
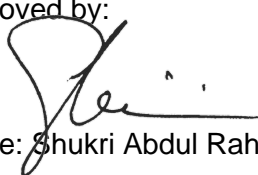

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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01/08/22	Establishment	00	Manager, ITD
2	14/12/22	Non-conformance Report	01	Manager, ITD
3	10/07/24	Review on abbreviations, description of working procedure and records.	02	Manager, ITD
4	01/10/24	Amendment	03	Manager, ITD

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1.0 OBJECTIVE

The objective of this SOP is to establish and set procedures to follow in the event of lost or stolen ITD owned computer equipment.

2.0 SCOPE

The scope of this SOP applies to UTS Staff on the steps and responsibilities for reporting, managing, and mitigating the impact of lost or stolen computer equipment.

3.0 REFERENCES

3.1 Oculus Asset List

Link: <https://oculus.uts.edu.my>

3.2 Asset Custody Policy (UTS-ITD-P01-ACP)

3.3 Asset Lost SOP (UTS/FD/P07)

3.4 Inventory System

Link: <https://inventory.uts.edu.my>

4.0 DEFINITIONS / ABBREVIATIONS


HCAD	:	Human Capital and Administration Department
IT	:	Information Technology
ITD	:	Information Technology Department
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak

5.0 RESPONSIBILITY

5.1 Head of ITD is responsible to ensure the SOP is adhered to.

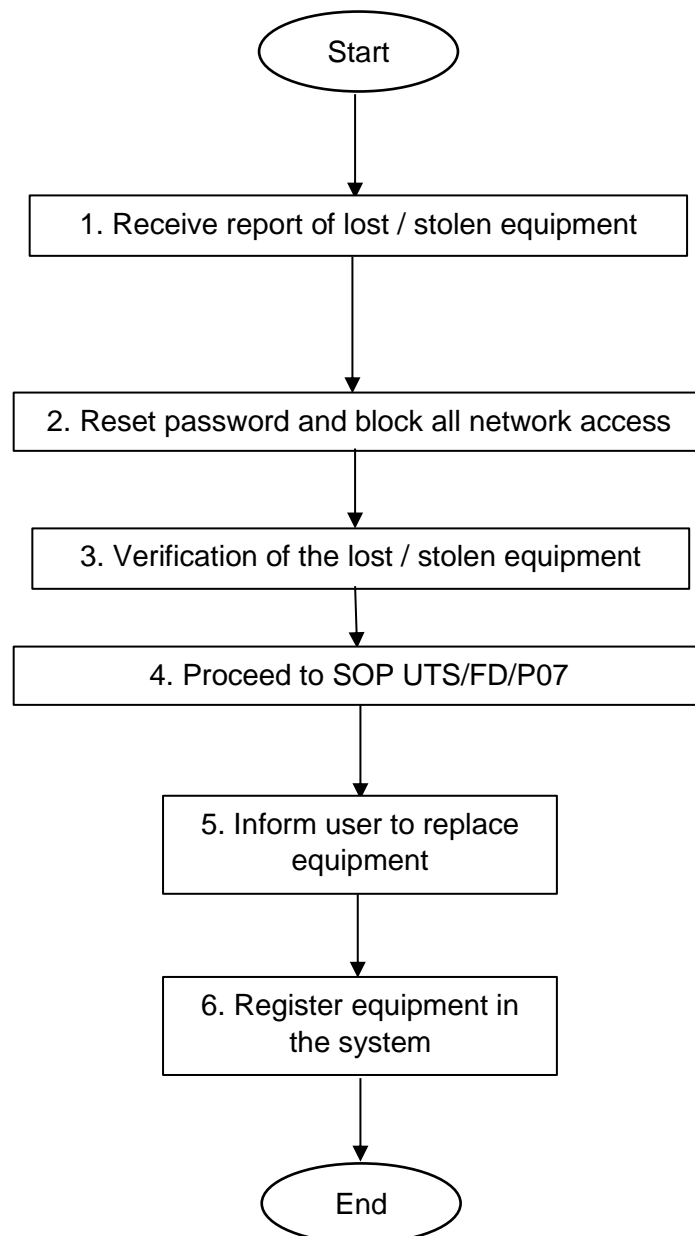
5.2 UTS staff is responsible to follow and adhere to this SOP.


5.3 The ITD 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	Reference
1	ITD received report of the lost or stolen equipment of ITD loaned equipment from HCAD.	HCAD Staff	Email / Report from HCAD
2	ITD will reset the password and block all network access including email.	IT Executive / IT Officer	
3	ITD will verify of the lost or stolen equipment for replacement issue.	IT Technician	Oculus Asset List <i>UTS-ITD-P01-LAF</i>
4	The method of replacement is based on the outcome from Bursary Office report.	Bursary Office	UTS/FD/P07
5	Notify user to replace the stolen / lost equipment.	UTS Staff	
6	Register the replaced equipment in the system.		Oculus Asset List Link: https://oculus.uts.edu.m y
7	The duration to complete the process from start to finish is 3 months working hour or subject to the final report from Bursary Office		

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Oculus Asset List	Oculus System: https://oculus.uts.edu.my , IT Executive	7 years
2	<i>UTS-ITD-P01-LAF</i>	IT General Office, IT Executive / IT Officer	Permanent