


ORIGINAL

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MANAGEMENT OF ICT LOAN EQUIPMENT	EFFECTIVE DATE : 04/2017
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MANAGEMENT OF ICT LOAN EQUIPMENT

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1. OBJECTIVE

The purpose of this procedure is to describe the Management of ICT Loan Equipment at the Information Technology Division.

2. SCOPE

The procedure covers the Loan of ICT equipment at the Information Technology Division.

3. REFERENCE

ITD Service Level Agreement (SLA)

4. DEFINITION / ABBREVIATION

ITD	: Information Technology Division
K/C/D	: Kulliyah/Centre/Division
HOU	: Head of Unit
ISO	: Information System Officer
AD	: Assistant Director
SAA	: Senior Administrative Assistant
ICT Equipment	: Projector and notebook.
SDS	: Service desk system

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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
	<p>5.1 Loan of ICT Equipment Refer to attached flowchart 5.1</p>

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6. QUALITY RECORD

NO	QUALITY RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1.	Loan of ICT Equipment Form	ITD Filing Cabinet	3 years	SAA

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Flowchart 5.1

LOAN OF ICT EQUIPMENT

RESPONSIBILITY

DOCUMENTS AND RECORDS TO BE REFERRED

ICervU Manager
or
SAA

Loan of ICT
Equipment form
and SDS

SAA

Inform user on
unavailability

Equipment Availability

SAA

Inform user for confirmation to use
the equipment

User

User accept the equipment and sign
loan of ICT Equipment Form

Loan of ICT
Equipment form

SAA

Overdue?

Notify user of the overdue
and request justification/
reason from user

SAA

User return the equipment

Update report in SDS

SDS

SAA

Stamp RETURNED at the form when
user returned the item

Loan of ICT
Equipment form

SAA

Update the Job Done status in the
SDS

SDS

End

