detrimental to the interests of TRIUMF, and shall not engage or participate in any manner that may compromise a fair outcome of a procurement.

Any employee engaged in the procurement of materials, goods or services that has assumed, or is about to assume a financial or other outside business interest or relationship that might involve a conflict of interest with TRIUMF must immediately declare to the Finance Department of the circumstances involved. This information is to be reviewed by the Finance Department, who may consult with the Director or other appropriate senior management on whether a conflict of interest is present, and if so, what course of action is to be taken. In this connection, a conflict of interest exists where an employee:

- a) Make possible personal gain because of the employee's ability to influence TRIUMF's business relationship with the person, firm, or company.
- b) Render the employee partial toward the person, firm, or company, or otherwise prevent the employee from exercising impartial business judgment.
- c) Situations or relationships that place the employee or TRIUMF in an equivocal, embarrassing or ethically questionable position which reflects negatively on the integrity of TRIUMF.
- d) Takes personal advantage of an opportunity that properly belongs to TRIUMF.
- e) Uses TRIUMF property without approval from management or supervisors.
- f) Discloses TRIUMF proprietary information to unauthorized persons, firms, or companies, whether for personal benefit or not.
- g) Compromises TRIUMF's Quality Assurance Program.

2.3 Confidentiality

2.3.1 Purpose

To identify the confidential nature of procurement and supply chain related transactions.

2.3.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

2.3.3 General

Transactions related to procurement and supply chain activities and functions are by definition confidential, particularly with regard to TRIUMF vendors.

It is considered unethical, as well as damaging to TRIUMF's reputation, to allow TRIUMF proprietary information about vendors' quotations, pricing or other confidential vendor information to pass from one vendor to another.

TRIUMF staff should also be aware of other less direct methods of disseminating confidential vendor information, including overheard telephone calls and loose documents on desks during vendor interviews. Buyers and all TRIUMF staff should be aware, at all times, of the possibility of inadvertently disclosing confidential vendor information to another vendor through carelessness.

All files within the procurement and supply chain management offices are to be maintained in an up-to-date and confidential manner. Access to these files and to any other related documentation are restricted unless authorized by the Finance department.

2.4 Gifts and Gratuities

2.4.1 Purpose

The purpose of this policy is to provide guidance to all employees of TRIUMF, whether or not they are directly engaged in the procurement process.

2.4.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

2.4.3 General

No TRIUMF employee shall accept gifts, personal loans, entertainment or other special considerations from an individual, firm, or company doing business with TRIUMF, or who may do business with TRIUMF.

Loans cannot be accepted from an individual, firm or company having prospective dealings with TRIUMF unless such individuals, firms or companies are in the business of making loans to individuals. No TRIUMF employee shall allow personal interests or influences to conflict with the best interests of TRIUMF or prejudice TRIUMF's reputation.

Association with supplier representatives at luncheons, dinners or business organization meetings are helpful in establishing better business understandings, and is neither questionable nor unethical, provided the employee keeps him/herself free of obligations.

Any TRIUMF employee who is offered or receives a payment or gift of more than a nominal value shall refuse it or return it to the giver in a tactful and dignified manner, advising the giver of TRIUMF's policy prohibiting its acceptance.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

The responsibility for adherence to this policy is a joint responsibility. Individuals who represent TRIUMF must be beyond challenge or reproach in every business transaction, and not allow themselves to be placed in a position where their judgment on TRIUMF's behalf can be influenced.

Any employee not complying with this policy shall be subjected to appropriate disciplinary action.

2.5 Membership in Trade and Business Organizations

2.5.1 Purpose

The purpose of this policy is to provide guidance to employees considering membership in trade or business organizations.

2.5.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

2.5.3 General

TRIUMF employees are encouraged to take an active part in general business, professional and community organizations.

3 AUTHORITY

3.1 TRIUMF Signature Authority

The TRIUMF Board of Management has ultimate authority and responsibility for all TRIUMF commitments and expenditures. The Board of Management has delegated this responsibility to the TRIUMF Director.

The Director, upon recommendation by the CFO, has assigned authorization levels for purchases of materials, goods and services, which may be adjusted from time to time.

