



# Procurement and Inspection for Acceptance TSOP-05

Document Type: TRIUMF Standard Operating Procedure (TSOP)  
Document: 605 Release: 5 Release Date: 2018/06/04  
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### History of Changes

Release Number	Date	Description of Changes	Author(s)
1.0	2002/10/01	Draft Issue	Shirley Reeve
1.1	2003/02/10	Replaces TSOP-05, issue number 1	Shirley Reeve
2	2008/06/02	Revised to address CNSC audit findings	Shirley Reeve
3	2008/10/15	Edits for consistency	Shirley Reeve
4	2009/11/25	Edits for consistency with procedures manual	Shirley Reeve
5	2018/02/13	<ul style="list-style-type: none"> <li>• Amended the authors and added H. Chen as a reviewer</li> <li>• Added comment to Section 3.2 to include reference of specific responsibilities for receiving radioactive materials to RPG; and Control Goods</li> <li>• Updated Section 4, Process - split the previous Inspection for Acceptance into two processes and put the receiving inspection into the Receive box of the General Procurement process.</li> <li>• Updated Table 4.1-1, Actions 6, 7, 8 and 9</li> <li>• Updated Table 4.2-1, added document reference number for Actions 2 and 3</li> <li>• Updated Table 4.3-1, actions 8 and 9 moved to table 4.1-1</li> <li>• Updated Table 4.4-1, updated title for action 1, Inspection at Source &amp; Agreement for Disposition moved to Table 4.3-1; Receiving and Inspection (Radioactive) and Receiving and Inspection (Non-Radioactive) moved to Table 4.1-1</li> <li>• Updated Table 4.6-1, removed– Inspection for Acceptance; Added reference of Section 3.4 and document number to Action 5</li> </ul>	Kai-Mei Chu, Ted Schenkeveld

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		<ul style="list-style-type: none"> <li>• Updated the links/hyperlinks</li> <li>• The Purchasing Policy Manual has been superseded by Supply Chain Policy Manual.</li> <li>• Added statement about Agresso in section 1</li> <li>• Added reference to Supply Chain Procedures Manual and Doc-76036 Rad material procurement in section 2.</li> <li>• Added specific responsibility for the Requisitioner with respect to acceptance testing.</li> <li>• Corrected title for Table 4.1</li> <li>• Added reference in table 4.1 step 3</li> <li>• Clarified table 4.1 step 6</li> <li>• Added a Test Plan as a control point in step 6 and in the flow chart</li> <li>• Combined processes Inspection at source (and flow chart) with Acceptance Testing – using a Test plan as input and therefore Test Results. In making the two consistent an “inspection” now requires a Test Plan.</li> <li>• Added new process 4.6 Purchase without a Requisition/Purchase Order</li> <li>• Added new process 4.7 Procurement from TRIUMF stores.</li> <li>• Added responsibility for Requisitioner and Account Holder</li> </ul>	
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**Keywords:** Procurement, TSOP-05, receiving, inspection, order, standing order, requisition, supply chain, stores.

**Distribution List:** ALDs, Procurement, Logistics

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## 1 PURPOSE AND SCOPE

Purpose: This document defines the procedures for procurement and receiving at TRIUMF.

Scope: The processes described in this document apply to all procurement and receiving at TRIUMF.

All procurement at TRIUMF is managed through the Agresso web application except for low value purchases such as petty cash and Process 4.6: *Procurement without a Requisition/Purchase Order*.

## 2 REFERENCED DOCUMENTS

- Supply Chain Policy Manual – [Document-22980](#)
- Supply Chain Procedures Manual – [Document-23630](#)
- Procurement and Shipping Radioactive Materials Procedure – [Document-76036](#)
- TSOP-06 Engineering Design, Manufacture, and Assembly – [Document-597](#)

## 3 RESPONSIBILITIES

### 3.1 Overall Responsibility

The Chief Financial Officer (CFO) has overall responsibility for procurement and acceptance processes.

### 3.2 Specific Responsibility

The Purchasing Department has responsibility for maintaining TRIUMF's interests while seeking to maintain long-term, mutually beneficial and ethical supplier relationships.

The Receiver within the Logistics Group is responsible for carrying out receiving inspections and for verifying that goods are received in good order.

The Head of the Radiation Protection Group (RPG) is responsible for the acceptance processes of radioactive materials as described in [Document-76036](#). The Radioactive Materials Coordinator (RMC) assumes the role of Requisitioner for all radioactive material purchases.

The Chief Administrative Officer (CAO) is responsible for the management of controlled goods as described in [Document-112907](#).

Standing orders are defined in the Supply Chain Policy Manual [Document-22980](#). The Account Holder for the Standing Order is responsible for establishing the policies for how the Standing Order is used.

