



GERMAN-MALAYSIAN INSTITUTE

Training for Advanced Technology

GMI/AMP/M02/2022/Rev02

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GERMAN-MALAYSIAN INSTITUTE (GMI) ASSET MANAGEMENT POLICIES AND PROCEDURES

CONTENTS

PART 1 – GENERAL	1
OVERVIEW	1
PART 2 – PRELIMINARY	2
2.1 CITATION	2
2.2 APPLICATION	2
2.3 INTERPRETATION	3
PART 3 – ASSET MANAGEMENT	4
3.1 PURPOSE	4
3.2 SCOPE	5
3.3 ABBREVIATION	5
3.4 ROLES AND RESPONSIBILITIES	5
PART 4 – CLASSIFICATION OF ASSETS	13
4.1 DEFINITIONS OF ASSET	13
4.2 ASSET CATEGORY	14
4.3 ASSET CLASSIFICATION CODE	15

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

PART 5 – DEPRECIATION	17
PART 6 – RECEIVING OF ASSETS	18
6.1 OBJECTIVE	18
6.2 RECEIVING OF ASSET PROCEDURE	18
PART 7 – ASSET REGISTRATION	20
7.1 INTRODUCTION	20
7.2 PURPOSE	20
7.3 ASSET REGISTRATION PROCEDURE	21
PART 8 – ASSET TAGGING	24
8.1 OBJECTIVE	24
8.2 ASSET TAGGING PROCEDURE	24
PART 9 – TRANSFER OF ASSETS	27
PART 10 – DISPOSITION OF ASSET (WRITE-OFF)	30
10.1 OBJECTIVE	30
10.2 ASSET WRITE-OFF PROCEDURE	31
10.3 METHODS OF DISPOSAL	33

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

PART 11 – ASSET LOSS/DAMAGE INSURANCE CLAIM	35
11.1 PURPOSE	35
11.2 NOTIFICATION	35
11.3 INVESTIGATION REPORT	37
11.4 VALUE OF THE DAMAGE/LOSS	37
11.5 CLAIM JUSTIFICATION	38
11.6 REPLACEMENT PURCHASES	38
PART 12 – STORE MANAGEMENT	39
12.1 OBJECTIVE	39
12.2 DEFINITION OF MAIN STORE	39
12.3 STORE FUNCTION	40
12.4 STORE MANAGEMENT	40
APPENDICES	
APPENDIX 1 Receiving of Assets Workflow	42
APPENDIX 2 Asset Registration Workflow	43
APPENDIX 3 Asset Tagging Workflow	44
APPENDIX 4 Loss/Damage Insurance Claim Workflow	45
APPENDIX 5 Write Off Application Workflow	47
APPENDIX 6 Write Off Approval Workflow	48
APPENDIX 7 Disposal Workflow	49

PART 1 – GENERAL

OVERVIEW

This document is intended to describe the standard policies required for recording new and existing assets, changes in assets and the methodology of record keeping. In addition, it is intended to provide steps to assist the Institute’s personnel in the safeguarding, accounting for and disposing of the Institute’s assets. As each department in the Institute engages in the acquisition, transfer, disposal and use of the Institute’s assets, this policy sets forth the roles and responsibilities in regard to assets.

PART 2 – PRELIMINARY

2.1 CITATION

This document may be cited as German-Malaysian Institute (GMI) Asset Management Policies and Procedures.

2.2 APPLICATION

This manual is applicable to all departments, sections, units and personnel of the Institute engaged in the acquisition, transfer, disposal and use of the Institute’s assets. It describes the standard policies and procedures required for recording new and existing assets, changes in assets and the methodology of record keeping. In addition, it provides steps to assist personnel in the safeguarding, accounting for and disposing of the Institute’s assets.

2.3 INTERPRETATION

“Asset Management Committee” means the Committee that advises the Management on the Institute’s asset management.

“Institute” means German-Malaysian Institute (GMI) and its subsidiaries and associate companies.

“Management” means the Institute Management Committee Members.

“Useful Life” means an estimate of the average number of years an asset is considered useable before its value is fully depreciated.

