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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	12/04/14	Establishment	00	Senior Manager, SDSD
2	29/07/22	Revision from University College of Technology Sarawak to University of Technology Sarawak Amendment on description and records	01	Senior Manager, SDSD
3	21/02/24	Amendment	02	Director, SDSC
4	14/10/24	Amendment	03	Director, SDSC

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the customer borrowing items from SDSC is run in a systematic.

2.0 SCOPE

This scope of this SOP applies to UTS Facilities and Asset.

3.0 REFERENCES


Nil.

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
SDSD	:	Student Development & Services Centre, UTS
SOP	:	Standard Operating Procedure

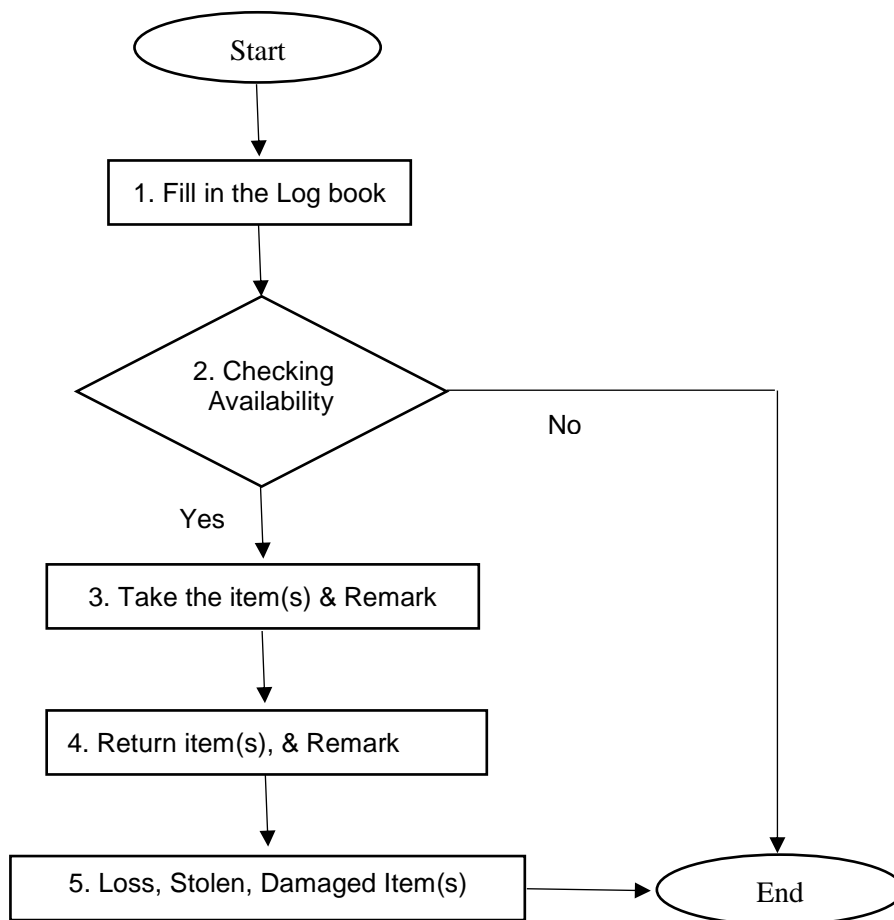
5.0 RESPONSIBILITY


- 5.1 The Director is responsible to ensure that this SOP is adhered to.
- 5.2 SDSC Staff is responsible to follow and adhere to this SOP.

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6.0 PROCEDURE


6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Fill in the Log Book 1.1 Customer must scan the bar code to fill in the Google form that has been prepared at Student Helpdesk before borrowing the item(s). 1.2 The staff on duty at Student Helpdesk will check the item(s) either available or not. 1.3 If not completed, the management will rejected the request immediately.	SDSC Staff	Borrowing Items Form - https://forms.gle/RmaFrzWCzjTGuR8N9
2	Checking Availability 2.1 The staff on duty will check whether the requested item(s) is available or not. 2.2 If yes, proceed to no.3 2.3 If no, end the process.	SDSC Staff	Borrowing Items Form
3	Take the item(s) & Remark 3.1 If available can proceed to take the item(s) and remark on excel form by staff on duty.	SDSC Staff	Borrowing Items Form
4	Return item(s) & Remark 5.1 After returning the borrowed item(s), the staff on duty will remark on excel form and return back Student ID Card.	SDSC Staff	Borrowing Items Form

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5	Loss, Stolen or Damaged Item(s)? 5.1 Custodian/user of the equipment must bear full responsibility of the equipment and its accessories assigned by the University. 5.2 The custodian/user must replace (at their cost) the equipment with a new same brand and specification.	SDSC Staff	Borrowing Items Form
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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Borrowing Items Form (Google Form)	https://forms.gle/RmaFrzWCzjTGuR8N9	1 year