The Requisitioner is responsible for providing all information required for classifying and completing procurement and acceptance of items. In the case of large or complex items, the Requisitioner is responsible for specifying and carrying out inspections either at the

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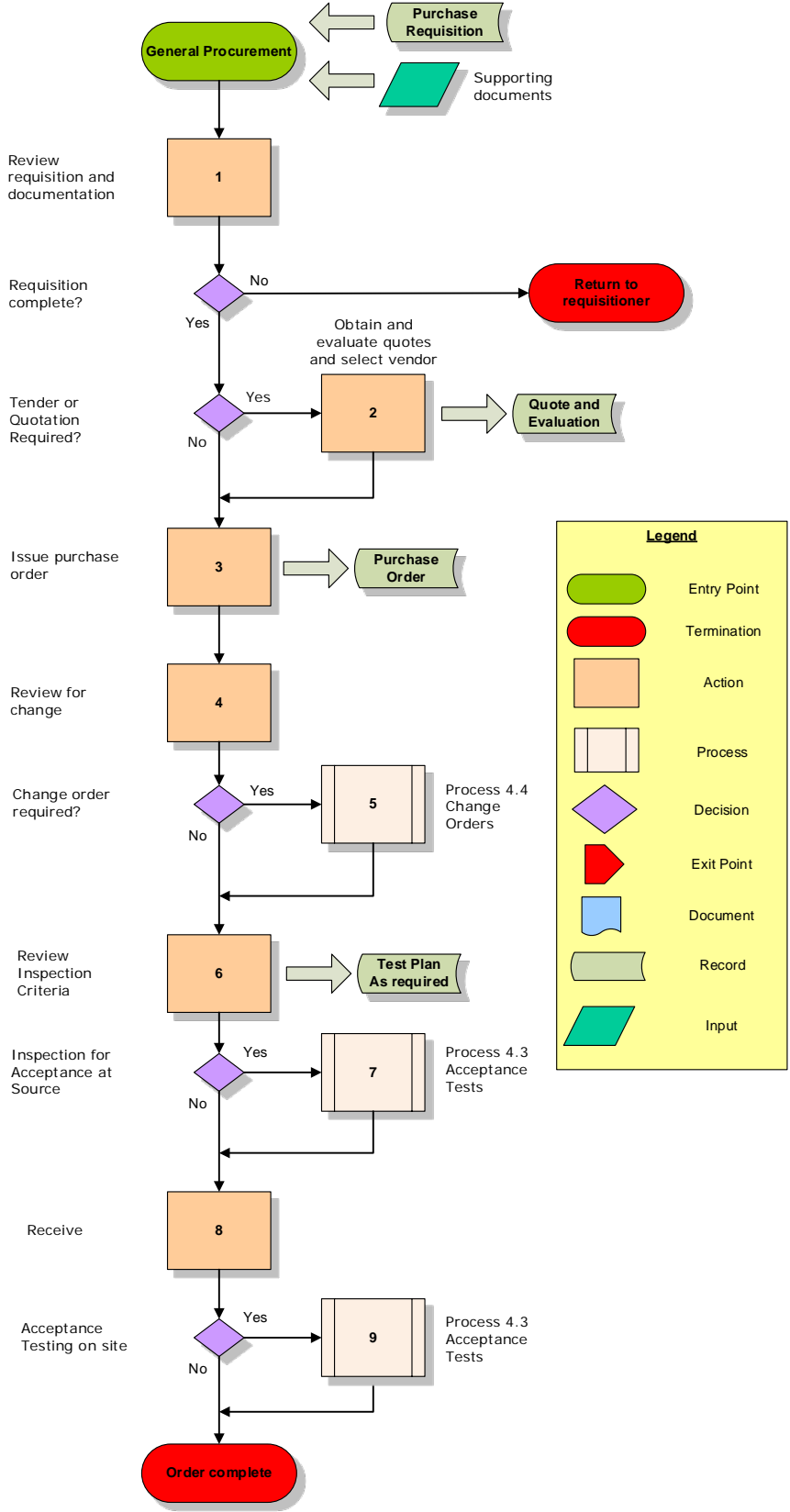
Source (Factory Acceptance Tests) or On-Site (Site Acceptance Tests) for the goods procured.

## 4 PROCESSES

The processes associated with this procedure are:

1. *General Procurement*  
This process addresses procurement from external vendors to TRIUMF.
2. *Setting up Standing Orders*  
This process ensures that standing orders are properly controlled.
3. *Acceptance Testing*  
This process ensures that required inspections are performed before an item is shipped, or that required testing is performed before an item is accepted.
4. *Change Orders*  
This process ensures that change orders are properly controlled.
5. *Procurement under a Standing Order*  
This process ensures that procurements under a standing order are properly controlled.
6. *Procurement Without a Requisition/Purchase Order*  
This process ensures that reimbursement for non-purchase order items occur after acknowledgment that goods and/or services have been received in good order. Accounts Payable is responsible for this process.
7. *Procurement from TRIUMF Stores*  
This process addresses procurement from TRIUMF stores.