PART 3 – ASSET MANAGEMENT

3.1 PURPOSE

The purpose of this manual is to set forth the regulations and procedures governing the control and reporting of capital and controlled assets. It is intended to assist personnel in implementing and maintaining an effective asset control program. The implementation of an effective and accurate process for tracking assets is necessary as:

- a) It is required by the government regulations to track an asset's cost, depreciation and disposal. Assets that will be depreciated have been categorized and assigned a depreciation life.
- b) Asset records shall be utilized for insurance purposes. In the event of loss, it is necessary to have an accurate record of the asset to ensure adequate insurance coverage of the item loss.
- c) The most important reason is accountability. Assets are purchased using government/institute funds. It is important to have a process in place to account for use of government/institute funding.

3.2 SCOPE

This document applies to all departments, sections, units and personnel of the Institute engaged in the acquisition, transfer, disposal and use of the Institute's assets.

3.3 ABBREVIATION

AMU Asset Management Unit
MARA Majlis Amanah Rakyat

3.4 ROLES AND RESPONSIBILITIES

ASSET MANAGEMENT COMMITTEE

3.4.1 The Asset Management Committee shall advise the Management on the Institute's asset management.

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

3.4.2 The Asset Management Committee shall also ensure appropriate policies, procedures and rules are implemented and maintained in order to have effective asset control.

3.4.3 Below are the responsibilities of the Asset Management Committee:

- a) Give approval on any write-off applications and establish methods of disposal.
- b) Revise any policy, procedures, rules and regulations, forms/documents and any working process flow related to company assets.
- c) Appoint an investigation committee on asset loss.
- d) Report to the Management on matters related to company assets.

3.4.4 The committee members and approving authority for asset management are as follows:

Chairman	Managing Director
Alternate Chairman	Deputy Managing Director, Corporate Services
Members	<ol style="list-style-type: none"> 1. Registrar 2. Head of Department, Finance 3. Head of Department, Mechanical Engineering (MED) 4. Head of Department, Electrical Engineering (EED)

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

	5. Head of Department, Foundation, Pre-University & General Studies (FPGS) 6. Head of Section, Information & Communication Technology (ICT) 7. Head of Section, Asset Management & Procurement (AMP) 8. Executive, Security, Safety and Health
Secretary	Senior Executive, Asset Management

No	Cost of Asset (Per Item)	Approving Authority
1.	Below RM 2,000.00	Head of Section, Asset Management & Procurement Section
2.	RM 2,001.00 to RM 25,000.00	Managing Director
3.	RM 25,001.00 to RM 500,000.00	Asset Management Committee Members
4.	Above RM 500,000.00	Board of Directors

3.4.5 The Committee is liable to report on any decision, approval, confirmation, revision, implementation and income above RM 25,000.00 that is related to the assets to the Institute's Board of Directors and the Managing Director.

3.4.6 All members are permanent members by position.

- 3.4.7 Meetings will be chaired by the Managing Director or Deputy Managing Director, Corporate Services (as alternate) and will be organized by the Senior Executive, Asset Management as the meeting secretary.
- 3.4.8 The quorum of the meeting shall be at least seven (7) members (excluding the Secretary).
- 3.4.9 The Committee shall meet at least twice (2) a year.
- 3.4.10 Any call of a meeting must be notified by the Secretary at least seven (7) working days before the meeting either by email or memo. The date and time of the meeting have to be determined by the Chairman/Head of Section, Asset Management & Procurement Section.
- 3.4.11 Any meeting papers must be circulated to all members at least three (3) days before the meeting.
- 3.4.12 All minutes must be endorsed by the Chairman and distributed to the members within three (3) weeks from the meeting.
- 3.4.13 The Senior Executive in Asset Management Unit (AMU), Asset Management & Procurement Section is a permanent meeting secretariat.

3.4.14 All eligible members are entitled for voting except for the Secretary.

3.4.15 The Chairman has the authority to invite a person who is not a committee member if the person has a contribution to make to the meeting.

3.4.16 If necessary, the approval by the approving authority can be done by circular or approval form only.

ASSET MANAGEMENT UNIT

3.4.17 The Asset Management Unit (AMU) is the coordinator responsible to identify the assets with accurate codes and key-in the entries into the asset system and tag the assets. AMU shall prepare the adjustment form to recognize/capitalize additions/deletions and adjustments to the asset system and for the general ledger.

