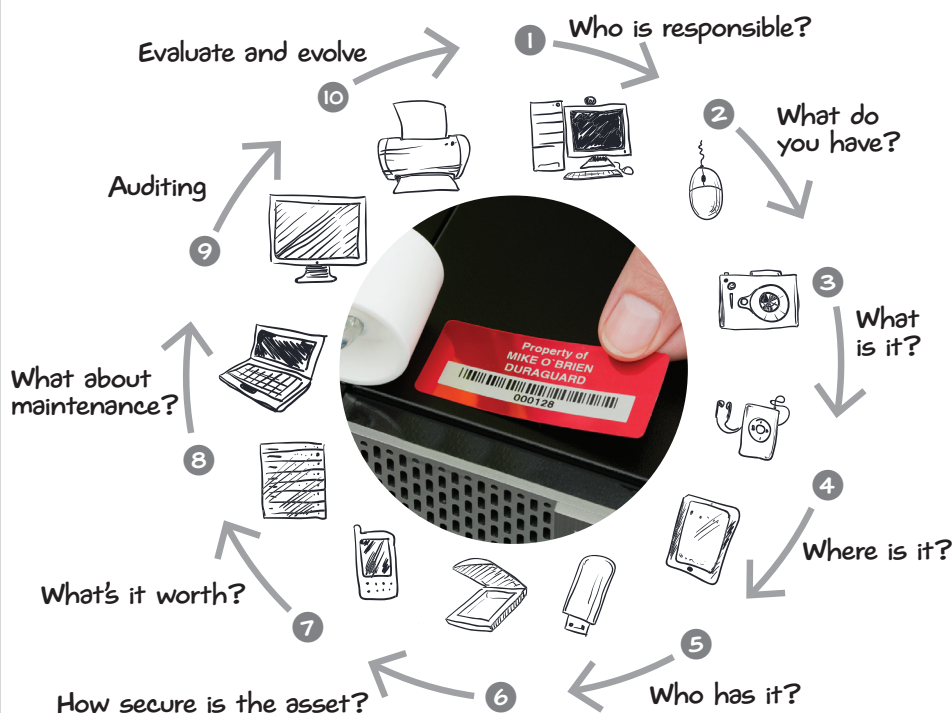


Asset Management Policy

Your guide to best practice in 10 simple steps

A robust Asset Management Policy gives you maximum control – know what assets you own, where they are located, what they are worth and who is responsible for them



1. Who is responsible?

- Assign an Asset Manager to control, build and maintain your process. Formalise your Asset Management Policy so it can be easily picked up by others where appropriate
- Communicate your Asset Management Policy to all employees who may need to use equipment belonging to the organisation
- Set out expectations for both the employee and the organisation

2. What do you have?

- Create a comprehensive inventory of equipment you wish to track
- Consider the right recording method for your business needs – from simple written recording to more contemporary software products
- What to track – consider both physical items such as IT equipment, tools, vehicles and also non-physical items such as software licences

3. What is it?

- Your Asset Manager may not be familiar with the equipment you use, therefore store adequate information to provide clarity
- Categorise your Assets by type (eg 'Laptops') to assist easy management /auditing
- Consider taking a photograph of the Asset and assign against the Asset record

4. Where is it?

- Define whether the Asset is mobile or at a fixed point of use
- Do you wish to link the item to a particular

department or cost centre? This type of allocation can help both financial functions, and assist during auditing

5. Who has it?

- In smaller organisations this may be a simple record of the name of the Asset holder, larger organisations may wish to include an employee number or departmental area
- Consider any contractual implications – does the equipment require formalised usage agreements to be in place between your organisation and the employee?

6. How secure is the Asset?

- Security of loaned Assets is significantly increased with an Asset tracking policy
- Use an appropriate Asset Tag/Label, you may wish to include a barcode as well as Asset number
- Depending on how the Asset is used, you may wish to consider a high durability or tamper evident Asset Tag

7. What's it worth?

- Financial auditing needs to be easy, make sure you accurately value your inventory
- Think about applying an Asset lifespan or depreciation framework to automate the valuation process
- You may wish to keep a copy of purchase receipts and hold against the Asset record
- Linking Assets to cost/centres departments assists management and future decision making

8. What about maintenance?

- Maintained Assets according to an appropriate schedule to ensure continued efficient functionality
- Consider both the organisation's standards of maintenance, but also any legal requirements such as PAT testing
- The Asset may be owned and/or maintained by a third party, build any scheduled third party maintenance into your Asset Management Policy

9. Auditing

The most effective organisations will regularly assess:-

- Performance/compliance of Assets
- Usage of Asset, to ensure return on investment
- Record and assess repair costs – both scheduled and unscheduled
- Employee/department trends – to see who is using Assets most effectively

10. Evaluate and evolve

- Review your Asset Management Policy regularly to check it is working for your organisation
- As your organisation grows and changes, keep your Asset Management Policy should dynamic
- During process review, involve finance functions, users and business leaders to make sure your Asset Management Policy is working for you