### 4.1 General Procurement

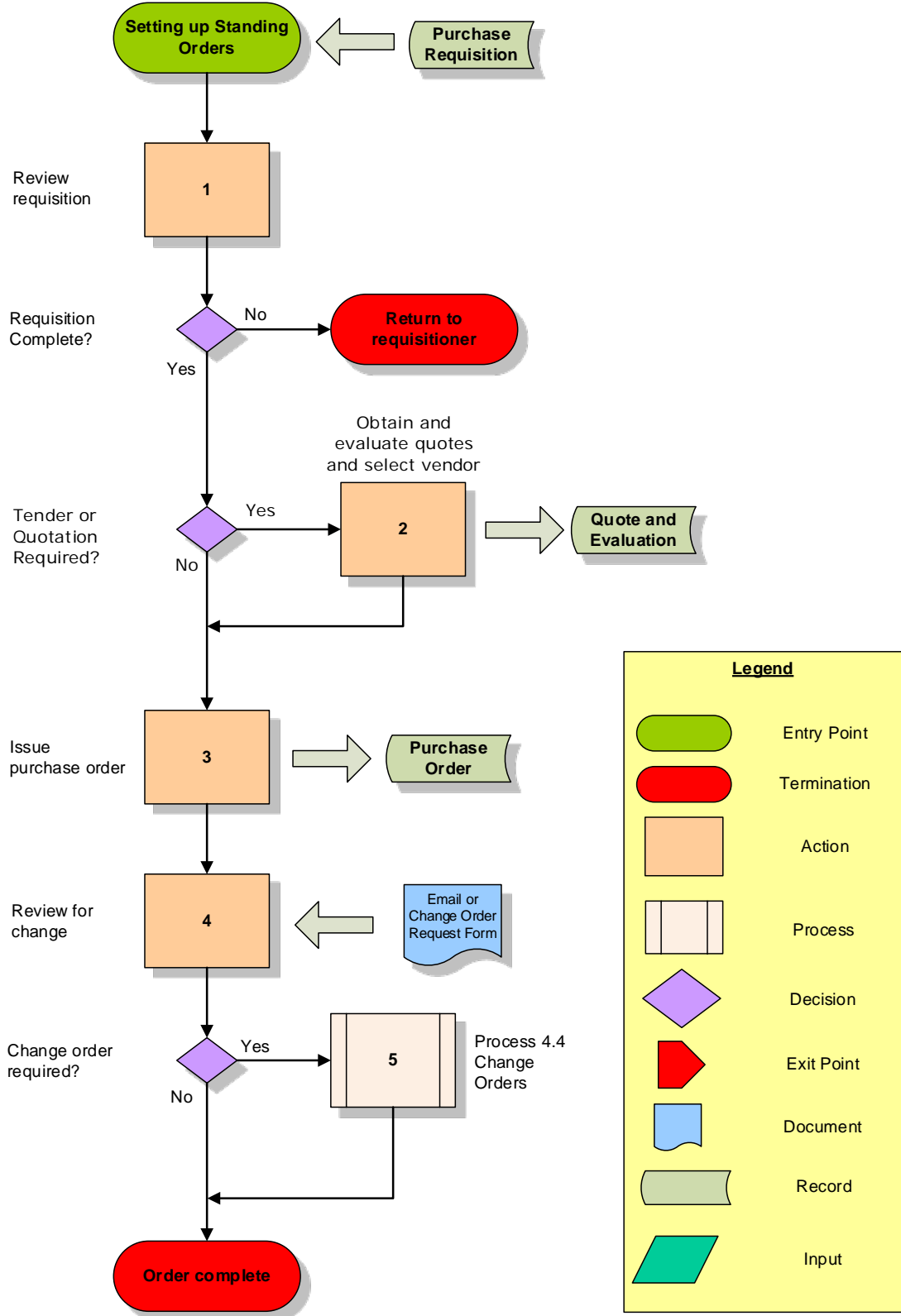


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Table 4.1-1: General Procurement

Action	Responsibility	Key Points
1. Review requisition and documentation	Buyer	The Buyer will confirm the documentation attached to a requisition is complete, flag the radioactive material purchase, and will "reject" the requisition to the Requisitioner if the documentation is incomplete.
2. Obtain and evaluate quote and select vendor	Buyer	Procedure outlined in Supply Chain Procedures Manual Section 3 - <a href="#">Document-23630</a> . <b>Control Point: Quote and Evaluation</b>
3. Issue Purchase Order	Buyer	Procedure outlined in Supply Chain Procedures Manual Section 3 - <a href="#">Document-23630</a> . Follow <a href="#">Document-76036</a> if the item falls under Procurement and Shipping Radioactive Materials Procedure <b>Control Point: Purchase Order</b>
4. Review for change	Buyer/Accountant	Procedure outlined in Supply Chain Procedures Manual Section 3 - <a href="#">Document-23630</a> and TSOP-05 Change Order. Buyer and/or Accountant may notify Requisitioner that a Change Order is required and will assist with preparation of a change order form.
5. Change Orders	Buyer/Accountant	Follow TSOP-05 Change Order process 4.4
6. Review Inspection Criteria	Requisitioner	Decide what inspections are required and generate a Test Plan if either On-Site or at the Source (process 4.3) is selected. Table 4.3-1 step 1 gives examples of criteria. <b>Control Point: Test Plan</b>
7. Inspection for Acceptance at Source	Requisitioner	Follow TSOP-05 Inspection for Acceptance (process 4.3)
8. Receive	Receiver	Receiving procedures outlined in Supply Chain Procedures Manual Section 9 - <a href="#">Document-23630</a> . Follow <a href="#">Document-76036</a> if the item falls under Procurement and Shipping Radioactive Materials Procedure. (This process ensures there is no visible damage to goods and the goods received match the packing list and that the packing list matches the goods listed on the purchase order.)
9. Acceptance Testing on Site	Requisitioner	Follow TSOP-05 Acceptance testing (process 4.3)

### 4.2 Setting up Standing Orders



**Legend**

- Entry Point
- Termination
- Action
- Process
- Decision
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- Document
- Record
- Input