3.4.18 The Asset Management Executive shall be responsible for managing the Institute's assets:

- a) Receiving of assets
- b) Registration
- c) Asset tagging

- d) Usage, storage, and physical inventory
- e) Record maintenance
- f) Disposition
- g) Loss/Damage

3.4.19 The Asset Management Executive shall also manage the appointment of an Asset Inspection Officer who must be independent of the AMU. The designated officer shall perform internal controls and checks of the Institute's assets to ensure the appropriate use, maintenance, completeness and accuracy of records.

3.4.20 The Asset Management Executive shall prepare and produce asset management reports and present them to the Asset Management Committee at least once a year.

ASSET MANAGEMENT & PROCUREMENT SECTION

3.4.21 The Asset Management & Procurement Section (AMP) shall be responsible for administering the policy and related regulations and procedures.

FINANCE DEPARTMENT

3.4.22 The Finance Department is responsible for the recording of fixed assets in the asset accounting system that allows for the proper presentation of institute assets in the financial statements and the overall safeguarding of assets.

DEPARTMENT/SECTION/UNIT

3.4.23 Heads of Departments/Sections are to:

- a) Comply with the Asset Management Policies and Procedures
- b) Maintain current inventory records for all in-use assets within their assigned department
- c) Assure assets are given proper care and protection and are used for official purposes only
- d) Notify the Asset Management Unit whenever assets are transferred/acquired, destroyed, stolen, lost or otherwise disposed
- e) Identify and report to the Asset Management Unit for
 - i) any surplus asset which is useable but not needed in their area
 - ii) any asset which is beyond economic repair

- and, therefore, need to be disposed
- f) Assist in taking physical inventories

PART 4 – CLASSIFICATION OF ASSETS

4.1 DEFINITIONS OF ASSET

For the purpose of these policies and procedures, the following definitions apply.

4.1.1 Fixed Assets: Any type of item with purchase value per unit of RM 2,000.00 and above which is permanent in nature, has a physical form or is not physical in nature, durable (long-term use or able to exist for a long time period) and held for business operations or productive use other than to be consumed or converted into cash within a year

4.1.2 Inventories: Any type of item with purchase value per unit below RM 2,000.00 which is permanent in nature, has a physical form or is not physical in nature, durable (able to exist for a long time period or useful life less than one year), prone to theft/loss, mobile or has dynamic ability and held for sources of generating revenue and earnings for the Institute

4.1.3 Sensitive Equipment: Equipment regardless of cost, that is prone to theft and is easily convertible to personal use. This includes, but is not limited to, computer software, training equipment and office PC and equipment. This category of equipment does not include desks, chairs, bookcases, and other pieces of furniture under RM 2,000.00.

4.2 ASSET CATEGORY

4.2.1 The source of the assets' purchases, e.g. MARA RMK allocation, GMI Operation allocation and sponsored items, shall be determined before the assets are categorized.

4.2.2 Assets of the Institute shall be categorized as below:

- a) Books
- b) Machineries
- c) Measurement Devices
- d) Motor Vehicles
- e) Office Equipment
- f) Office PC and Equipment
- g) Other Fixture and Fittings

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

- h) Tools and Accessories
- i) Training Equipment
- j) Other Assets which include land, land improvements, buildings, buildings improvements, and infrastructure

4.3 ASSET CLASSIFICATION CODE

The classification code is used to categorize the type of assets to ensure efficiency for item identification and removal.

