

Example Computer Equipment Removal Policy



Introduction

These procedures are to ensure that company property on personal loan (e.g. for use at home) is subjected to adequate prior approval and that continual controls are exercised over its location and movement.

Policy

1. Members of staff shall not remove any company computer equipment from company premises without prior written authorisation from the IT manager.
2. Knowingly or negligently breaching this policy shall be considered gross misconduct.

Procedures

1. Staff must ensure that approval is obtained from the IT manager before any attempt is made to remove company computer equipment from company premises.
2. It is the responsibility of each staff member to ensure that they are familiar with current procedures for property removal. Guidance notes are attached.
3. Any member of staff who currently holds any company computer equipment off-site must report all relevant details to the IT manager.
4. The IT manager is ultimately responsible for the authorisation and approval of computer equipment removed (either permanently or temporarily) from company and an initial assessment of its condition both prior to removal and after its return.
5. The IT manager is also responsible for ensuring the return of borrowed computer equipment, and should be aware of the location of all items of equipment at any time.
6. The IT manager should ensure that accurate inventories and loan records are maintained to record the location and movement of computer equipment. This should be reviewed each month to check and pursue equipment that has not been returned within the anticipated time period.
7. The IT manager should follow the above procedure when contractors are to use company computer equipment outside company premises in advance of the contractor being permitted to remove the company equipment.



Guidance Notes

Objectives

The objective of this policy is to ensure that computer equipment is not removed from company premises without proper authorisation, that full records are kept of the location of equipment temporarily removed, and that an equipment removal procedure is followed.

The objective of these guidance notes is to ensure that the IT manager is made fully aware of her/his responsibilities for such equipment and to guide her/him in discharging her/his responsibilities.

Equipment Control List

In order to control equipment (e.g. PCs and Peripherals etc.) held within company, Control Lists, derived from the Fixed Asset Register, and from local information, are to be maintained by the IT manager and be available for review and audit.

The IT manager is responsible for ensuring that she/he updates the list when additions or deletions are required e.g. for new items, replacements, or when old items are written off and disposed of. Any discrepancies with the Fixed Asset Register information should be notified to the IT Department.

Temporary Loan Procedure

If a staff member wishes to remove an item of equipment for use in another company building, or for use elsewhere (e.g. at home), a temporary loan form for each individual is to be raised by the IT manager authorising and administering the loan. The loan form is to be completed giving the serial number(s) of the item(s), a full description, the date of the loans and the signature(s) of the borrower. This loan form made out in the name of the individual borrower, is to be retained by the borrower for presentation if stopped on leaving the building. A photocopy is retained by the IT manager as a record that an item or items are on temporary loan from the Control List.

When an item is returned by the borrower, it is to be presented for inspection by the IT manager who is to assess whether the item is in the same condition as it was when it went out on loan. If there is any significant change, the IT manager is to obtain the view of an appropriate specialist regarding the condition of the item concerned. If it is considered that negligence or malicious damage are contributing factors a decision is to be made by Human Resources on whether any disciplinary procedures should be instigated.

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If, on the return of the item, it is considered to be in a serviceable condition and no further investigatory action is deemed necessary, the loan form is to be completed by the IT manager who is to sign the form giving the date the item is returned. The temporary loan form is to be retained by the IT manager as a permanent record of the transaction(s). The original removal form held by the borrower, is to be returned to the IT manager and destroyed.