 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Central Labs	Effective Date	01-Nov-19
	Policy Subject	Central Labs Store	Last Review date	01-Nov-22
	Policy Number	UOS/CLD/LSS/01	Next Review date	01-Nov-23
	Responsible Entity	Central Laboratories Directorate - Lab Store Section	Approved By	Deanship of Academic Support Services

Overview

The Central lab store section plays a major role in supporting university labs to run efficiently and smoothly by working as a channel between vendors, end users, maintenance team, fixed assets, and finance department in managing and receiving all purchase orders, direct orders, and contract agreements issued to/through CLD and following up with vendors regularly to ensure all requested materials and equipment are delivered on a timely manner and in accordance with the specifications identified in approved purchase requisitions. Additionally, the CLD store section utilizes the store area by maintaining and managing the issuance process of lab consumables such as lab safety supplies, maintenance spare parts, and general stocks.

Scope

This policy and procedure apply to the CLD store section and involves all Lab Staff, faculty members, vendors (suppliers), the procurement department, the finance department, and fixed asset unit.

Purpose

The purpose of this policy is to:

- Define the key roles and responsibilities of central lab store section.
- Describe delivery process during receiving lab materials and equipment.
- Ensure completion of all LPO /Direct Orders requisitions and submission of technical/material reports to finance team.
- Establish the procedure to ensure the accountability includes the appropriate recordkeeping, monitoring, safeguarding of lab equipment, materials, and safety supplies etc. purchased for Laboratories.
- Manage the availability of general inventory and to provide the guide to issuance of stock items from central lab store.

Abbreviation

CLD – Central Laboratories Directorate

DCLD – Director Central Laboratories Directorate

SO – Store Officer (CL)

LPO- Local Purchase Order


MMO – Maintenance Management Officer

MTENG – Maintenance Engineer

DASS – Dean of Academic Support Services

UCLC - University Central Laboratories Committee

LS – Lab Staff: (Lab Supervisors, Lab Officers, Lab Engineers, Clinical Tutors, Lab Technicians, and research assistant)

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LFM – Labs Faculty Member (Professor, Associate Professor, Assistant Professor, Lecturer and Researchers)

LTL – Lab Team Leader

LPO - Local Purchase Order

Reference


- Education Sector Environment, Occupational Health & Safety Management System General Framework Version 2.0 / January.
- Quality Management System ISO 9001:2015 / Clause: 8.1 (Operational Planning and Control)
- OSHAD-SF, Ver-3; May 2017; Clause-11 (Equipment Test, Inspection & Maintenance).
- CAA Standards for Institutional Licensure and Program Accreditation Dec 2019.

Policy


- a) Store section must manage and control the inventory for general supplies.
- b) Store section should handle the receiving, storage, and delivery of lab equipment and consumables.
- c) Store section committed to ensure that LPO and Direct orders deliver before due dates.
- d) Store section ensure requested materials and equipment are in accordance with the specifications mentioned in approved purchase requisitions.
- e) Store section committed to handle documentation with finance department for payment process.
- f) Store section should follow and adhere to the UOS Bylaw's, Procurement and supply chain policy and procedure and CAA Standards to avoid any legal any legal actions.

Procedure


<u>RESPONSIBILITY</u>		<u>ACTION</u>
	1.0	General
CLD Store	1.1	Ensures all materials and equipment are purchased as per the LPO and received in the Central Labs Store or at the designated site according to the store officer's directions after consulting with the end users.
CLD Store	1.2	Receiving, Inspection and Distribution of Purchased Equipment / materials
SO/ Store Clerk	1.3	Complies with any new plan generated by Central Labs Directorate or University of Sharjah due to any pandemic situation.
	1.4	Main parties involved in the Central Labs Store Policy & Procedure include: <ul style="list-style-type: none"> • End User (Lab Staff / Faculty members) • Procurement Department • Finance Department • Fixed Asset Unit