Details of the Asset Classification Code are as follows:

Category	Code	Year
Books	B	2003 until present
	U	1997–2002
Machineries	MA	2003 until present
	Y	2001–2005
Measurement Devices	MI	2003 until present
	W	1996–2002
Motor Vehicles	VE	2003 until present
	Z	1997–2002



GERMAN-MALAYSIAN INSTITUTE
Training for Advanced Technology

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

Office Equipment	O	2003 until present
	R	1992–2001
Office PC and Equipment	P	2003 until present
	T	1994–2002
Other Fixture and Fittings	F	2003 until present
	S	1993–2001
Tools and Accessories	TA	2003 until present
	X	1996–2002
Training Equipment	TE	2003 until present
	V	1995–2001

PART 5 – DEPRECIATION

- 5.1 Depreciation is the allocation of the total acquisition cost of a fixed asset over its estimated useful life.
- 5.2 Depreciation of Assets is computed on a straight-line basis over their estimated useful lives (capitalized cost divided by useful life) as follows:

Category	Depreciation Value/ Year	Useful Life (Year)
Books	15%	1–3
Machineries	15%	3–20
Measurement Devices	15%	3–5
Motor Vehicles	20%	3–5
Office Equipment	10%	3–20
Office PC & Equipment	20%	3–20
Other Fixture and Fittings	10%	10–20
Tools and Accessories	15%	3–5
Training Equipment	15%	3–20

PART 6 – RECEIVING OF ASSETS

6.1 OBJECTIVE

The objectives of this procedure are to:

- a) Ensure every asset received is in accordance with the prescribed specifications
- b) Acknowledge that the quality and quantity of assets received conform to the purchase order requirements
- c) Ensure the asset received is in good form, operable and functional.

6.2 RECEIVING OF ASSETS PROCEDURE

6.2.1 Requestor shall be the person responsible to receive the assets.

6.2.2 Upon receipt of the assets, the receiver shall ensure the products conform to the purchase order requirements and other relevant documents (for example, description and size).

6.2.3 The quantity ordered shall be the same as the quantity delivered.

6.2.4 The assets received have no damage and are in good form.

6.2.5 Any asset that does not meet the required specifications shall be returned to the vendor.

6.2.6 Requestor shall sign to confirm the receipt of the asset and log the date in the delivery order. His/ Her Head of Section/ Department shall acknowledge the receipt of the asset.

PART 7 – ASSET REGISTRATION

7.1 INTRODUCTION

7.1.1 The Institute’s Asset Register has been implemented to enable the Institute to monitor the acquisition and disposal of several Ringgit Malaysian (RM) worth of assets.

7.1.2 The Asset Register provides a system for the Institute to keep track of each asset, ensuring control over its assets and preventing misappropriation of the assets. It keeps track of the value of assets for depreciation, tax and insurance purposes. This asset register will be maintained by the Asset Management Unit.

7.2 PURPOSE

The purpose of the register is to:

- a) Facilitate the physical control and security of these assets

- b) Provide information and values for insurance and financial accounting purposes
- c) Facilitate the provision of detailed statistical information, e.g. numbers and location.

7.3 ASSET REGISTRATION PROCEDURE

7.3.1 The criteria for inclusion in the Asset Register shall follow item 4.3.

7.3.2 It is the responsibility of sections/departments to provide details to the Asset Management Unit for inclusion in the Asset Register. The details required are:

- a) Purchase Order Number
- b) Delivery Order Number
- c) Supplier
- d) Purchase Date
- e) Cost/Purchase price
- f) Description including make and model
- g) Serial Number (if any)
- h) Location reference (building, room number)

- i) Responsible Department
- j) Expiry Date of Any Guarantees/Warranties (if any)
- k) Owner (name of the person responsible for the item)

7.3.3 Any new assets shall be registered within fifteen (15) working days upon receiving the completed invoice/delivery order from Procurement Unit.

7.3.4 Departments shall notify the person in charge and location of the asset to the Asset Management Unit.

7.3.5 Each registered asset will be given a unique Fixed Asset (FA) number according to the asset classification code as per item 4.3.

7.3.6 The Asset Management Unit is responsible for ensuring the asset register is up to date and maintained.

7.3.7 The Asset Management Executive shall perform periodic checks (twice yearly) to ensure everything is maintained. Updating will be done if any asset status changed due to being:

- a) Transferred
- b) Disposed
- c) Lost
- d) Sold
- e) Obsolete/Damaged
- f) Replaced
- g) Upgraded
- h) Removed

7.3.8 All registered assets shall be given a specific barcode label according to the asset coding, department and location.

