UTS	UNIVERSITY OF TECHNOLOGY SARAWAK
	MASTERLIST OF DOCUMENTS

Updated On :	11 October 2024
Department :	Information Technology Department

No.	Document No.	Description	Revision No.	Effective Date	Remarks
Standard Operating Procedure (SOP)					
1	UTS/ITD/P01	Loan of ICT Equipment for UTS Staff	03	10/07/24	
2	UTS/ITD/P03	Activation of Access Card for Printing	04	01/10/24	
3	UTS/ITD/P05	Replacement of the Laptop or Desktop	03	10/07/24	
4	UTS/ITD/P06	New Subdomain Registration	04	20/09/24	
5	UTS/ITD/P07	Creation and Suspension of Staff Email Account	03	01/10/24	
6	UTS/ITD/P08	Updating Information in UTS Official Website	03	01/10/24	
7	UTS/ITD/P09	Managing Complaint on Equipment	02	14/06/24	
8	UTS/ITD/P10	Disposal of Equipment	04	01/10/24	
9	UTS/ITD/P11	Computer Equipment Lost / Stolen Procedure	03	01/10/24	
10	UTS/ITD/P12	Turnitin Registration	02	14/06/24	
11	UTS/ITD/P13	Network Incident Management	00	01/10/24	
12	UTS/ITD/P14	Network Availability Reporting	00	01/10/24	
13	UTS/ITD/P15	Monitoring of ICT Equipment	00	01/10/24	
14	UTS/ITD/P16	Preventive Maintenance	00	01/10/24	
15	UTS/ITD/P17	Purchase of Software	00	01/10/24	
Form					
1	UTS-ITD-P01-LAF	Loan Agreement Form	01	02/07/2024	
2	UTS-ITD-P10-AAF	Asset Acceptance Form	00	01/10/2024	
Guideline					
-	-	-	-	-	
Policy					
1	UTS-ITD-P01-ACP	Asset Custody Policy	01	27/09/2024	
2	UTS-ITD-P06-WP	Website Policy	00	20/09/2024	

Prepared by:

Name: Nur Elvina Binti Ya'akub
Date: 11/10/2024

Endorsed by:

Name: Shukri Bin Abdul Rahman
Date: 11/10/2024