3.1.1 Account Holder Designation

Account holders are authorized to hold accounts by their Associate Lab Director (ALD), or by the CFO, or Director in case of ALD's absence. New account holders review the personnel with signing authorities on their accounts with respect to the authorization level as described in Section 3.2.1.

3.2 Authorization Levels

3.2.1 Purpose

The purpose of this policy is three-fold:

- To provide financial control and information on signing authorization levels to management and staff.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

- To provide assurance by the Requisitioner and Account Holder that they will maintain records for the requisitioned goods and services in compliance with TRIUMF's Quality Management System.
- To provide assurance by the Requisitioner and Account Holder that the requisitioned material, goods and services are in compliance with applicable health and safety practices and legislation, applicable Canadian standards and guidelines, and will be used appropriately for the intended purpose.

3.2.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

3.2.3 General

The TRIUMF Director authorizes financial signing limits for funds administered by TRIUMF.

All commitments in excess of \$250,000 will be reported to the TRIUMF Board of Management annually by the CFO.

By approving either a Procurement Requisition or a Stores Requisition, the Account Holder confirms that records will be maintained for all materials, goods and services requisitioned, in accordance with TRIUMF's Quality Management System. Also, that the material, goods and services requisitioned comply with applicable health and safety regulations and requirements, and recognized Canadian standards and guidelines, and that they will be used appropriately for their intended purpose.

3.3 Pre-Authorization for the Purchase of Safety Equipment and Radioactive Material

3.3.1 Purpose

To protect the safety and environment health of the TRIUMF Management, Staff, Users and the larger community and to comply with various federal, provincial and Canadian Nuclear Safety Commission legislation and regulations.

3.3.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

3.3.3 General

The types of purchases subject to pre-authorization prior to being ordered are:

- **SAFETY EQUIPMENT**
 - Safety equipment purchased to prevent death or serious injury to people must be of a type and kind that has been approved by the Occupational Health and Safety Officer (OHSO). Safety equipment and services not purchased directly by the OHSO or obtained from TRIUMF Stores, must be approved by the OHSO.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

- RADIOACTIVE MATERIAL
 - Radiation Protection Group Leaders must approve all purchases of radioactive material and follow the procedures noted in [Document-76036](#), Procurement and Shipping Radioactive Materials Procedure.
- CONTROLLED GOODS
 - Controlled Goods are the responsibility of J. Hanlon and follow the policies and guidelines as noted in [Document-112907](#), TRIUMF Controlled Goods Program.
- LASER
 - A laser permit for all lasers purchased for use on site. Permits can be obtained from the Environment Health & Safety Group.

4 PROCUREMENT

4.1 Requisition Review

4.1.1 Purpose

To confirm that the requisition meets all the required authorizations, and to determine the best method to acquire the requested material, goods or services.

4.1.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.1.3 Responsibility

The Buyer is responsible to ensure that the technical and financial requirements have been signed off by the Requisitioner, before determining the most appropriate method to procure the requisitioned material, goods or services.

4.1.4 General

The Procurement Department will review each purchase requisition before selecting the appropriate procurement method. This review shall include, but is not limited to:

- Dollar value of the requisition
- Confirmation of the technical and financial authorization approvals

Buyers will not materially alter specifications without discussion with the Requisitioner. The ALD will be the final authority in cases of dispute.

4.2 Procurement Methods

4.2.1 Purpose

To provide TRIUMF with requested material, supplies and services by utilizing the best overall method to achieve TRIUMF's Supply Chain requirements while following the "Best Practices" procedures as defined by the Supply Chain Management Association (SCMA).

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.2.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.2.3 Responsibility

The Procurement Manager is responsible to ensure that the appropriate Procurement method is used.

4.2.4 General

To review the characteristics of the requisitioned material, goods, or services and to determine the most appropriate method of acquisition.

The most common methods used for procuring materials, goods or services are:

- Purchase Order
- Standing Order
- Stores Order
- Tender
- Insourcing/Outsourcing
- Contracting Out

4.2.5 Exceptions

There are certain acquisitions that are better managed by other systems or procedures. These include, but are not limited to:

- Travel
- Reimbursements of small out-of-pocket expenditures
- Employee's professional fees, conferences and work-related courses
- Vehicle insurance and repairs
- Stationery
- Miscellaneous utilities

4.3 Purchase Orders

4.3.1 Purpose

To manage the majority of purchases for TRIUMF's materials, goods and services, and to set a policy for how, based on the value of the purchase and its nature, the order will be processed.

