Appendix A. Approval Process

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

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

Request for technical service from outside of Canada

Assessment of harm should the service not occur

- Is the service critical or time sensitive?
  - yes
    - Is there equivalent equipment that can be used in the interim?
      - yes
      - Based on the above assessments is the plan approved by dean or AVP of relevant unit?
        - yes
      - Request for service from outside of Canada approved to proceed at this time
        - no
    - no
  - no
    - Is the equipment needed for critical or time sensitive operations/activities?
      - yes
      - Request for service from outside of Canada approved to proceed at this time
        - no
    - no
      - Is there a Canadian alternative for service?
        - yes
        - Request for service from outside of Canada not approved to proceed at this time
          - no
        - no

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?

yes

no