

Session 09

Good chemical procurement practices

This section focuses on how to formulate/review facility purchase policy and procedure for approval of chemical suppliers.

The implementation of this session will require about 50 minutes.

Learning outcomes

At the end of this session, the participants will be able to

1. explain good chemical procurement practices, including guidance on how to develop chemical procurement policies.
2. assess a facility's chemical purchasing practices ensuring that all regulatory requirements are met.

Training materials required

Presentations	Handouts/Worksheets	Reading
PPT 09_ Good chemical procurement practices	Workbook Day 2 session 9	REMC Company Handbook – sections 6.1

Session plan

Time in min	Content/Activity	Reference/Material
5	Introduction <ul style="list-style-type: none">• Present learning outcomes and overview of the session	<i>PPT 09_ Good chemical procurement practices slides 1 – 3</i>
10	Discuss about <ul style="list-style-type: none">• Good chemical procurement practices in outline with best practices	<i>PPT 09_ Good chemical procurement practices Slides 4-14</i>
15	Exercises - Prepare group of 5-6 participants. Ask groups to exercise on the following topics <ul style="list-style-type: none">• Which of your improvement areas relate to chemical procurement?• Note down your first ideas on effective management action. Ask to present the findings of each group to the peers	<i>Work book Day 2 session 9</i>
10	Discuss about <ul style="list-style-type: none">• How to assess current chemical procurement practices in point of:Regulatory requirements; Chemical suppliers' approval/removal process and chemical conformity declarations	<i>PPT 09_ Good chemical procurement practices Slides 16-21</i>

Time in min	Content/Activity	Reference/Material
10	<p>Exercises</p> <p>Ask participants Partner with the person next to you, and in pairs discuss:</p> <p>How are you currently working with your Chemical suppliers?</p> <p>How can you improve your current ways of working?</p> <p>Ask one pairs to share their findings. Add or elaborate the findings in out line with best practices.</p>	<i>Work book Day 2 session 9</i>
5	<p>Closing</p> <ul style="list-style-type: none"> • Q&A • Summarise key points of the session 	PPT 09_ Good chemical procurement practices, slides 23-24