PART 8 – ASSET TAGGING

8.1 OBJECTIVE

Maintaining a proper identification of assets is the primary purpose of tagging. The objectives are:

- a) To maintain the identification of assets upon receipt
- b) To provide an accurate method of identifying individual assets
- c) To ensure the assignment of accountability and provide a common ground of communication for both the Finance department and the asset's users
- d) To improve the security of the company's property
- e) To control the location of all physical assets
- f) To aid in the maintenance of fixed assets
- g) To aid in the annual inventory

8.2 ASSET TAGGING PROCEDURE

8.2.1 Assets which are defined as Fixed Assets and Sensitive Equipment shall be tagged.

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

8.2.2 The tagging process shall be conducted by the Asset Management Unit with help from the user/owner and the department.

8.2.3 Tagging shall be conducted by the Asset Management Unit within fourteen (14) working days upon the registered date. The Asset Management Unit shall notify the department of the tagging date and time.

8.2.4 Items shall be marked or tagged with a barcode label. The barcode label shall be accessible for viewing. The barcode label shall be placed where the number can be seen easily and identified without disturbing the operation of the item.

8.2.5 Tags shall remain on the asset throughout the life of the asset.

8.2.6 Damaged tags shall be replaced as needed. The department is responsible to inform of any lost/damaged barcode label and replacement shall be made within seven (7) working days.

8.2.7 Even though non-moveable assets or inventories are not tagged, the asset number is still recorded in the asset system but not physically attached to the asset. A description of the asset is recorded including location details.

The following items may not require tagging:

- a) Buildings
- b) Building improvements
- c) Land
- d) Land improvements
- e) Software
- f) Infrastructure

PART 9 – TRANSFER OF ASSETS

- 9.1 Assets can be transferred from one department to another. When an active asset in the possession of a department or department organizational unit (e.g. section or unit) changes custodial responsibility or is physically moved from one location to another, a transfer transaction shall be recorded in the asset system.
- 9.2 By providing timely reporting of fixed asset transfers, these procedures ensure custodial responsibility, accountability, and the maintenance of accurate fixed asset records. A permanent transfer is one that has no current plans of return.
- 9.3 There are several types of transfers:
- a) **Transfer Due to a Change in Organizational Responsibility**
A change in custodial responsibility (stewardship) will occur when there is a change in organizational responsibility for safeguarding the asset from one department (or organizational unit within a department, such as a section or unit) to another resulting in a department code field changing in the asset system.

b) Transfer Due to a Change in Physical Location

When a change in the physical location of an asset occurs, the determination of whether a transfer entry in the asset system is required will depend upon whether the location code adopted by the department has changed. The level at which transfers need to be recorded in the asset system will be determined based upon the level at which location codes are established by the department in the asset system.

c) Transfers of Assets via the Asset Management Unit

The Asset Management Unit shall be responsible to collect and determine the Institute's mass asset transfer that is either no longer needed (excess, obsolete) or found to be unserviceable (worn, scrap) in accordance with the policy/procedures and other legal mandates, e.g. mass refurbishment of furniture/workstation.

9.4 In the event an asset is to be relocated from its current location, the Fixed Asset Transfer Form must be completed and submitted to the Asset Management Unit. Under no circumstances should any Institute-owned assets be moved without prior consent.

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

9.5 Once the form has been received by the Asset Management Unit, the asset system shall be updated with the change.

PART 10 – DISPOSITION OF ASSETS (WRITE-OFF)

Write-off is the process of disposing and removing assets from possession, control, storage and records in accordance with the method set.

10.1 OBJECTIVE

The objectives of asset disposition are to:

- a) Ensure that the company does not keep unproductive, uneconomic, unsafe and unneeded assets
- b) Save space
- c) Save maintenance cost
- d) Give additional income to the company
- e) Support new procurement
- f) Enable asset transfer or gift for any reason

10.2 ASSET WRITE-OFF PROCEDURE

10.2.1 Any asset may be written off from the register due to the following reasons:

- a) Total damage/spoilt
- b) Uneconomical to repair the damages or out-of-condition item
- c) Wear and tear due to prolonged use
- d) Theft/loss
- e) Exceeded useful economic life
- f) Any asset (especially training equipment) which is technologically out of date and not to be used any longer
- g) Any other valid reason

10.2.2 Applications to write off an asset can be made at any time throughout the year.

10.2.3 Applications to write off any fixed asset must be submitted to the Asset Management Unit using the Write Off Application Form and accompanied by a photograph of the asset if necessary.

