



**STANDARD OPERATING PROCEDURE**

<b>Department:</b> Quality Assurance	<b>SOP No.:</b>
<b>Title:</b> Information Technology Asset Management	<b>Effective Date:</b>
<b>Supersedes:</b> Nil	<b>Review Date:</b>
<b>Issue Date:</b>	<b>Page No.:</b>

**1.0 OBJECTIVE:**

To lay down a Procedure for Information Technology Asset Management.

**2.0 SCOPE:**

This SOP is applicable for Information Technology Asset Management in Information Technology

**3.0 RESPONSIBILITY:**

- IT (Operating Person)** : Preparation and Training of this SOP  
Manage the IT Asset's.
- QA (Operating Manager)** : Effective implementation of this SOP.
- WH (Operating Person)** : Receive and proper discard of IT assets.
- User Department** : Initiate and review the Assets Issuance Form.

**4.0 ACCOUNTABILITY:**

- Head IT** : Approval of this SOP, to ensure training and effective Implementation of this SOP.
- Head QA** : Authorization and to ensure distribution of this SOP.  
Custodian of soft and hard copy of this SOP.

**5.0 ABBREVIATIONS:**

- IT Information Technology
- EHS Environment, Health & safety
- ID Identification
- IT Information Technology
- No. Number
- PO Purchase Order
- QA Quality Assurance
- QMS Quality Management System
- SOP Standard Operating Procedure
- Sr. Serial
- WH Warehouse
- OEM Original Equipment Manufacture

**6.0 PROCEDURE:**

**6.1 Allocation of Assets Identification (ID):**

- 6.1.1** Identification number of IT assets shall be unique.
- 6.1.2** Identification number for IT assets shall be assigned as:

**IT/X/YYY-ZZZZ**  
Where,



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IT : Information Technology  
X : Denotes plants code (e.g.; Plant Code: H)  
YYY : Asset's abbreviation code.  
ZZZZ : Asset's serial number (Example 0001, 0002 ... etc.)

*Note: For Plant Code refer QA Sop, "SOP on SOP"*

- 6.1.3** Asset codes shall be assigned in the Identification number as per **Annexure-I "List of Assets Code(s)"**.
- 6.1.4** User department shall raise the request for Asset Issuance/Submission/Relocation as per the **Annexure-II "Assets Issuance Form"**.
- 6.1.5** Only IT personnel shall issue the Assets Identification number as per the **Annexure-II "Assets Issuance Form"**.
- 6.1.6** IT Asset Issuance / Submission / Relocation shall be done as per the **Annexure-II "Assets Issuance Form"** after the review of User Operating Manager & Approval of Head IT and same shall be recorded in **Annexure-III "Assets Inventory Logbook"** and **Annexure-IV "Assets Issuance/Submission Logbook"**.
- 6.1.7** In case personnel leave the organization or transferred to other plant user department shall submit the assets as per the **Annexure-II "Assets Issuance Form"** to IT and same shall be recorded in **Annexure-IV "Assets Issuance/Submission Logbook"**.
- 6.1.8** In case of Assets movement from one location to another location in same plant, user department shall submit the Asset to IT as per the **Annexure-II "Assets Issuance Form"** and Issuance of Asset shall be done again for new location or employee.
- 6.1.9** In case assets relocate from one plant to another plant, Asset relocation shall be done as per the **Annexure-II "Assets Issuance Form"** and only assets identification number shall be discarded. Further, same shall also be recorded in **Annexure-III "Assets Inventory Logbook"**.
- 6.1.10** After the discard of Assets identification number in existing Plant, new Asset identification number shall be issued by transferred Plant.
- 6.1.11** List of Assets inventory for all physical assets shall be maintained by IT on the basis of Asset Type as per the **Annexure-VI "List of Assets Inventory"**.
- 6.1.12** List of Assets inventory for included / excluded assets shall be prepared and approved at start of next calendar year  $\pm$  30 days.

**6.2 Procedure For Discard of IT Assets:**

- 6.2.1** Assets shall be discarded as per the **Annexure-V "Assets Discard Form"** after review by User Operating Manager & Approval of Head IT and same shall be recorded in **Annexure-III "Assets Inventory Logbook"** and **Annexure-IV "Assets Issuance/Submission Logbook"**.
- 6.2.2** Assets shall be handover to the Warehouse personnel of concerned Plant for electronic hazardous scrap and proper discarding shall be done as per there procedure.



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**6.3 Procedure for Preventive Maintenance:**

- 6.3.1** Asset Preventive maintenance shall be done as per the checklist defined in **Annexure-VII, "Observation for Cleaning & Preventive Maintenance of Assets."**
- 6.3.2** Asset preventive maintenance shall be done once in a year of a particular asset and same shall be logged in **Annexure-VIII, "Schedule for Cleaning & Preventive Maintenance of Assets."**
- 6.3.3** Asset preventive maintenance shall be done for computer systems which generate data within the system & server systems only.
- 6.3.4** **Annexure-VIII, "Schedule for Cleaning & Preventive Maintenance of Assets"** shall be prepared and approved at start of next calendar year  $\pm$  30 days.

