

All Arabs University

Policy Theme	Minimizing Plastic Use
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Policy Code:	P(13R)05	Date of Issue:	26/4/2022
Version:	1/6	Confidentiality Level:	General
Quality Council Approval:	17/4/2022	Policy Created Date:	026/4/2022
Deans Council Approval:	Resolution No. 14/99, Date: 20/4/2022		
Date of last Revision:	1/3/2025	Next revision Date:	1/3/2027

Responsibilities:

Implementation:	Services Department.
Partners:	Faculty of Pharmacy + Medical Service and Health Insurance Department + Ministry of Health.
Supervision:	Safety and Security Committees.
Review and Development:	Quality Assurance and Accreditation Office + Faculty of Pharmacy Deanery.

Policy Statement:

The University adheres to strict procedures related to controlling the use of hazardous materials such as plastic and other similar materials, as procurement and purchase department is not allowed to buy any plastic materials unless there is no other alternative, in order to prevent and mitigate any possible effects on public health, also on the surrounding environment (inside and outside the university). The procedures related to this policy recommend: the use of recycled material and minimizing the use of different types of plastic materials.

Policy Objectives:

No.	objective
1.	Preserving a healthy environment.
2.	Protecting related parties' life.
3.	Reducing air pollution.
4.	Saving raw materials.

Related Procedures:

No.	Procedure
1.	Perform Payments Accounting QP (06 FIN) 10.
2.	Warehouse Accounting Procedure QP (07 FIN) 10.
3.	Photocopying Centers Accounting QP (08 FIN) 10.

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4.	Financial Planning QP (11 FIN) 10.
5.	Examination and delivery of supplies QP (01 RSS) 13.
6.	Entry Bills QP (02 RSS) 13.
7.	Storage Methods QP (03 RSS) 13.
8.	Discharge Voucher QP (04 RSS) 13.
9.	Supplies Register QP (05 RSS) 13.
10.	Transfer Bill (06 RSS) 13.
11.	Item Return Document QP (07 RSS) 13
12.	Mechanization and Application Processes with Computer QP (08 RSS) 13
13.	Tendering QP (01 TP) 12
14.	Bidding QP (02 TP) 12
15.	Direct Purchase QP (03 TP) 12
16.	Supplier Evaluation QP (04 TP) 12.
17.	Conducting an internal audit QP (01 IAD) 08.
18.	Assurance of Physical Resources Readiness QP (03 IAD) 08.
19.	Kiosks QP (04 IAD) 08.
20.	Medicines dispensing QP (03 MSHI) 19.
21.	Distribution of laborers and workers on the university buildings QP (01 SD) 20.
22.	Materials Needed for building cleanliness QP (02 SD) 20.
23.	Providing Support services QP (06 SD) 20.

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