4.3.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.3.3 Responsibility

It is the responsibility of the Procurement Manager to ensure that purchase orders have the appropriate documentation for the type and the dollar value of the purchase.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.3.4 General

TRIUMF has established general dollar guidelines for Purchase Orders requiring quotes for the purchase of materials, goods or services. These amounts have been established to be:

- Up to \$10K “Best Practices” as defined by the SCMA
- \$10K to \$100K Three (3) written quotes, or BC Bid (if appropriate), or Sole, Single /Select Source Justification Form
- \$100K+ Three (3) written quotes or Invitation to Tender
- CFI Project >\$75K Invitation to Tender or BC Bid (if appropriate)
- Requirements of grant funded projects may supersede TRIUMF’s Policy and Procedures.

In the case where there are only two known sources of supply, two written quotes are required. In the case where there is only one known source of supply, one written quote is required. A “no quote” may be used to complete the competitive bid directive.

4.3.5 Construction Projects

- <\$50K Can be sole, single/select sourced
- \$50K to \$100K Three (3) written quotes, if available
- >\$100K to <\$250K Three (3) written quotes or may require an Invitation to Tender
- >\$250K Requires a Tender process

4.4 Standing Orders

4.4.1 Purpose

The purpose of this policy is to define how and when TRIUMF will use Standing Purchase Orders, sometimes known as Blanket orders.

4.4.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.4.3 Responsibility

The Account Holder is responsible to assure the Standing Order is used appropriately, and the authorized Users do not exceed their financial or technical threshold. The Account Holder will also be responsible for maintaining records for the purchase of the material, goods or services in compliance with TRIUMF’s Quality Management System.

4.4.4 General

Standing Orders are to be placed when the cost of issuing and handling Purchase Orders may be reduced because conditions permit the use of a Standing Order. The types of material, goods and supplies bought on a Standing Order are typically low value, repetitive, consumable, incidental and MRO items. All TRIUMF Standing Orders are subject to the same financial and technical approval policy as any other Purchase Order at TRIUMF. During March of each year, a Buyer will review all Standing Orders and re-issue all appropriate Standing Orders effective

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

April 1st. A list of Standing Orders issued on any TRIUMF account will be issued to the TRIUMF Account Holder responsible for the financial and technical management of that particular account at the start of the fiscal year.

4.5 Procurement for Stores

4.5.1 Purpose

The purpose of this policy is to provide a method to process automated stores requisitions in the same manner as a Purchase Order.

4.5.2 Scope

This policy applies to the Supply Chain Management Group.

4.5.3 Responsibility

The Logistics Supervisor is responsible to review and approve the computer generated requisitions, and the Buyers are responsible to procure the goods.

4.5.4 General

The Logistics Supervisor reviews and approves automated stores requisitions and submits them to Procurement. The automated stores requisitions will then follow the same procedure as a pre-committed Procurement requisition.

4.6 Tenders

4.6.1 Purpose

To procure material, goods and services of a significant dollar value by using the tendering process. An Invitation to Tender controls the process of how the competitive bid will be conducted. It establishes what rights and obligations TRIUMF may have and what the bidder may or must do in order to:

- Participate in the process
- Win the contract award

4.6.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.6.3 Responsibility

The TRIUMF Project Leader is responsible for the technical specifications of the tender while assuring compliance with TRIUMF's Quality Management System.

The Procurement Manager is responsible for assuring that an appropriate set of procedures are followed for the tender or bid process.

The administration of the tender or bid process is the responsibility of the Procurement Manager.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.6.4 General

The key principles of TRIUMF's tendering process are:

- All qualified vendors are given equal opportunity to compete for TRIUMF's business.
- All vendors are treated fairly and evaluated equally.

RFQ – Request for Quotation, sometimes known as (RFB) Request for Bids is generally used when the requirements being tendered are straightforward, the specifications are known, and the determining procurement factors are price and delivery.