10.2.4 The Head of Section/Department must verify and recommend the write-off application. Prior inspection of the asset is recommended. Inspection should be done by personnel from the AMP Section.

10.2.5 In the case of machineries or equipment or vehicles which are not economical to repair anymore, certification or confirmation of the effect must be obtained from a qualified engineer or the supplier or its repair agents.

10.2.6 For computers and computer peripherals, a confirmation write-off report must be obtained from the ICT Section.

10.2.7 Assets must be made available by the departments for inspection by the Asset Management Committee or its appointed representative.

10.2.8 Disposal of the assets must be done within three (3) months from the day of approval.

10.2.9 If the disposal cannot be done during the stipulated period, an application for extension with justification must be made to the committee for:

- a) Extension of the disposal period
- b) Change of disposal method

10.3 METHODS OF DISPOSAL

10.3.1 The written-off items shall be disposed of using any of the following methods:

- a) Scrap – discard or remove from the asset register
- b) Auction – sell items or take bids to sell items to the highest bidder
- c) Transfer – shift ownership of assets to subsidiaries or a third party
- d) Give away – transfer assets based on donation or voluntarily
- e) Recycle – convert waste materials into reusable objects
- f) Option to Purchase (OTP) – allow staff to purchase company assets that were acquired during the service period

10.3.2 During the disposal process:

- a) Remove the company's title and name on the written-off assets
- b) Inform JPJ directly regarding any vehicle disposal for the purpose of:
 - i. company's title on the relevant vehicle

- ii. to hand over the vehicle's registration card to the buyer unless the disposal is based on scrap sale

10.3.3 Disposal by the way of scrap can be done by options as follows:

- a) Throw away
- b) Quotation
- c) Tender

10.3.4 The department shall keep the documents on the written-off assets for future reference and also for audit purposes.

10.3.5 No goods are to be disposed of at any time without approval.

PART 11 – ASSET LOSS/DAMAGE INSURANCE CLAIM

German-Malaysian Institute (GMI) has an insurance coverage that covers all institute assets against loss, accidental damage and fire. The insurance coverage provides protection to all registered institute assets related to day-to-day operations/activities.

11.1 PURPOSE

The Asset Loss/Damage provides Departments/Sections steps to follow to make the processing of their insurance claim as efficient as possible.

11.2 NOTIFICATION

11.2.1 Asset Damage

The Asset Management Unit should be notified either by memo or email of asset damage with the following information:

- a) Description of the damage, providing as many pictures as necessary for proof of damage
- b) Date the damage occurred
- c) How the damage occurred

11.2.2 Asset Loss

The Department/Section has to fill in the Form on Lost Item (only for assets valued RM 2,000.00 and above) and submit it to the Asset Management Unit together with a police report.

11.3.3 Form

Any notification of asset damage/loss by the Department/Section must be accompanied by the Application to Write Off Fixed Asset Form.

The Write-off Lost Item Form for lost items must be filled up before any decision. The application to write off a lost item must be accompanied by a police report where necessary.

11.3 INVESTIGATION REPORT

An investigation report is compulsory for asset loss/damage as mentioned below:

- a) Damage caused by fire – investigation report by the police/fire department
- b) Loss – investigation report by the Internal Investigation Ad-Hoc Committee & Police

11.4 VALUE OF THE DAMAGE/LOSS

The Asset Management Unit is responsible to provide the Book Value/estimated damage cost of any asset damage/loss as soon as possible. The RM value will determine whether the claim should or should not be processed and submitted to the insurance company. If the claim is submitted to the insurance company, an insurance adjuster will also need to inspect the asset and make note of the damages.

11.5 CLAIM JUSTIFICATION

The Asset Management Committee is responsible to determine whether the lost/damaged item is appropriate for claim. Any decision for a claim must take into consideration these factors:

- a) Cause of loss/damage
- b) Investigation reports
- c) Crucialness for replacement
- d) Net book value

11.6 REPLACEMENT PURCHASES

Once the Asset Management Committee has confirmed and approved the insurance claim, the Department can then make a request for replacement purchases. As for items valued below RM 2,000.00, the Department can make a request for replacement purchases once the completed application is submitted to AMP.

