All Arabs University

Policy Theme	Minimization Policies - Applicable on Suppliers

Policy Code:	P(16R)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:	Medical Services 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 policy does oblige any service provider (outsourcing) to adheres to the strict procedures related to minimizing the use of any disposable and hazardous materials such as, plastic to the minimum, in order to prevent and minimize any possible effects on public health, and also on the surrounding environment. The procedures related to this policy recommend the following: the use of recycled material, such as paper and water; and minimizing the use of all types of plastic.

Policy Objectives:

No.	objective
1.	Preserving a healthy environment.
2.	Protecting related parties' life.
3.	Minimizing cost.
4.	Reducing water consumption
5.	Reducing air pollution.
6.	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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