Prepared by:	Approved by:
Name: Mohammad Azim Aziman	Name: Shukri Abdul Rahman
Position: IT Senior Executive, Information Technology Department	Position: Manager, Information Technology Department

AMENDMENT RECORDS

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
5	01/10/24	Amendment	04	Manager, ITD

1.0 OBJECTIVE

The purpose of this SOP is to make sure the equipment that had been not being used, have major damage or the life-span has over would be disposed properly.

2.0 SCOPE

The scope of this SOP applies to ITD on the process, methods, and procedures involved in the safe and efficient disposal of equipment that is no longer operational

3.0 REFERENCES

3.1   Oculus System

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

4.0 DEFINITIONS / ABBREVIATIONS

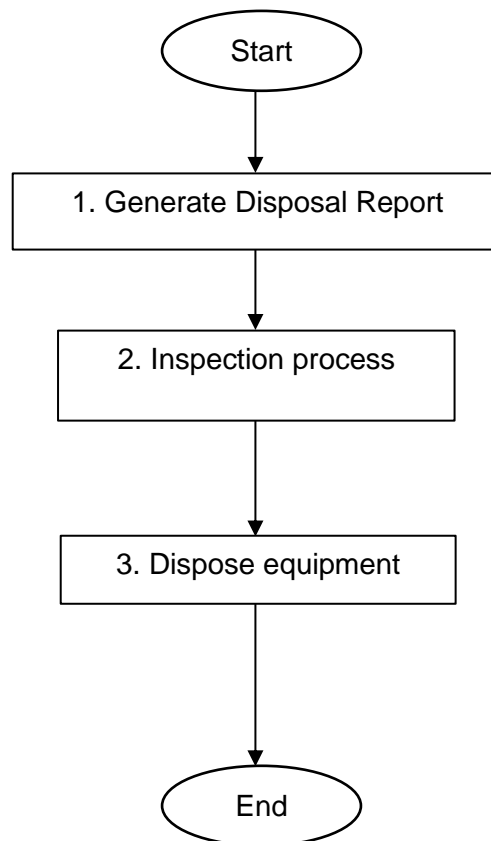|		
IT	:	Information Technology
ITD	:	Information Technology Department
PIC	:	Person-in-Charge
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak

5.0 RESPONSIBILITY

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

5.2   The ITD staff is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

6.1 Refer to the process flow chart.

```
        ┌─────────┐
        │  Start  │
        └─────────┘
             │
             ▼
  ┌───────────────────────────┐
  │ 1. Generate Disposal Report │
  └───────────────────────────┘
             │
             ▼
  ┌───────────────────────────┐
  │   2. Inspection process   │
  └───────────────────────────┘
             │
             ▼
  ┌───────────────────────────┐
  │   3. Dispose equipment    │
  └───────────────────────────┘
             │
             ▼
        ┌─────────┐
        │   End   │
        └─────────┘
```

7.0   DESCRIPTION

No	Description	Person in Charge	Reference
1	ITD prepare asset disposal proposal	IT Technician	Google Drive
2	Bursary Office will inspect the condition of the equipment.	Bursary Office	UTS/FD/P09
3	Asset disposal will proceed as recommended by Bursary Office	Bursary Office	Bursary Office Disposal Memorandum UTS-ITD-P10-AAF
4	The duration to complete the process from start to finish is 3 months working hour or subject to the final disposal 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 , ITD Staff	7 years
2	**UTS-ITD-P10-AAF**	General Office, IT Executive / IT Officer	Permanent