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<u>RESPONSIBILITY</u>		<u>ACTION</u>
		<ul style="list-style-type: none"> • Vendors (Suppliers) • Central Laboratories Directorate
	2.0	Central Labs Store Procedure
Procurement Department	2.1	Prepares the LPO and sends to the CL staff / central labs store. Note: CL technical support team checks the LPO details against the original request and then updates the CL database accordingly.
Technical Support Team	2.2	Enters details mentioned in the LPO/ Direct Order into the shared database.
SO	2.3	Follows up the LPO/Direct Order and required material / equipment through the shared database to ensure on-time delivery of material / equipment.
SO	2.4	Receives the material / equipment at the CL store, signs and stamps the delivery note with the receiving date.
SO	2.5	On receipt of the purchased material / equipment, takes actions as follows.
	2.5.1	For equipment: Submits requests through CAFM system with delivery note and LPO/Direct Order copies to the CL maintenance team to prepare and complete installation and required training for end users.
CL MTENG/MMO	2.5.2	Ensures proper installation of the equipment as per the manufacturer's guidelines / manufacturer manual to ensure proper functioning of the equipment. Prepares technical report of equipment installation and commissioning including installation and training report submitted by the company, warranty certificates and Fixed Asset Details.
CL MTENG/MMO	2.5.3	On completion of installation and training for the equipment, hands over all necessary documents to the CL Store-in-charge. Following documents are normally handed over: <ul style="list-style-type: none"> • Technical Report • Installation Report • Training Record • Warranty Letter • Fixed Asset Details
SO	2.6	For Materials: Contacts the end user through telephone or email for inspecting & receiving of delivered items.
SO & LS/LFM/LTL	2.6.1	End user performs receiving inspection along with the store-in-charge and signs the receipt documents. Note: End user signature also act as evidence that receiving inspection has been done and material / equipment are as per the requirements / specifications mentioned in the LPO/Direct Order.
SO/MMO	2.7	Updates the LPO/Direct Order status with the material / equipment receipt.

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<u>RESPONSIBILITY</u>		<u>ACTION</u>
		<p>Note: For Equipment: After successful installation of the equipment, MMO enters the details for the equipment on the CAFM system and CL Store in charge sends an email with all equipment details to Fixed Assets department to update their system.</p> <p>Note: For Materials: Inventory / Stock for lab materials is not applicable, thus not maintained.</p>
SO	2.8	Informs the Fixed Asset Unit about the new asset for registration and allocation of bar code.
Fixed Asset Unit	2.9	Registers the new asst and assigns the applicable bar code.
SO	2.10	On completion of the LPO requirements, prepares the Material Delivery Report, including late penalties (if any) along with original delivery notes.
SO/MTENG	2.11	CL Store In charge, End users (& CLD MTENG in case of lab equipment only) sign documents are required by the Finance department for processing payment and finalizing orders.
SO	2.12	Sends above documents to the Finance department for payment after receiving the goods on the Banner system.
	3.0	Damaged or Wrongly Delivered Goods / Supplies
SO	3.1	<p>Notifies the vendor immediately about the damaged and / or wrongly delivered goods.</p> <p>Note: Damaged or wrong delivery of goods may be identified during receiving inspection.</p>
SO	3.2	<p>Returns the goods to the vendor in case goods (material / equipment) received are damaged or not as per specifications or miss shipment or other reasons (if any).</p> <p>Note: Damaged or wrongly delivered goods are returned as soon as possible and not entered in the CL store inventory system.</p>
	4.0	Partial Delivery
SO & LS/LFM/LTL	4.1	Accepts partial delivery of the purchase order after coordinating with LS.
SO	4.2	Informs supplier to deliver partial items after end user confirmation only.
SO	4.3	Signs the delivery note after end user's approval only.
	5.0	Store Housekeeping

