



Procedure
Quality Management System
MS ISO 9001:2015
GRANT ASSET MANAGEMENT

Ref No.	AIMST-SOP-RMC-10
Effective Date	July-18
Revision	01
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PROCEDURE

GRANT ASSET MANAGEMENT

Prepared By	Verified By
RESEARCH & DEVELOPMENT OFFICER	DIRECTOR OF RESEARCH MANAGEMENT CENTRE
Approved By	
VICE CHANCELLOR	




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REVISION HISTORY

Rev. No	Rev. Date	Summary of Changes	Author
01	01/10/2018	<ul style="list-style-type: none"> • Cover Page: Approved by changed from 'Deputy Vice Chancellor' to 'Vice Chancellor'. • 3.0: Abbreviation of 'DRMC' was added. • 4.0: The definition of "Assets", "Disposal" and "Loss" was revised. A new definition "CLMU" was added. • 9.1.1: The sentence containing the word 'ensure' has been revised accordingly. A revision has been made with more detailed description for the process of selection of a 'suitable place' for new asset. • 9.1.2: Sentence has been revised for Step 2 & 4. 	RMC

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1.0 OBJECTIVE

This procedure is to ensure:


- 1.1 Each asset received meets the specifications, quality and quantity according to the purchase.
- 1.2 Ensure the asset database is complete, accurate and up to date to facilitate maintenance, disposal and replacement of assets.

2.0 SCOPE

This SOP is a mandatory document and shall be implemented by all grant holders, Research Management Centre (RMC) and Lab personnel (LP) for all approved funding.

3.0 ABBREVIATION

- PI : Principal Investigator
 RMC : Research Management Centre
 Rg : Registrar
 VC : Vice Chancellor
 GRA : Graduate Research Assistant
 LP : Laboratory Personnel
 DRMC : Director of Research Management Centre
 CLMU : Central Laboratory Management Unit

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4.0 DEFINITION

Principal Investigator	:	The lead researcher for a grant project
Research Management Centre	:	Centre responsible for research related administration
Assets	:	Any hardware, equipment accessories, equipment, infrastructure, or software license (license key and/or dongle) purchased/built using the grant funds.
Disposal	:	A process for disposal/removal/selling of assets purchased using grant funds from possession, control, storage and records in accordance to University and funding body policy (if applicable).
Loss	:	An asset that is no longer in stock caused by theft, accident, fire, natural disaster, loss, fraud or negligence.
Offset	:	A process for canceling asset records lost.
CLMU	:	The unit that ensures that Faculties and the affiliated are provided with efficient support services relating to laboratory usage, administration and maintenance.

5.0 REFERENCE DOCUMENT

No.	Document Name	Location	Ref. No.
5.1	MS ISO 9001:2015 Standards	Registry	
5.2	Quality Management System Manual	Registry	AIMST-QM-RMC-01
5.3	Asset Disposal Guidelines & Procedures	CLMU	



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6.0 INPUT PROCESS

5.1 Asset bought under the grant

7.0 OUTPUT PROCESS

7.1 Tagging asset

7.2 Asset for disposal

8.0 QUALITY RECORD

No.	Reference Name	Reference No.	Location	Storage Duration
1	PO/Invoice		RMC	7 Years
2	Grant Asset Log		RMC	7 Years
3	Police Report		RMC	7 Years
4	Loss Asset Log		RMC	7 Years
5	Asset Disposal Record		RMC	7 Years



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9.0 APPENDIX

9.1 Work process flow

9.1.1 Receiving of asset

Responsibilities	Work Flow	Work Process	Quality Record
PI	<pre> graph TD Start([Start]) --> Step1[Step 1] Step1 --> Decision{Is the item defective / incomplete} Decision -- No --> Step1 Decision -- Yes --> Step2[Step 2] Step2 --> Step3[Step 3] Step3 --> Step4[Step 4] Step4 --> End([End]) </pre>	<p>1. To ensure the quality of the asset is good and it was received in working condition as well as the quantity is accurate.</p> <p>2. Contact vendor if goods / equipment found to be defective and insufficient.</p>	PO/ Invoice
DRMC		<p>3. To verify that each item received is recorded in the asset list and is placed in an area designated/allocated by the CLMU.</p> <p>4. To verify that every asset is labelled with asset registry sticker furnished with Asset Serial Number and other information in accordance to the requirement set by the funding agency.</p>	Grant Asset log



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9.1.2 Loss of asset

Responsibilities	Work Flow	Work Process	Quality Record
PI		1. Report the loss immediately to LP and lodge a police report within 48 hours. 2. Responsible for submitting all relevant documents to RMC for Insurance claim.	Police Report
LP		3. Record/offset the lost asset details.	Loss Asset Log
DRMC		4. Verifies the document for insurance claim with University Services and will send the documents to the respective insurance company with consent of University management.	



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9.1.3 Asset maintenance and disposal

Responsibilities	Work Flow	Work Process	Quality Record
	<pre> graph TD Start([Start]) --> Step1[Step 1] Step1 --> Step2[Step 2] Step2 --> Decision{Obsolete/Unrepairable?} Decision -- No --> Repair[Repair & Maintenance] Decision -- Yes --> Step3[Step 3] Step3 --> Step4[Step 4] Step4 --> End([End]) </pre>		
LP		1. Performs scheduled maintenance. 2. If the asset is obsolete or unrepairable it is subjected for disposal.	
DRMC		3. Verifies the asset for disposal	Asset Disposal Record
VC		4. Endorse the disposal.	