**6.4 Procedure for Maintenance:**

- 6.4.1** Identified asset maintenance shall be done by IT maintenance Team.
- 6.4.2** In case External support required, IT maintenance team locks the complaint in OEM or service partner portal or through mail.
- 6.4.3** Any changes in parts of physical asset shall be done by IT and same shall be logged in **Annexure IX, "Replaced Part Capture Log Book of Assets."**

**6.5 Assets Grouping:**

- 6.5.1** Assets shall be divided into three groups (Physical assets, Software assets, Document assets) as defined in **Annexure I, "List of Assets Code(s)."**
- 6.5.2** On the basis of grouping in **Annexure I, "List of Assets Code(s)"**, the **Annexure II, III, IV, V, VI, VII, VIII, IX** and their procedure shall be valid & applicable for physical asset only.
- 6.5.3** List of software assets inventory shall be maintained by IT on the basis of asset type as per **Annexure XI, "List of Software Assets Inventory."**
- 6.5.4** List of documents assets inventory shall be maintained by IT on the basis of asset type as per **Annexure XI, "List of Documents Assets Inventory."**

**7.0 ANNEXURES:**

<b>ANNEXURE No.</b>	<b>TITLE OF ANNEXURE</b>	<b>FORMAT No.</b>
Annexure-I	List of Assets Code(s)	
Annexure-II	Assets Issuance Form	
Annexure-III	Assets Inventory Logbook	
Annexure-IV	Assets Issuance/Submission Logbook	
Annexure-V	Assets Discard Form	
Annexure-VI	List of Assets Inventory	
Annexure-VII	Observation for Cleaning & Preventive Maintenance of Assets	



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Annexure-VIII	Schedule for Cleaning & Preventive Maintenance of Assets	
Annexure-IX	Replaced Part Capture Log Book of Assets	
Annexure-X	List of Software Assets Inventory	
Annexure-XI	List of Documents Assets Inventory	

**8.0 DISTRIBUTION:**

- Controlled Copy No. 01                      Quality Assurance
- Controlled Copy No. 02                      Information Technology
- Controlled Copy No. 03                      Warehouse
- Master Copy                                      Quality Assurance

**9.0 REFERENCES:**

Not Applicable.

**10.0 REVISION HISTORY:**

**CHANGE HISTORY LOG**

Revision No.	Change Control No.	Details of Changes	Reason for Change	Effective Date	Updated By



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### ANNEXURE – I LIST OF ASSETS CODE(S)

S.No.	Assets Type	Assets Group	Assets Code
1.	Computer Monitor	Physical Assets	TFT
2.	Central Processing Unit	Physical Assets	CPU
3.	Uninterruptible power supply	Physical Assets	UPS
4.	Server	Physical Assets	SRV
5.	Storage	Physical Assets	STG
6.	Tape Library	Physical Assets	TLI
7.	Network Switch	Physical Assets	SWH
8.	Router	Physical Assets	RTR
9.	CCTV Camera	Physical Assets	CAM
10.	Access Point Device	Physical Assets	APD
11.	Wi-Fi Router	Physical Assets	WFR
12.	Biometric Machine	Physical Assets	BIM
13.	Proximity Smart Card Reader	Physical Assets	SCR
14.	Printer	Physical Assets	PRI
15.	Scanner	Physical Assets	SCN
16.	Barcode Reader	Physical Assets	BCR
17.	Electronic Private Automatic Branch Exchange	Physical Assets	EPB
18.	All-In-One printer	Physical Assets	AOP
19.	Pen drive	Physical Assets	PED
20.	External hard Disk	Physical Assets	EHD
21.	Laptop	Physical Assets	LAP
22.	Video Conference System	Physical Assets	VCS
23.	Network video recorder	Physical Assets	NVR
24.	Digital Video Recorder	Physical Assets	DVR
25.	KVM (keyboard, video and mouse) Switch	Physical Assets	KVM
26.	Software Application	Physical Assets	SFA



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S.No.	Assets Type	Assets Group	Assets Code
27.	External Digital Video Disc Rom	Physical Assets	EDR
28.	Television System	Physical Assets	TVS
29.	Projector	Physical Assets	PRO
30.	Radio Frequency device	Physical Assets	RAD
31.	Information Technology Server Rack	Physical Assets	ITR
32.	Tablet	Physical Assets	TAB
33.	Automatic Transfer Switch	Physical Assets	ATS
34.	Network Rack	Physical Assets	NWR
35.	Wireless Fidelity -controller	Physical Assets	WLC
36.	Mobility Device	Physical Assets	MOD
37.	Thin Client	Physical Assets	TCS
38.	External CD ROM	Physical Assets	ECR
39.	Dot Matrix Printer	Physical Assets	DMP
40.	Webcam	Physical Assets	WBC
41.	Datacenter Temperature controller	Physical Assets	DTC
42.	Rack Temperature indicator	Physical Assets	RTI
43.	Rack based Fire System	Physical Assets	RFS
44.	Datacenter Rodent Repellent	Physical Assets	DRR
45.	Power Distribution Unit	Physical Assets	PDU
46.	Computer Multi Control Unit	Physical Assets	CMU
47.	Television Vision	Physical Assets	ITV
48.	Utility Rack	Physical Assets	UTR
49.	Local Intelligent Unit	Physical Assets	LIU
50.	Audio Conference System	Physical Assets	ACS
51.	Speaker	Physical Assets	SPK
52.	License	Software Asset	LCN



