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|  | SCM-W008  Revision: 0  Issue Date: 17-Oct-2022  Criticality: Low |
| SOW/TPS Development Process | |

1. Purpose and Scope

The purpose of this work instruction is to provide guidance on creating a Scope of Work (SOW) or a Technical Purchase Specification (TPS) that will be part of a subcontract.

* The SOW defines project-specific activities, deliverables and timelines for a supplier providing services to the client.
* The TPS sets the engineering requirements (e.g., functional, mechanical, operational, quality, performance, ILS, etc.) of a product or system to be purchased.

This work instruction applies to SOWs and TPSs developed for Categories A, B and D related to new construction projects and provides detail related to the Procedure *Supplier Contracting*.

For the full process map, see APPENDIX A: SOW/TPS Development Process Map.

1. SOW/TPS Development

The Package Engineering Technologist (PET) develops the Procurement Register (see *Procurement Register Development and Management*), which identifies the procurement business needs for a project.

For each item identified in the Procurement Register, the PET develops a SOW or TPS.

1. The PET requests input from the SOW/TPS Owners. SOW/TPS Owners will provide, as appropriate to the approved scope, the following:

* Scope of supply
* Scope of work including deliverable lists
* Schedule of the work
* Location of the work
* Any scope interfaces with other SOWs/TPSs
* Requirements as per Aras
* Data Item Descriptions (DID)s

**Note:** The SRE will update the SCM of system-specific Engineering DIDs to make them applicable to the specific SOW (E002, E005).

* Any reference documents attached as needed

1. Using the approved *SOW/TPS Template* as a starting point, the PET uses the input from Functional Engineering and other stakeholders to draft the SOW/TPS.

**Note:** In case of a SOW/TPS that diverges from the SOW/TPS Template, appropriate discipline representatives must be included in the approval, such as Engineering, ILS, Operations, Commissioning, Quality Assurance or HSE.

1. In Aras, the PET links the relevant documents in the **2.1.1 Subcontract Packages** module and starts the review and approval process in the **5.2 Documents** module (for details see *Aras Subcontracts Training for Engineering*). The SOW/TPS Owners, and other stakeholders as needed, will review the SOW/TPS. SCM and/or other identified stakeholders will approve the document in Aras as per the Approval Authority Matrix (for detail see *Supplier Contracting*).

If required (such as dictated by the Prime Contract, or as a result of an RFI), the SCM Specialist will send the TPS to Contracts for review with the Client. The PET will revise the TPS as needed.

**Note:** If applicable, the PET must ensure that Engineering has authenticated the technical requirements as per the Engineering and Geoscientists of BC (EGBC) standards.

1. The SCM Specialist executes the Request for Proposals (RFP) process (for details see *Subcontracting RFx Process*).
2. Document Criticality

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| **Health & Safety Criticality Factor** | **Environment Criticality**  **Factor** | **Quality Criticality Factor** | **Reputation Criticality Factor** | **Schedule Criticality Factor** | **Cost Criticality Factor** | **Criticality Score** |
| 0 | 0 | 3 | 2 | 3 | 3 | 1.8 |

This document and referenced form(s) are and will be reviewed once every three (3) years from the published Issue Date, as per the *Documented Information Procedure*.

1. Referenced Documents

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| **Document Number** | **Document Title** |
|  | Aras Subcontracts Training for Engineering |
| SCM-W011 | Procurement Register Development and Management |
| Project-specific | SOW/TPS Template |
| SCM-W009 | Subcontracting RFx Process |
| SCM-P041 | Supplier Contracting |

1. Revision History

# SOW/TPS Development Process Map