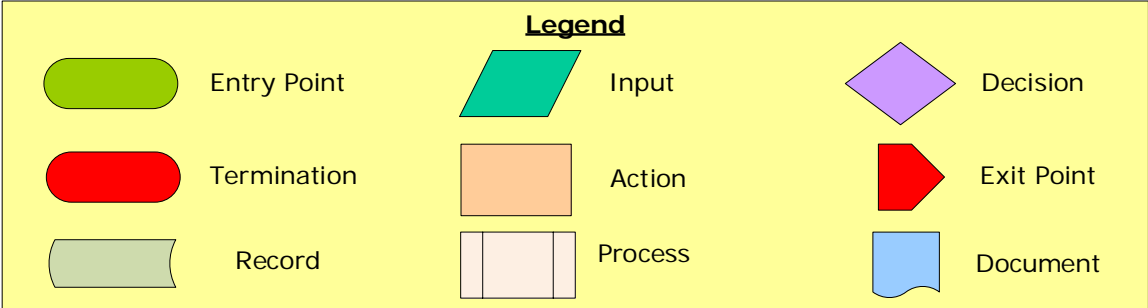
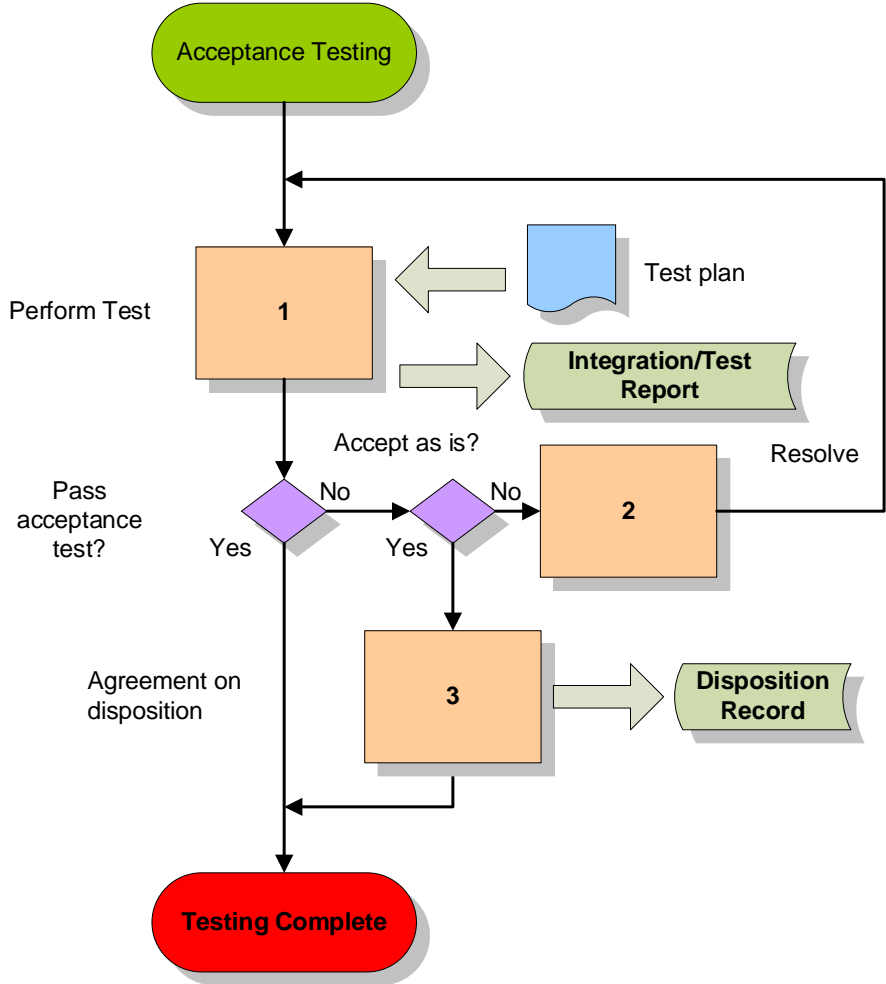


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**Table 4.2-1: Setting Up Standing Orders**

Action	Responsibility	Key Points
1. Review requisition	Buyer	The Buyer will return the requisition to the Requisitioner if the information is incomplete.
2. Obtain and evaluate quote and select vendor	Buyer	Procedure outlined in Supply Chain Procedures Manual Section 3 - <a href="#">Document-23630</a> . <b>Control Point: Quote and Evaluation</b>
3. Issue Purchase Order	Buyer	Procedure outlined in Supply Chain Procedures Section 3 - <a href="#">Document-23630</a> <b>Control Point: Purchase Order</b>
4. Review for change	Buyer/Accountant	Procedure outlined in Supply Chain Procedures Section 3 - <a href="#">Document-23630</a> and TSOP-05 Change Order. Buyer and/or Accounting may notify the Requisitioner that a Change Order is required and will assist with preparation of change order document. The Requisitioner may also request a change by an email to purchasing. <b>Control Point: email or <a href="#">Change Order Request Form (Document-110435)</a></b>
5. Change Orders	Buyer/Accountant	Follow TSOP-05 Change Order

