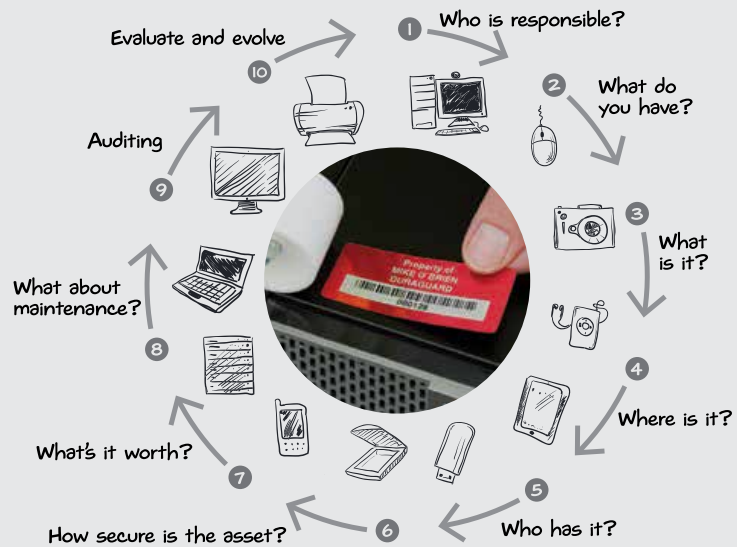# Asset Management Policy

Your guide to best practice in 10 simple steps

A robust Asset Management Policy gives you maximum control – know what assets you own, where they are located, what they are worth and who is responsible for them

Evaluate and evolve — 10

Who is responsible? — 1

What do you have? — 2

Auditing — 9

What is it? — 3

What about maintenance? — 8

Where is it? — 4

What's it worth? — 7

Who has it? — 5

How secure is the asset? — 6

---

1. Who is responsible?

- Assign an Asset Manager to control, build and maintain your process. Formalise your Asset Management Policy so it can easily picked up by others where appropriate.
- Communicate your Asset Management Policy to all empoloyees who may need to use equipment belonging to the organisation.
- Set out expectations for both the employee and the organisation.

2. What do you have?

- Create a comprehensive inventory of equipment you wish to track
- Consider the right recording method for your bussiness needs – from simple written recording to more contemporarysoftware products.
- What to track - consider both physical items such as IT equipment, tools, vehicles and also non-physical items such as software licences.

3. What is it?

- Your Asset Manager may not familiar with the equipment you use, therefore store adequate information to provide clarity.
- Categorise your Asset by type (e.g. 'Laptops') to assist easy management/auditing.
- Consider taking a photograph of the Asset and assign against the Asset record.

4. Where is it?

- Define whether the Asset is mobile or at a fixed point of use.

- Do you wish to link the item to a particular department or cost centre? This type of allocation can help both financial functions, and assist during auditiong.

5. Who has it

- In smaller organisations this may be a simple record of the name of the Asset holder, larger organisations may wish to include an employee number or departmental area.
- Consider any contractual implications – does the equipment require formalised usage agreements to be in place between your organisation and the employee?

6. How secure is the Asset?

- Security of loaned Assets is significantly increased with an Asset tracking policy.
- Use an appropriate Asset Tag/Label, you may wish to include a barcode as well as Asset number
- Depending on how the Asset is used, you may wish to consider a high durability or tamper evident Asset Tag.

7. What's it worth?

- Financial auditing needs to be easy, make sure you accurately value your inventory.
- Think about applying an Asset lifespan or depreciation framework to automate the valuation process.
- You may wish to keep a copy of purchase receipts and hold against the Asset record.

- Linking Assets to cost/centres departments assists management and future decision making.

8. What about maintenance?

- Maintain Assets according to an appropriate schedule to ensure continued efficient functionality.
- Consider both the organisation's standards of maintenance, but also any legal requirements.
- The Asset may be owned and/or maintained by a third party. Build any scheduled third party maintenance into your Asset Management Policy.

9. Auditing

- The most effective organisations will regularly assess:
- Perfomance/compliance of Assets.
- Usage of Asset, to ensure return on investment.
- Record and assess repair costs – both schedule and unscheduled.
- Employee/department trends – to see who is sing Assets most effectively.

10. Evaluate and evolve

- Review your Asset Management Policy regularly to check it is working for your organisation.
- As your organisation grows and changes, your Asset Management Policy should be dynamic.
- During process review, involve finance functions, users and business leaders to make sure your Asset Management Policy is working for you.