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<u>RESPONSIBILITY</u>		<u>ACTION</u>
Store Clerk	5.1	Always maintains good housekeeping in the store by keeping the store area clean and uncluttered.
Store Clerk	5.2	Ensures all items (boxes, equipment, and materials) are labelled and stored properly at their designated place. Labelling include LPO details
Store Clerk	5.3	Ensures controlled access to the store to prevent losing of any items
SO/ Store Clerk	5.4	Complies with any new plan generated by Central Labs Directorate or University of Sharjah due to any pandemic situation.
	6.0	Store Module
Requestor	6.1	Send request through central lab store module for lab consumable supplies by opening this link CLD Store module by using his/her university credentials and submit request with details.
SO/LSO/MTENG	6.2	<p>Approve/Decline request on Central Lab Store Module after checking the availability of supplies.</p> <p>Request can be decline if stock not available or due to other reasons e.g., practicability. Approval /rejection email send to requestor and store officer.</p> <p>Note: For out-of-stock items Store officer/lab safety officer/maintenance officer will send Purchase request to procure.</p>
Requestor	6.3	<p>Collect item from CLD store in W12-004 once approval email received within specified time.</p> <p>Note: Upon rejection of request requestor will receive an email with reason remarks.</p>
SO	6.4	Issue the item from store to user as per approved quantity and close the request on Central Lab Store Module .
	7.0	Inventory Control
SO	7.1	<p>Provide all LFM and LS with the lab coats at the beginning of each academic year</p> <p>Note: students are not included.</p>
SO	7.2	Mainly provide gloves for teaching labs as per their requirements and if gloves stock available support the researchers upon their request.
SO	7.3	Keeps stocks and manages inventory of regular consumed items / goods (such as tissue paper, gloves, lab coats, etc.).

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<u>RESPONSIBILITY</u>		<u>ACTION</u>
SO	7.4	Maintains minimum, maximum and re-order level of critical and / or fast-moving items / goods such as tissue paper, gloves, and lab coats. Note: Above does not include lab tools, chemicals, and consumables.
LFM/LS	7.5	Must follow the recommended procedure for stock issuance to get items from CL-Store.
SO	7.6	Submits late deliveries report and inventory report on bi-annual basis to the DCLD.
	8.0	Monitoring and Control
SO	8.1	Monitors late deliveries and inventory levels on bi-annual basis. Highlights to DCLD in case there is any issue with respect to late deliveries and inventory level.
DCLD	8.2	Reviews the reports and takes appropriate action as deemed necessary.
	9.0	Records
CLD	9.1	Ensures that electronic version and / or hard copy of following records are maintained for a period of three years. <ul style="list-style-type: none"> • Supplier's Delivery Note • LPO Copy • Technical/Installation Reports with signatures & all relevant documents. • Material Delivery Report, (LSS/FR/01) • Store Inventory List, (LSS/FR/02)
CLD	9.2	Disposes records after expiry of retention period. Disposal may include: <ul style="list-style-type: none"> • Send to store • Destroy the records • Shred the records • Archive the records

Document Amendment Record

Date	Description of Amendment	Pages Affected
28-06-2022	Add Overview, Purpose, Scope, Reference, and Policy statements	1-2
	Adding new responsibilities for Store officer/ Store Clerk during Pandemic/Emergency situations in clause no. 1.3.	2

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	Adding new responsibilities for Store officer/ Store Clerk during Pandemic/Emergency situations in clause no. 5.4.	5
	Added details for lab coat and gloves stocks in clause no 7.1, 7.2	5
	Added details instruction for stock issuance in clause no. 6.5	6
	Change reporting period from “monthly to bi-annual” in clause no. 7.6	6
	Change reporting period from “monthly to bi-annual” in clause no. 8.1.	5
	Update records section clause no. 8.1 as per latest documents.	5
	Added details for the new CLD store material request module 6.0, 6.1, 6.2, 6.3, 6.4.	5