### 4.3 Acceptance Testing

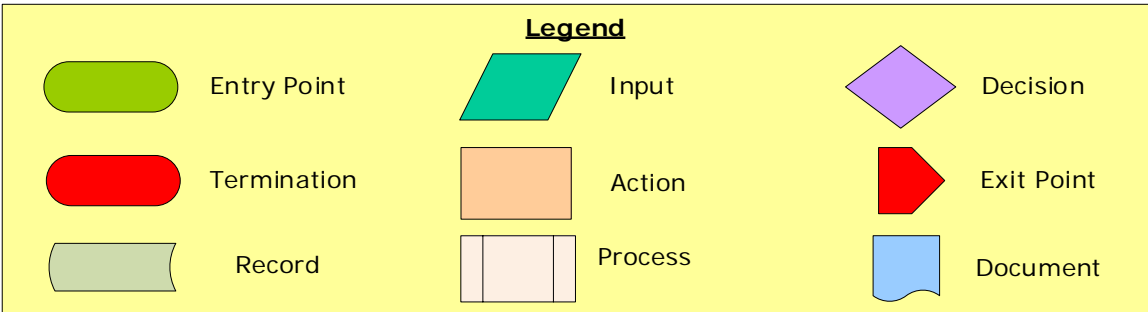
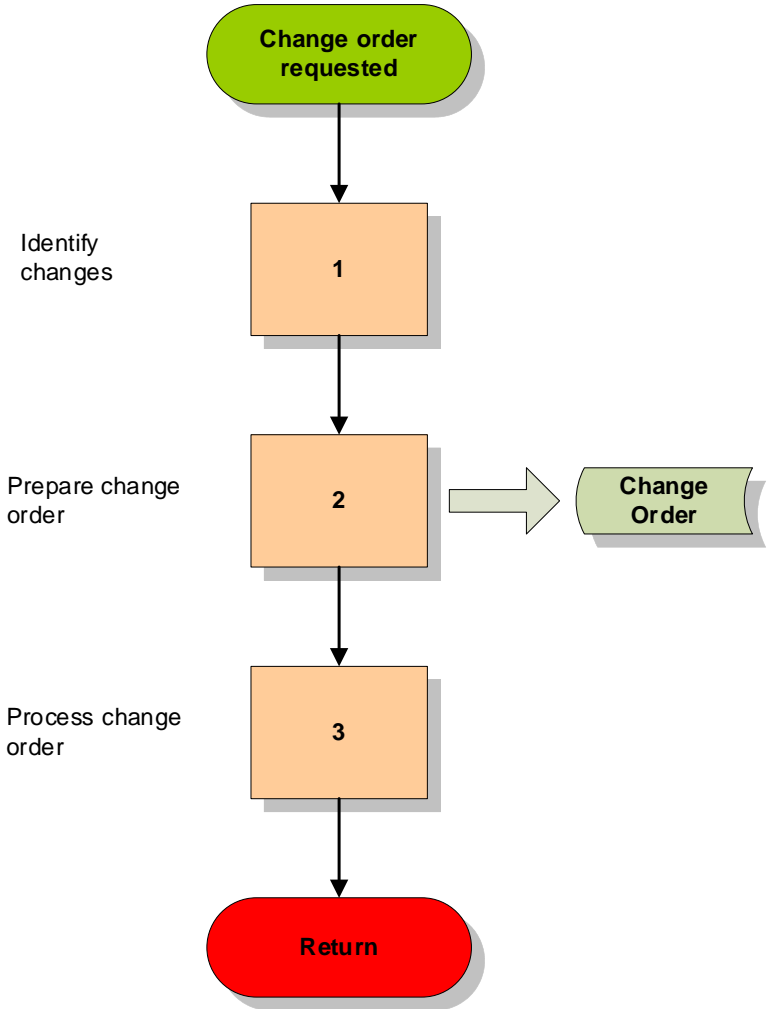


**Table 4.3-1: Acceptance Testing**

Action	Responsibility	Key Points
1. Perform Test	Requisitioner	<p>Tests are completed based on the Test Plan developed by the Requisitioner in process 4.1 step 6.</p> <p>Risk mitigation may require an inspection at the Source or On-Site if:</p> <ul style="list-style-type: none"> <li>There are significant safety issues,</li> <li>It is difficult to inspect after delivery,</li> <li>It is complex in design, manufacture, or testing,</li> <li>It is more economical,</li> <li>There may be a substantial time lag before the goods can be installed.</li> </ul> <p><b>Control Point: Integration/Test Report</b></p>
2. Resolve	Requisitioner	Supplier implements corrective actions
3. Agreement on disposition	Requisitioner	<p>Contact supplier to confirm disposition e.g. correction, concession, deviation permit.</p> <p><b>Control Point: Record of disposition</b></p>

Note that this process is different than the Receive step of process 4.1 wherein Logistics performs the basic quality check of goods received against goods ordered and inspects for damage to packaging.

