SPARK GROUP

Asset Management Procedure

1. Purpose

The purpose of the Asset Management Procedure is to establish a systematic and consistent approach for the identification, acquisition, utilization, maintenance, tracking, and disposal of assets within an organization. This procedure ensures effective utilization, protection, and management of assets throughout their lifecycle.

2. Scope

This procedure applies to all employees involved in the management of assets, including procurement, finance, operations, and maintenance personnel.

3. Definitions

- 3.1. Assets: Tangible or intangible items or resources owned or controlled by the organization that have value and contribute to the achievement of its objectives.

- 3.2. Asset Management: Systematic and coordinated activities to optimize the value, utilization, and performance of assets throughout their lifecycle.

4. Asset Identification and Categorization

- 4.1. Asset Inventory: Maintain a comprehensive inventory of all assets owned or controlled by the organization, including buildings, equipment, vehicles, technology systems, furniture, and intellectual property.

- 4.2. Asset Categorization: Classify assets based on their type, criticality, value, and other relevant factors to prioritize management activities and allocate appropriate resources.

5. Asset Acquisition and Disposal

- 5.1. Acquisition Process: Define a standardized process for the acquisition of assets, including identification of needs, budgeting, vendor selection, procurement, and acceptance procedures.

- 5.2. Disposal Process: Establish guidelines and procedures for the proper disposal of assets, ensuring compliance with legal, environmental, and data protection requirements.

6. Asset Utilization and Maintenance

- 6.1. Asset Allocation: Ensure optimal utilization of assets by assigning them to appropriate individuals, departments, or projects based on need, efficiency, and organizational priorities.

- 6.2. Maintenance Planning: Develop a preventive maintenance plan to ensure assets are regularly inspected, serviced, repaired, and upgraded to minimize downtime, extend lifespan, and maintain their optimal performance.

- 6.3. Repairs and Maintenance: Implement a system to track and manage repair and maintenance requests, prioritize tasks, allocate resources, and document all maintenance activities.

7. Asset Tracking and Control

- 7.1. Asset Tracking System: Utilize a centralized asset tracking system or software to record essential information for each asset, including location, condition, maintenance history, depreciation, warranty details, and ownership.

- 7.2. Asset Verification: Conduct periodic physical audits or inspections to reconcile the recorded asset data with the actual assets, identifying discrepancies and taking corrective actions.

- 7.3. Asset Security: Implement measures to protect assets against theft, loss, damage, or unauthorized use, including physical security controls, access restrictions, and asset tagging.

8. Asset Depreciation and Valuation

- 8.1. Depreciation Methods: Determine the appropriate depreciation method (e.g., straight-line, reducing balance) and useful life estimation for each asset category, in accordance with applicable accounting standards and policies.

- 8.2. Asset Valuation: Conduct periodic asset valuation assessments to determine the current value of assets, considering factors such as market value, fair value, and impairment indicators.

9. Asset Retirement and Disposal

- 9.1. Retirement Planning: Develop a retirement plan for assets reaching the end of their useful life, including identification of replacement options, disposal methods, and any necessary data sanitization or destruction processes.

- 9.2. Disposal Documentation: Maintain proper documentation and records for asset retirement and disposal activities, including disposal certificates, transfer of ownership, and compliance with legal and regulatory requirements.

10. Compliance and Risk Management

- 10.1. Compliance: Ensure that all asset management activities comply with relevant laws, regulations, accounting standards, and internal policies.

- 10.2. Risk Management: Identify and assess risks associated with asset management, including risks related to theft, loss, damage, data security, and regulatory compliance. Implement appropriate risk mitigation measures and controls.

11. Continuous Improvement

This Asset Management Procedure should be regularly reviewed, updated, and improved based on changing business needs, technological advancements, industry best practices, and feedback from stakeholders.