RFP – Request for Proposal differs from a Request for Quotation/Bid in that a number of factors, not just price and delivery, are used in the decision-making process. This may include situations where the requirements/specifications for material, goods and services are not fully developed or defined, or where there is more than one possible “solution” or approach to the procurement.

RFI – Request for Information is a formal method of requesting written information from vendors for the purpose of developing a Request for Quotation (RFQ) or a Request for Proposal (RFP). A RFI is not a mandatory prerequisite to a RFQ or a RFP but may be used when it is felt that appropriate expertise or information is lacking to develop adequate specifications for a RFQ or a RFP. This process allows for multiple vendors who have the expertise to provide information in the areas of concern.

ITT – Invitation to Tender is an initiating step of a competitive tendering process in which qualified suppliers or contractors are invited to submit sealed bids for construction or for supply of specific and clearly defined goods or services during a specified timeframe.

4.7 Insourcing and Outsourcing

4.7.1 Purpose

To provide a policy for the guidance of TRIUMF Buyers, Management, Staff and Users in deciding whether to insource or outsource (make or buy) materials, goods and services.

4.7.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.7.3 Responsibility

Depending on the type, nature, scope and cost of the material, goods, and services being insourced/outourced, the person ultimately responsible is the Director.

4.7.4 General

Some of the materials, goods and services required by TRIUMF can be produced by TRIUMF, or in the case of services, done by TRIUMF staff. These same materials, goods, and services can be acquired from vendors. The Requisitioners, in consultation with the pertinent TRIUMF staff will determine the most appropriate course of action.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.8 Contracting Out

4.8.1 Purpose

To provide guidance for arranging on-site maintenance, professional services or other work required by TRIUMF from time to time, or on an ongoing basis.

4.8.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.8.3 Responsibility

Depending on the type, nature, scope and cost of the services or work required, the person responsible is ultimately the Director.

4.8.4 General

The nature of the work at TRIUMF sometimes makes it difficult to specify the installation of services or the work to be performed in sufficient detail to solicit competitive bids or quotations from a variety of prospective suppliers. It has proven to be efficient to pre-qualify firms capable of providing the work or services based on relevant experience and hourly rates for professionals, the Trades personnel: supervisors, journeyman, labourers and apprentices. Work is generally allocated in defined work packages. In some cases an upset (maximum) price may be obtained for budgetary purposes. The successful firms place their personnel on the TRIUMF site as required to complete the work. Each firm will be supervised by a TRIUMF staff member who will be responsible for determining the work packages and cost estimates, preparing the requisition for the work, providing broad supervision of the work, and ensuring the work complies with TRIUMF's Standard Operating Procedures (TSOP).

4.9 Sole, Single or Select Source Procurement

4.9.1 Purpose

To define the circumstances under which purchases over a value of \$10K dollars of materials, goods or services may be sole, single or select sourced.

4.9.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.9.3 Responsibility

It is the responsibility of the TRIUMF Buyers to judge the validity of a sole, single, or select source.

If warranted, a Buyer may request a signed, sole, single/select source justification form from the Requisitioner.

The ALD will be the final authority in cases of dispute.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.9.4 General

Competition may be waived and the award directed to a particular supplier in the following circumstances:

Sole Source: Only one supplier is capable of meeting end-user requirements and specifications; no other supplier or distributor in the market.

Single/Select Source: More than one supplier or distributor for a product exists in the market, however only one of those suppliers or distributors is able to meet specific requirements.

A signed, sole, single/select source justification form may be requested by the Buyer from the Requisitioner.

All requests are subject to review and approval by the Buyer.

4.10 Site and Product Standardization

4.10.1 Purpose

To provide a policy for the recommendation of standardizing materials, goods and services in order to minimize the total cost and maximize the total value to TRIUMF, while ensuring conformity to established safety and technical guidelines.

4.10.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.10.3 Responsibility

Where opportunities exist, the Buyers will work in consultation with User groups and recognized technical advisors to establish site standards based on the common characteristics of the required material, goods and services.

