

Appendix A. Approval Process

For this framework service includes – repair, maintenance, installation, decommissioning.

Request for technical service from outside of Canada

Assessment of harm should the service not occur

Is the service critical or time sensitive?

yes

no

Is the equipment needed for critical or time sensitive operations/activities?

yes

no

Is there equivalent equipment that can be used in the interim?

no

yes

Is there a Canadian alternative for service?

no

yes

Request for service from outside of Canada not approved to proceed at this time

Assessment of safety and operational feasibility, including:

Safety Requirements

- Availability of PPE
- Physical distancing
- Hygiene and disinfection protocols and materials

Facilities Requirements

- Work space and flow of traffic
- Break and/or lunch room space

Supports

- Availability of support services (e.g., custodial)

Required personnel

- UG contact

Based on the above assessments is the plan approved by dean or AVP of relevant unit?

no

yes

Request for service from outside of Canada approved to proceed at this time

- Examples:
- Delaying service is a safety hazard or could lead to damage to equipment
 - Service necessary to maintain warranty
 - Equipment is not operational and is necessary for critical or time sensitive research for which there is an approved RMP
 - Equipment is not operational and is necessary for critical University infrastructure
 - Servicing of equipment is necessary to maintain warranty
 - Servicing is tied to contract or deliverable date that cannot reasonably be re-negotiated