

 UTS	Monitoring of ICT Equipment	Doc. No.	UTS/ITD/P15
		Revision No.	00
		Date	01/10/24
		Page No.	2 / 4

1.0 OBJECTIVE

The purpose of this SOP is to outline the process of equipment movement for IT Department.

2.0 SCOPE

The scope of this SOP applies to ICT equipment as registered in OCULUS system.

3.0 REFERENCES

3.1 ITD Inventory Management System

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

4.0 DEFINITIONS / ABBREVIATIONS

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

5.0 RESPONSIBILITY

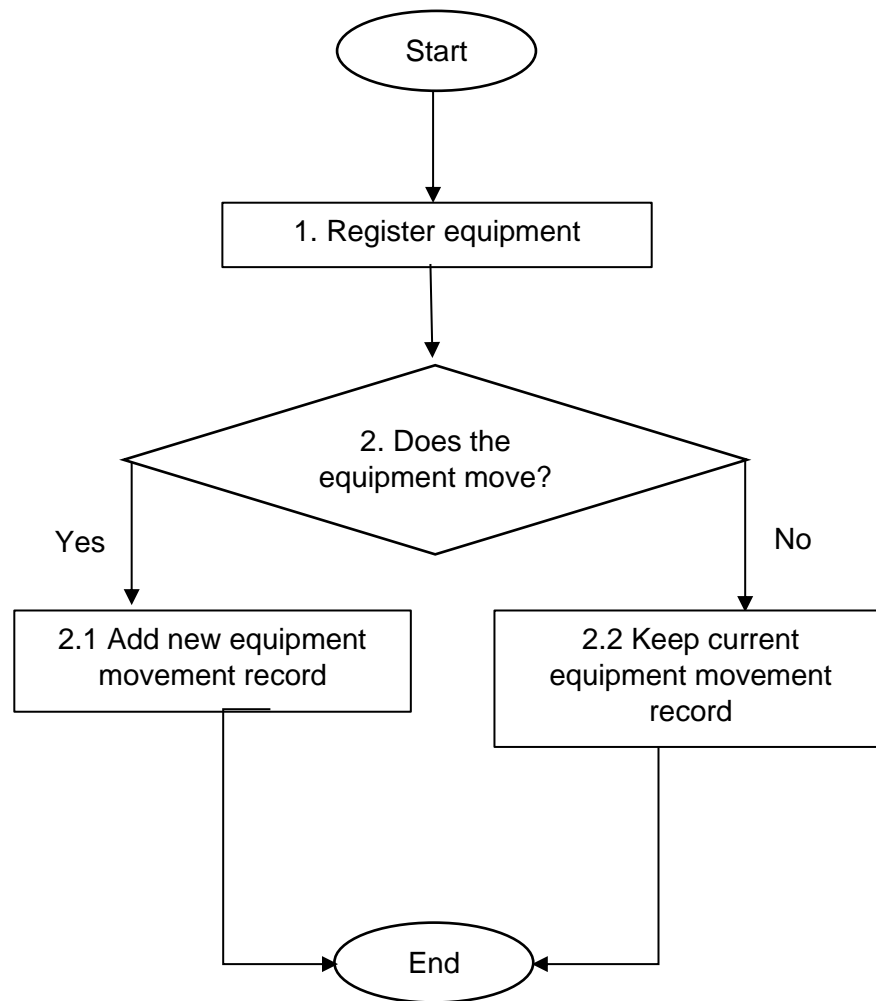
5.1 Head of ITD is responsible to ensure the SOP is adhered to.

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

 UTS	Monitoring of ICT Equipment	Doc. No.	UTS/ITD/P15
		Revision No.	00
		Date	01/10/24
		Page No.	3 / 4

6.0 PROCEDURE

6.1 Refer to the process flow chart.



 UTS	Monitoring of ICT Equipment	Doc. No.	UTS/ITD/P15
		Revision No.	00
		Date	01/10/24
		Page No.	4 / 4

7.0 DESCRIPTION

No	Description	Person in Charge	Reference
1	Equipment registration into the system	ITD Staff	ITD Inventory Management System
2	Does the equipment move? 2.1. If yes, the equipment assigns to the new location, add new equipment movement record in the system. 2.2. If no movement, keep the current record of the equipment in the system.	ITD Staff	ITD Inventory Management System
3	The duration to complete the process from start to finish is 3 working days		

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	ITD Inventory Management System	https://inventory.uts.edu.my/ , IT Executive / IT Officer	Permanent