



Doc. No.	UTS/ITD/P01
Revision No.	03
Date	10/07/24
Page No.	1 / 4


[Signature]

Position: IT Executive, Information
Technology Department

[Signature]

Position: Manager, Information Technology
Department

No.	Date	Remarks	Revision No.	Approved by
1	01/01/17	Establishment	00	Manager, ITD
2	01/08/22	Amendment	01	Manager, ITD
3	14/12/22	Opportunities for Improvement	02	Manager, ITD
4	10/07/24	Review the whole document	03	Manager, ITD

 UTS	Loan of ICT Equipment for UTS Staff	Doc. No.	UTS/ITD/P01
		Revision No.	03
		Date	10/07/24
		Page No.	2 / 4

1.0 OBJECTIVE

The objective of this SOP is to make sure the laptop, desktop, portable speaker, microphone, HDMI adapter, stream webcam and other ICT equipment that being loaned to UTS Staff are documented and recorded properly.

2.0 SCOPE

The scope of this SOP applies to UTS Staff.

3.0 REFERENCES


3.1 Asset Custody Policy

4.0 DEFINITIONS / ABBREVIATIONS

HDMI	:	High Definition Multimedia Interface
ICT	:	Information and Communication Technology
IT	:	Information Technology
ITD	:	Information Technology Department
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak

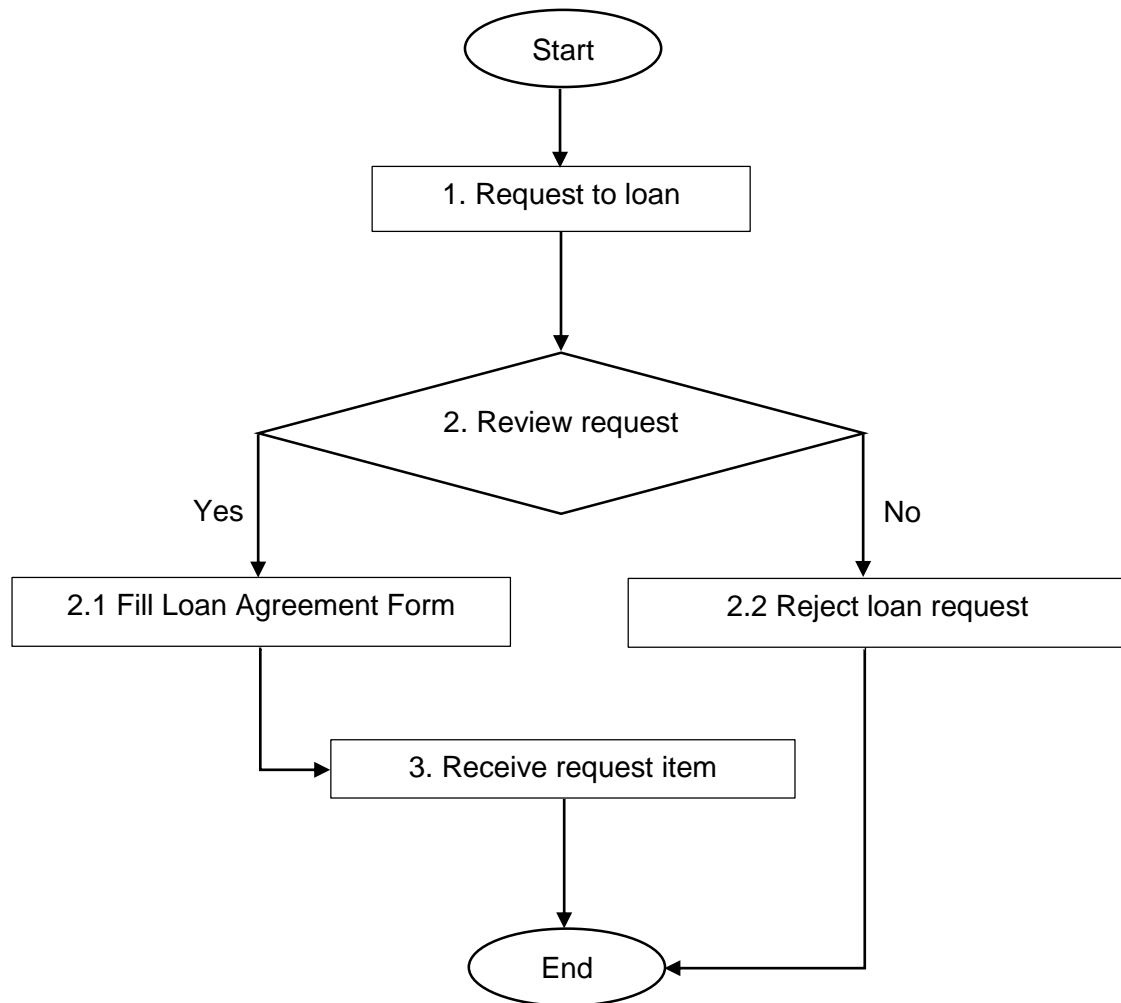
5.0 RESPONSIBILITY


- 5.1 The ITD Staff is responsible to follow and adhere to this SOP.
- 5.2 UTS staff is responsible to follow and adhere to this SOP.
- 5.3 Head of ITD is responsible to follow and adhere to this SOP.

 UTS	Loan of ICT Equipment for UTS Staff	Doc. No.	UTS/ITD/P01
		Revision No.	03
		Date	10/07/24
		Page No.	3 / 4

6.0 PROCEDURE

6.1 Refer to the process flow chart.



 UTS	Loan of ICT Equipment for UTS Staff	Doc. No.	UTS/ITD/P01
		Revision No.	03
		Date	10/07/24
		Page No.	4 / 4

7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	UTS Staff request to ICT equipment.	UTS Staff	Email
2	<p>ITD review the request and check the availability of ICT equipment. The request will be approve based on the equipment availability.</p> <p>2.1 Upon approval from ITD, UTS Staff have to fill the Loan Agreement Form.</p> <p>2.2 If the ICT equipment is not available to loan, ITD will reject the loan request.</p>	<p>IT Technician</p> <p>UTS Staff</p> <p>IT Technician</p>	<i>UTS-ITD-P01-LAF</i>
3	UTS Staff can collect the requested item after the Loan Agreement Form is submitted to ITD.	<p>UTS Staff</p> <p>IT Technician</p>	<i>UTS-ITD-P01-LAF</i>
4	The duration to complete the process from start to finish is 7 working days or subject to the equipment availability.		

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	<i>UTS-ITD-P01-LAF</i>	IT General Office, IT Executive / IT Officer	Permanent