4.10.4 General

TRIUMF will, whenever possible, purchase material, goods and services identified as site standards. The criteria to be used to determine whether certain material, goods and services are candidates for standardization is based on the total cost of ownership which includes, but it is not limited to the following:

- Common usage
- Cost of handling and distribution
- Training costs
- Maintenance/service costs
- Volume discounts
- Minimizes product research
- Recommendation from a TRIUMF Technical Advisor

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

In the case of capital equipment, standardization results in a reduction in materials, repairs and operations (MRO) inventories and reduced costs for training staff on equipment operation and maintenance. In the case of services, standardization leads to supply base reduction, lower operating costs, more consistent service levels, and lower prices. Supply management process standardization also can result in shortened cycle time, lower transaction costs, and greater opportunities to share knowledge across functional and organizational boundaries.

4.11 Prioritizing Canadian Vendors

4.11.1 Purpose

To establish a policy that places Canadian vendors in a priority position as suppliers to TRIUMF.

4.11.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.11.3 Responsibility

It is the responsibility of the Buyers to give Canadian vendors preference where possible.

4.11.4 General

It is the policy of TRIUMF to purchase, wherever possible within the terms of this policy, materials goods and services from Canadian vendors.

Canadian vendors shall normally be given first consideration for all purchases made by TRIUMF, provided the quality, price, delivery and suitability of the materials, goods and services are comparable to that obtained elsewhere.

4.12 Viewing Supply Chain Documents

4.12.1 Purpose

To establish a policy for the authorized access to TRIUMF's supply chain documents.

4.12.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.12.3 Responsibility

The Procurement Manager is responsible for the release of Procurement related documents. The Logistics Supervisor is responsible for the release of shipping/receiving documents. The Accountant is responsible for the release of financial documents.

4.12.4 General

TRIUMF recognizes that Management, Staff, and Users have a need to track and view purchase orders, both current and historical, and related information. The Procurement Department issues all Requisitioners a hard copy of their purchase order, but in addition, all purchase orders may be viewed on line through the password protected, TRIUMF internal Web site.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

TRIUMF also recognizes the information contained in the purchase order database must be considered confidential and has taken steps to secure the information and make it available only to our Staff and Users who have a legitimate need to search the Procurement database. No supporting documents that may compromise a suppliers' confidentiality are placed on the Web site. This documentation can only be obtained in hardcopy form from the Procurement Department or Accounting Department.

4.13 TRIUMF Responsibility for Inspections and Defects

4.13.1 Purpose

This policy identifies the need to properly inspect and identify any defects discovered during or after inspection.

4.13.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.13.3 Responsibilities

The Buyers are responsible for ensuring the description of the specification of the material or equipment ordered is sufficient to allow the Receiver and the Requisitioner of the material or goods to visually inspect the shipment upon receipt at TRIUMF. Beyond the initial receiving process, the Requisitioner is responsible to identify and report any defects or deviations from the original order.

4.13.4 General

Visual inspection of materials or goods received is a function of first, the TRIUMF Receiving Department and second, the Requisitioner of the goods. The commissioning/operating inspection of the goods is the responsibility of the Requisitioner. The Procurement Department must be notified of any negative results of the inspection so that appropriate action can be taken with the vendor. Documents concerning inspections undertaken by Receiving will be maintained in the Receiving Department. The Requisitioner will maintain any documentation arising from his/her inspections. The Procurement Department will document any negotiated arrangements.

4.14 Material Returned to Vendor

4.14.1 Purpose

To establish a policy for returning material or equipment to a vendor.

4.14.2 Scope

This policy applies to the return of any materials or equipment to any vendor for any reason.

4.14.3 Responsibility

It is the responsibility of the proponent initiating the return, or the Buyers responsible for the original purchase.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.14.4 General

From time to time it is necessary to return materials or equipment ordered because the goods are no longer required, excess material was ordered or delivered, or the goods as received are not acceptable.

Depending on the circumstances surrounding the return of the material or equipment, the Buyer will negotiate with the vendor the return of the item, including restocking fees, if any. If a negotiated return cannot be made, the goods will be marked as surplus and the Buyer will investigate other uses for the goods on site.

If material or goods are to be returned to the vendor, a TRIUMF shipping order must be completed by the proponent.

4.15 Vendor Quality Assurance

4.15.1 Purpose

To build a Vendor Quality Assurance profile.

4.15.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.15.3 Responsibility

The Procurement Manager is responsible to maintain Vendor Quality Assurance records and to collect formal ISO certificates.

