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|  | SCM-W011  Revision: 0  Issue Date: 09-Jan-2023  Criticality: Low |
| Procurement Register Development and Management | |

1. Purpose and Scope

This work instruction covers the creation, development and maintenance of a project-specific Procurement Register in new construction projects. The SCM Procurement Register represents the listing of services and equipment packages that will be managed for purchasing and subcontracting.

1. Overview

The Procurement Register captures and records the project specific business needs (goods and services). The Package Engineer (PE) initially defines the procurement packages and the related procurement strategies in consultation with the various stakeholders. Once released, the Procurement Register is managed and matured by the Procurement Register Review Panel depending on business needs, design maturity and project strategy.

1. Identifying Procurement Packages
2. The Package Engineering (PE) will determine the goods and services and their related Ship Work Breakdown Structure (SWBS) using available project documentation and capture them as packages in the first draft of the Procurement Register (using the *Procurement Register Template*). Input sources include but are not limited to:

* Requirements (as defined in the Design/Construction Specification)
* SWBS
* Master Product List (MPL) (if available)
* Information from previous and current Procurement Registers

1. The PE and the Engineering discipline leads will group the packages according to the Supply Chain Categories (for detail see the *Supply Chain Management Plan*) and the Functional Engineering disciplines.
2. Defining Package Details
3. For each package in the Procurement Register, the PE will identify the related SWBS, Project Phase and Procurement Category (A, B, C or D).
4. The PE will complete an initial review with the relevant Project Engineering Managers and/or Directors to review the Engineering details of each package (as per the Procurement Register Template). They will complete initial security screening for each package and record the results in the appropriate column in the Procurement Register (see *Subcontractor Security Assessment Form*).
5. The PE, together with the SCM Managers and/or Directors, will define the Supply Chain Management (SCM) details for each package (as per the *Procurement Register Template)*.
6. The Project Manager and the PE will co-chair a review meeting with the Procurement Register Review Panel to review and approve the packages and related procurement strategies (for details on the panel, see *Supplier Contracting*).
7. The PE assigns each package a unique package number, subcontract number and RFP number.
8. For those packages with security requirements (see Section 4,step 2), the relevant Integration Lead(s) or the System Responsible Engineer (SRE) will complete the *Subcontractor Security Assessment Form* and send it to Security. Security requirements will be addressed in accordance with *Supplier and Subcontractor CSP Compliance Security Assessments*.
9. Releasing the Register
10. The PE will upload the Procurement Register into Aras and initiate the review process.
11. In accordance with the Approval Authority Matrix (see *Supplier Contracting*), the Procurement Register Review Panel will review and approve the Register.

**Note:** Revision 0 of the Procurement Register must be released within 6 months of the Ancillary contract award.

1. Updating the Register

The Procurement Register is a living document that is revised and released in alignment with the Program Management Gates. Changes must be approved in accordance with program governance.

1. Procurement Register Review Panel will meet regularly to review and update the Procurement Register.
2. The PE will capture all updates in the Procurement Register.
3. At regular intervals (e.g., quarterly) the PE will circulate the updated Procurement Register to the Procurement Register Review Panel for review and to the appropriate parties in accordance with the Approval Authority Matrix for approval (see *Supplier Contracting*).

three (3) years

1. Referenced Documents

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| **Document Number** | **Document Title** |
|  | Procurement Register Template |
| SEC-F016 | Subcontractor Security Assessment Form |
| SCM-R001 | Supply Chain Management Plan |
| SCM-P041 | Supplier Contracting |
| SEC-P009 | Supplier and Subcontractor CSP Compliance Security Assessments |