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**ANNEXURE-II**  
**ASSETS ISSUANCE FORM**

**Date:**

Issuance       Submission       Assets Relocation to Other Plant

**Assets Detail:**

S.No.	Assets Name	Assets Make	Assets Model	Assets Serial No.	Assets ID (Not applicable for issuance)

**Assets for Personnel/Equipment:**

<b>Personal / Equipment Name</b>			
<b>Employee Code / Equipment ID</b>			
<b>Department</b>		<b>New Department (Applicable for Assets Relocation)</b>	
<b>Location</b>		<b>New Location (Applicable for Assets Relocation)</b>	
<b>Remark</b>			
	<b>Initiated By User Department</b>	<b>Reviewed By User Operating Manager</b>	<b>Approved By IT</b>
<b>Sign</b>			
<b>Date</b>			
<b>Name</b>			

**Remarks (If any):**

**Done By IT:**

<b>Name</b>		<b>Employee Code</b>	
<b>Issued ID</b>		<b>Asset PO No.</b>	

*Note: "√" tick mark for whichever is applicable.*

**Done By**  
**(Sign & Date)**

**Checked By**  
**(Sign & Date)**







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### ANNEXURE-IV ASSETS ISSUANCE / SUBMISSION LOG BOOK

**Year:**

S. No.	Date	Asset Type	Asset ID	Employee Name	Employee Code	Department	Issuance (✓)	Done By (Sign & Date)	Submission (✓)	Done By (Sign & Date)	Remark

*Note: "✓" tick mark for whichever is applicable.*



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**ANNEXURE-V  
ASSETS DISCARD FORM**

**Date:**

**Assets Detail:**

S.No.	Assets Name	Assets ID	Reason for Asset Discard	Asset Used By Personnel / Equipment Name	Asset Used By Personnel / Equipment Employee Code / ID

	Initiated By User Department	Reviewed By User Operating Manager	Approved By Head IT
<b>Sign</b>			
<b>Date</b>			
<b>Name</b>			

**Assets Handover to Warehouse Personnel for discard:**

<b>Name</b>	
<b>Employee Code</b>	
<b>Sign &amp; Date</b>	



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**ANNEXURE-VI**  
**LIST OF ASSETS INVENTORY**

**Effective Date:**

**Revision No.:**

**Assets Type:**

S.No.	Assets		Assets S. No.	Assets PO No.	Assets ID	Remark
	Make	Model				



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**ANNEXURE-VII**  
**OBSERVATION FOR CLEANING & PREVENTIVE MAINTAINANCE OF ASSETS**

**Effective Date:** \_\_\_\_\_ **Revision No.:** \_\_\_\_\_  
**Asset Identification No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

S.No.	Checkpoints	Observation (Yes/ No/ NA)	Remark (If Any)
<b>Data Verification:</b>			
1.	Check & Verify Backup.		
2.	Check the RAID array.		
3.	Verify storage Utilization.		
<b>Software &amp; System Checks:</b>			
1.	Review Server Resources Usage.		
2.	Check control Panel Update.		
3.	Check Software Application Update.		
4.	Examine Remote Management Tools.		
5.	Verify Network Utilization.		
6.	Verify Operating System Updates.		
<b>Hardware Checks:</b>			
1.	Physically Clean Server Hardware.		
2.	Check for Hardware Errors.		
<b>Security Monitoring:</b>			
1.	Review Password Security.		
2.	Evaluate User Accounts.		
3.	Evaluate Server Security.		
4.	Check Server Logs.		

**Remark (If any):**



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**ANNEXURE-VIII**  
**SCHEDULE FOR CLEANING & PREVENTIVE MAINTAINANCE OF ASSETS**

**Year:**

Asset ID No.	Status	Months											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	<b>Due</b>												
	<b>Done</b>												
	<b>Due</b>												
	<b>Done</b>												

**Remark (If any):**





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**ANNEXURE-X**  
**LIST OF SOFTWARE ASSETS INVENTORY**

**Effective Date:**

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**Assets Type:**

S.No.	Name	Publisher/ Developer	Version No.	Assets ID	Remark



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**ANNEXURE-XI**  
**LIST OF DOCUMENT ASSETS INVENTORY**

**Effective Date:**

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**Assets Type:**

S.No.	Document Name	Document Type	Document No.	Assets ID	Remark