4.15.4 General

To meet Quality Assurance standards, TRIUMF vendors are evaluated based on their history and any formal Quality Assurance certifications, such as ISO 9001. Vendor history is documented in the Purchase Order database, and the Quality Assurance certificates, if available, are filed in the Vendor Quality Assurance file, and electronically noted in TRIUMF's Supplier Quality Assurance database. TRIUMF's Agresso System can run queries on various vendor performance metrics if required.

4.16 Purchases from Employees

4.16.1 Purpose

To define TRIUMF's policy regarding purchases by TRIUMF from its Management or Staff.

4.16.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

4.16.3 General

It is the policy of TRIUMF not to purchase any goods or services from any employee or close relative of any employee without the prior consent of the Finance Department and/or the Director.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.17 Work on TRIUMF Premises

4.17.1 Purpose

The purpose of this policy is to ensure TRIUMF and TRIUMF property is properly protected when suppliers work on the TRIUMF site and that all persons or companies performing work on the TRIUMF site comply with the applicable health and safety legislation, requirements and recognized Canadian standards and guidelines, and all work will be performed appropriately and be suitable for the intended purpose.

4.17.2 Scope

This policy applies to all supplier activities carried out on the TRIUMF site.

4.17.3 General

Work at the TRIUMF site by other than TRIUMF employees is not to start until the vendor has completed the Contractor Compliance Form which includes the “indemnification and hold harmless” clause.

The Manager of Administration will review and approve any changes requested to this clause.

All non-TRIUMF staff performing work on the TRIUMF site must either take the required TRIUMF safety courses for site visitors or be supervised and directed by the TRIUMF staff member responsible for their presence on site.

4.18 Vendor Visitations

4.18.1 Purpose

To establish a policy governing vendor visits to TRIUMF.

4.18.2 Scope

This policy applies to all vendor visits to TRIUMF.

4.18.3 Responsibility

Authorized TRIUMF representative.

4.18.4 General

TRIUMF Staff and Users must ensure all visiting vendors comply with the “Access to TRIUMF” TSOP-10.

4.19 Material Certification

4.19.1 Purpose

To establish a policy for processing Procurement documents when material certification is required.

4.19.2 Scope

This policy applies to all purchases requiring material certification.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.19.3 Responsibility

The Requisitioner is responsible to determine if and what type of material certification is required.

The Buyer is responsible for notifying the vendor whenever material certification is required and is responsible for ensuring the purchase order is clearly marked that material certification is required.

4.19.4 General

The vendor will be instructed to provide a copy of the certification/test reports. When the reports are received, the documents will be forwarded to the Requisitioner requiring the certification.

4.20 Product Endorsements

4.20.1 Purpose

The purpose of this policy is to ensure that requests for product endorsement statements from TRIUMF are responded to in an appropriate fashion.

4.20.2 Scope

This policy applies to all TRIUMF Management and Staff.

4.20.3 Responsibility

Head, Strategic Planning and Communication and/or the Director.

4.20.4 General

Requests for approval of a news release or advertisement stating that TRIUMF, or any of its operating groups or personnel, uses a product made by or a service offered by a firm or company shall be referred to the Head, Strategic Planning and Communication and/or to the Director of TRIUMF.

It is TRIUMF policy that such a request may be approved, provided no endorsement is implied, suggested or stated, and further provided that the release or advertisement does not state or imply that the product or service is used on a TRIUMF-wide basis or at any other location not specifically part of the release or advertisement.

4.21 Vendor Performance Feedback

4.21.1 Purpose

The purpose of this policy is to ensure that information is collected about the performance of vendors that supply goods and services to TRIUMF.

4.21.2 Scope

This policy applies to all TRIUMF Management and Staff.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

4.21.3 Responsibility

It is the responsibility of the CFO to ensure a process is in place to collect, store, and retrieve vendor performance information.

4.21.4 General

All TRIUMF personnel may submit comments and/or a performance rating on the performance of any TRIUMF vendor at any time. Comments may not be personal or malicious in nature and are for the purposes of improving the ability of Supply Chain Management to source goods and services. Comments may not be for personal gain or present a conflict of interest.