### 4.4 Change Orders

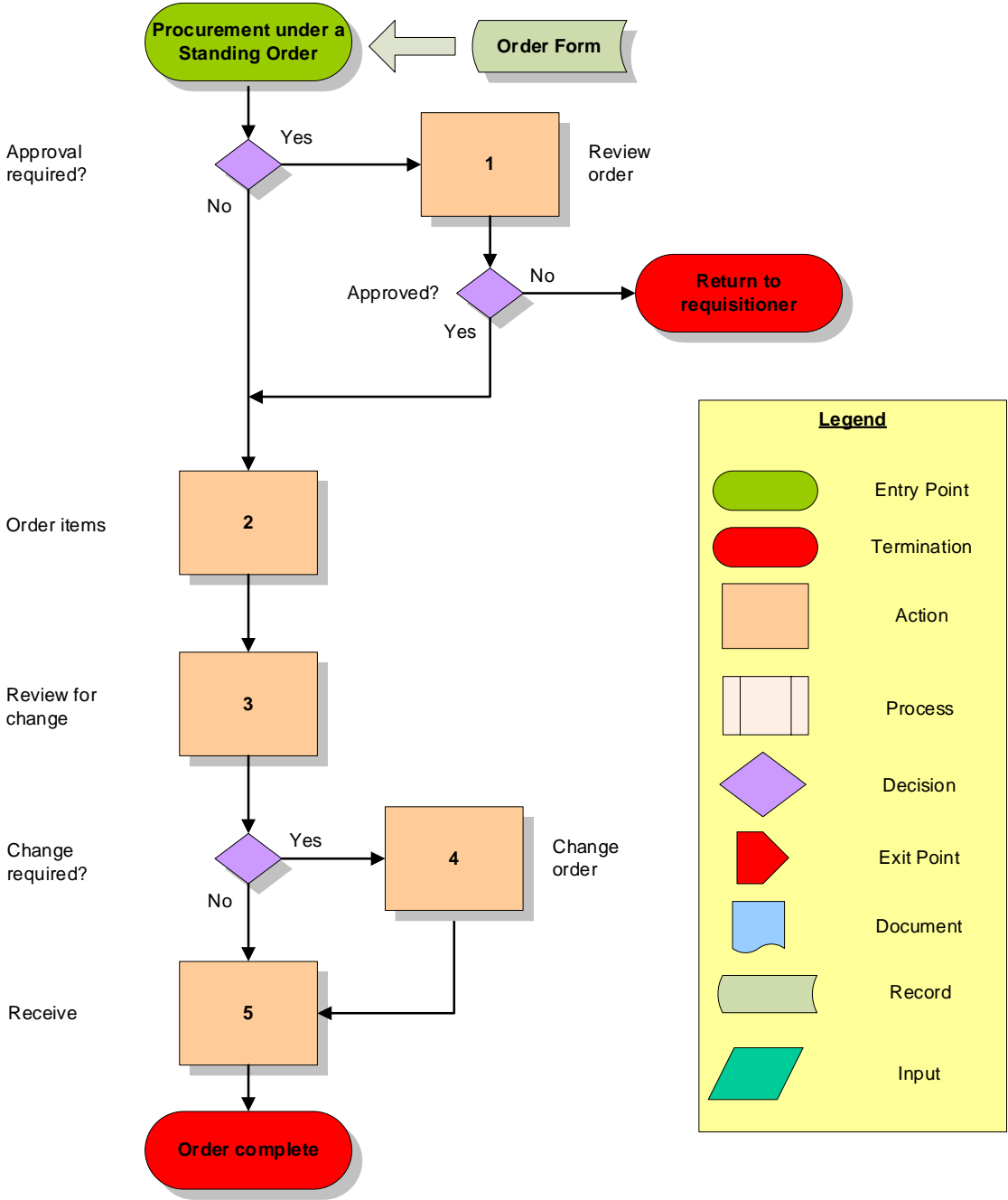


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**Table 4.4-1: Change Orders**

Action	Responsibility	Key Points
1. Identify changes	Requisitioner / Buyer / Accounting	For standard components or standing orders, the Buyer and/or Accounting may assist the Requisitioner in identifying what changes are required. The Requisitioner may also request a change by an email to purchasing.  <b>Control Point: email or <a href="#">Change Order Request Form (Document-110435)</a></b>  Supply Chain Procedures Section 4 - <a href="#">Document-23630</a> .
2. Prepare Change Order	Buyer	<b>Control Point: Change Order</b>  <i>(Note: the Purchase Order will show the updated information. An email received from a Requisitioner can be attached to the Purchase Order. This information is currently only viewable by the buyer).</i>
3. Process Change Order	Buyer	

### 4.5 Procurement under a Standing Order

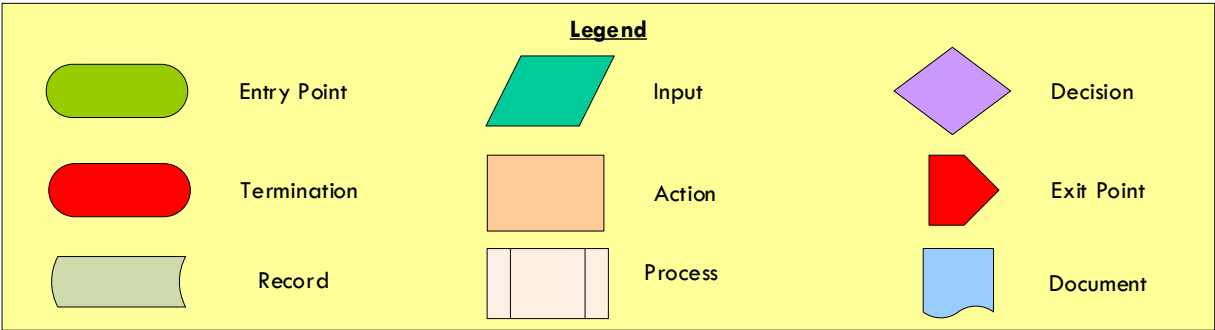
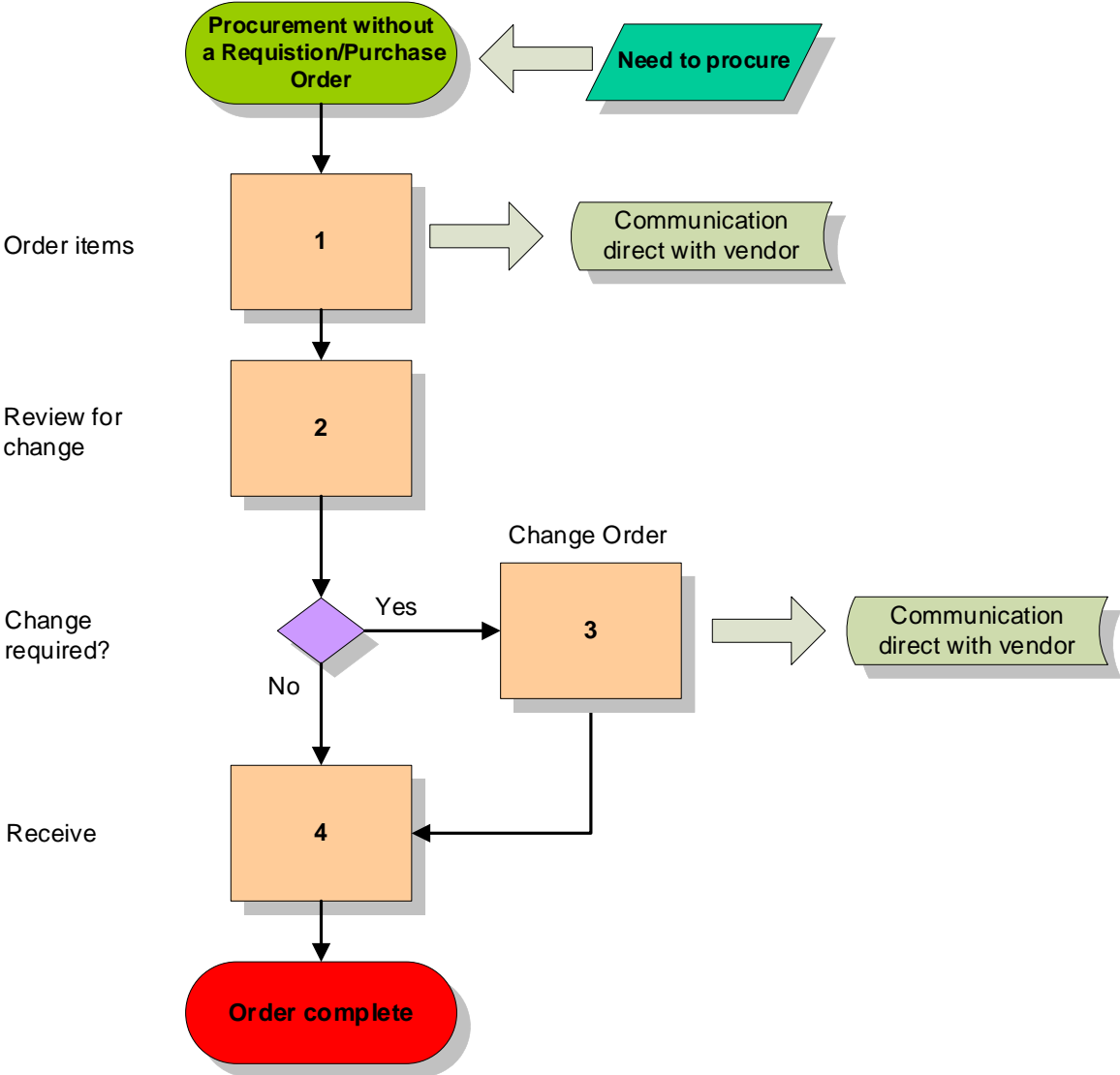


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**Table 4.5-1: Procurement under a Standing Order**

Action	Responsibility	Key Points
1. Review order	Account Holder	Reviews and approvals are according to the Standing Order's owning account policies, as defined by the Account Holder.
2. Order items	Requisitioner	Requisitioner orders items from supplier <b>Control Point: Record of Order</b>
3. Review for change	Requisitioner / Account Holder	Review if a change to the items ordered, delivery method and timeline is needed.
4. Change Order	Requisitioner	Requisitioner notifies supplier of change.
5. Receive	Requisitioner	The Requisitioner is responsible for fulfilling the receiving requirements as defined in Receiving procedures outlined in Supply Chain Procedures Manual Section 3.4 and Section 9 – <a href="#">Document-23630</a>