4.22 Vendor Metrics

4.22.1 Purpose

The purpose of this policy is to ensure that information is collected about the performance of vendors that supply goods and services to TRIUMF.

4.22.2 Scope

This policy applies to all TRIUMF Management and Staff.

4.22.3 Responsibility

It is the responsibility of the CFO to ensure a process is in place to collect, store, and retrieve vendor performance information.

4.22.4 General

The following data is collected for each purchase order:

- Expected Delivery date
- Actual deliver date
- Quantity Ordered
- Quantity Received
- Quantity Invoiced

The following performance indicators are produced:

- Overdue Items
 - For each purchase order outstanding at the time of the report, identifies items not yet received, where the expected delivery date has passed, including the total days late until the order is complete.
- Supplier Rating Summary
 - Based on vendor feedback comments made for each supplier, identifies the number or ratings, average, best, and worst rating.
- Supplier Performance Summary
 - For vendors that delivered late in the current fiscal year, identifies the number of line items delivered late, the average days late, and the maximum days late.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

5 LOGISTICS

5.1 Stores

5.1.1 Purpose

To derive cost and strategic advantages to TRIUMF through the standardization and consolidation of inventory by providing for the efficient storage and handling of approved goods for eventual re-distribution to the end-user.

5.1.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

5.1.3 Responsibility

Each stores item is documented by an approved item request form.

- The Logistics Supervisor is responsible to approve the stores requisition and to determine the stocking levels.
- The Buyer is responsible to purchase the goods or materials requisitioned by TRIUMF Stores.
- The end-user is responsible to ensure that the material or goods are used appropriately for their intended purpose.

5.1.4 General

The primary function of stores management is to:

- Eliminate/reduce duplication by standardizing inventory.
- To take advantage of economies of scale/volume discounts.
- To consolidate freight and handling.
- To reduce administrative costs.

5.2 Shipping and Receiving (Traffic and Logistics)

5.2.1 Purpose

To provide the most appropriate, timely and cost-efficient system and infrastructure for the transportation, delivery, receipt, storage, and distribution of material and equipment.

5.2.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

5.2.3 General

The Logistics Supervisor is responsible for the planning, the execution, and the control of the movement and placement of materials and equipment, and any related activities such as; freight insurance, customs brokerage, and special handling requirements.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

5.3 Site Access

5.3.1 Purpose

The purpose of this policy is to satisfy the general safety and security requirements to ensure that no unauthorized persons enter the TRIUMF Site.

5.3.2 Scope

This policy applies to all TRIUMF Management, Staff and Users.

5.3.3 General

The Logistics Supervisor is responsible to ensure visitors/contractors entering the TRIUMF Site via the Stores building during normal TRIUMF business hours have the required authority, or are accompanied by a staff member and that Direct Reading Dosimeters (DRDs) are issued to visitors. Refer to TSOP-10 – TRIUMF Safety and Access Policies.

5.4 Safety Training

The purpose of this policy is to ensure all staff working in the stores, shipping and receiving areas of the Logistics Group comply with all necessary training and safety requirements required by TRIUMF's policies and procedures in addition to, federal, provincial, and municipal requirements.

5.4.1 Scope

This policy applies to all staff working within the Logistics Group that require specific training.

5.4.2 General

TRIUMF will ensure that all employees working in the Logistics Group receive the necessary training to safely and legally perform their job.

5.5 Fleet Management

5.5.1 Purpose

Fleet Management is a function which allows TRIUMF access to convenient and affordable transportation.

5.5.2 Scope

This policy applies to all TRIUMF Management, Staff and Users who use any of TRIUMF's motor vehicles.

5.5.3 General

The Logistics Supervisor is responsible for managing and maintaining TRIUMF's fleet of vehicles.

Supply Chain Policy Manual		
Document-22980	Release No. 5	Release Date: 2018-01-15

5.6 Surplus Equipment (Investment Recovery)

To provide a centralized, organized, and systematic effort to manage assigned surplus equipment, material, and scrap.

5.6.1 Scope

This policy applies to all TRIUMF Management and Staff.

5.6.2 General

The Logistics Supervisor is responsible to find an efficient means for transferring idle equipment from one department to another, and to provide for the sale or disposition of equipment no longer of value to TRIUMF while maximizing as much of the original capital investment as possible.