### 4.6 Procurement without a Requisition/Purchase Order



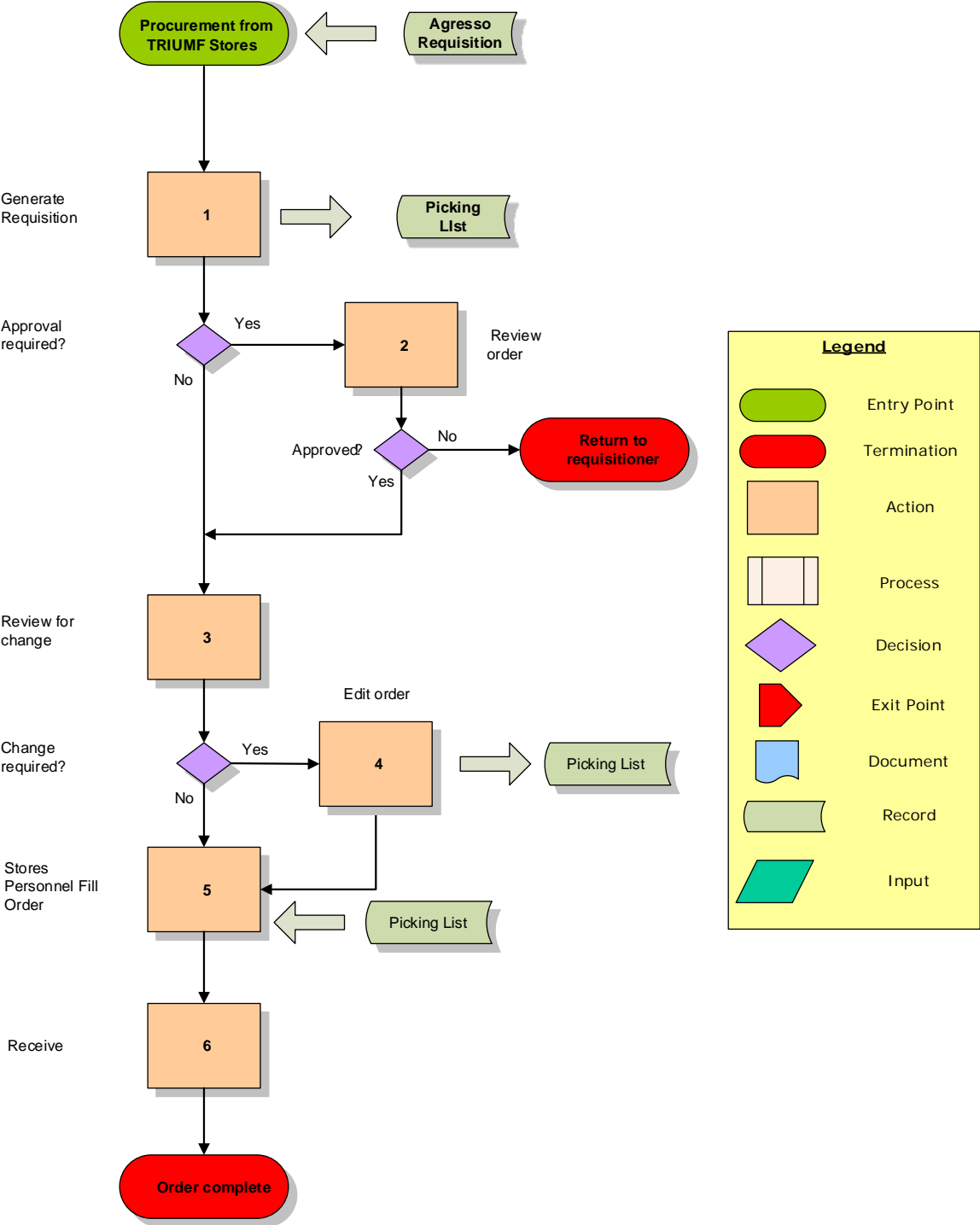


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**Table 4.6-1: Procurement without a Requisition/Purchase Order**

Action	Responsibility	Key Points
1. Order Items	End-User	<p>Items that are not conducive to issuance of a requisition/purchase order. These are typically:</p> <ul style="list-style-type: none"> <li>• Items that are not physically received by Logistics</li> <li>• Reimbursements to employees</li> <li>• Small incidentals</li> </ul> <p>This communication can be either email or telephone. There may not be a record of the order. Personnel should confirm the order using a non-verbal method, email is preferred.</p> <p><i>Personnel should ensure they are authorized within their scope of responsibility to initiate the purchase.</i></p>
2. Review for Change	End-User	Review if a change to the items ordered, delivery method and timeline is needed.
3. Change Order	End-User	Communicate changes to supplier
4. Receive	End-User	The End-User is responsible for fulfilling the receiving requirements as defined in Receiving procedures outlined in Supply Chain Procedures Manual Section 9 - <a href="#">Document-23630</a> .

### 4.7 Procurement from TRIUMF Stores



**Legend**

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**Table 4.7-1: Procurement from TRIUMF Stores**

Action	Responsibility	Key Points
1. Generate Stores Requisition	Requisitioner	Requisitioner confirms items and quantities are correct and complete  <b>Control Point: Stores Requisition (Agresso).</b>
2. Review Order	Account Signing Authority	Reviews and approvals are according to the account the items were requisitioned on.
3. Review for Change	Requisitioner	Review if a change to the items ordered, or timeline is needed.
4. Edit Order	Requisitioner	Modify the requisition as necessary for the change(s).
5. Stores Personnel Fill Order	Stores Personnel	Stores Order outlined in Supply Chain Procedures Manual Section 10.2.3 - <a href="#">Document-23630</a>  <b>Control Point: Stores Picking List (ST10) generated by Agresso.</b>
6. Receive	Requisitioner	The Requisitioner is responsible for fulfilling the receiving requirements as defined in Receiving procedures outlined in Supply Chain Procedures Manual Section 9 - <a href="#">Document-23630</a> .