PART 12 – STORE MANAGEMENT

12.1 OBJECTIVE

The objective of store management is to manage the stock which consists of receiving, safekeeping, recording, writing off, checking and withdrawing the stock.

This can benefit in terms of:

- a) Optimum space
- b) All requests can be fulfilled accordingly
- c) Preventing overstock, overdue or expired items
- d) Preparing report accordingly for write off
- e) Ensuring the cleanliness of the store
- f) Ensuring the safety of the stock and store

12.2 DEFINITION OF MAIN STORE

The main store is a room or space for the storing of goods or supplies. This store maintains and manages all the stocks before delivering them to other departments/sections/units based on request.

12.3 STORE FUNCTION

The function of the store includes:

- a) Receive and acknowledge goods or supplies from vendors
- b) Keep and maintain goods or supplies
- c) Check stocks to ensure goods or supplies are in good order and can be used
- d) Withdraw stock based on request
- e) Update stock card and inventory report

12.4 STORE MANAGEMENT

12.4.1 Only authorized persons shall have access to the store.

12.4.2 The storekeeper shall be responsible for housekeeping by ensuring the store is neat and orderly.

12.4.3 Stocks received shall be inspected, sorted and stored in their respective stock areas.

12.4.4 Expensive and attractive items should be stored in a locked compartment.

12.4.5 Stock requisition shall be made using Stock Requisition Form available via GMI Intranet.

12.4.6 The form shall then be submitted to the Asset Management Unit for stock checking.

12.4.7 If the stock requested is available, the authorized officer shall approve the request and inform the requestor for the delivery of the stock.

12.4.8 Once the stock is delivered, the requestor shall acknowledge the receipt of the stock and the Asset Management Unit shall update the stock card and inventory report accordingly.

12.4.9 Inventory for every stock shall be monitored to avoid low stock levels.

12.4.10 Stock calculation and stock card checking must be done twice a year by the Storekeeper Supervisor accordingly to prevent and identify any problem or matter that may arise so a follow-up action can be taken.

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

APPENDIX 1 Receiving of Assets Workflow

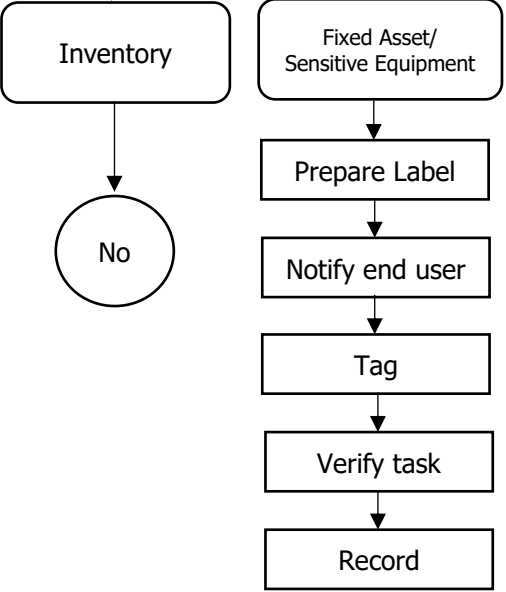
RESPONSIBILITY	PROCESS	OUTPUT
HOS AMP	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content; margin: auto;">Receive details</div> <div style="text-align: center; margin: 0 auto;">↓</div>	Invoice/DO/other related documents
HOS AMP	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content; margin: auto;">Acknowledge receipt of the items/services in good order and according to specifications</div> <div style="text-align: center; margin: 0 auto;">↓</div>	Invoice/DO/other related documents
User	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Submit to Procurement Unit</div>	Invoice/DO/other related documents

APPENDIX 2 Asset Registration Workflow

RESPONSIBILITY	PROCESS	OUTPUT
Procurement Section	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receive details</div>	Copy of Invoice/DO/other related documents
Asset Management Unit	<div style="border: 1px solid black; padding: 5px; text-align: center;">Classify assets</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Inventory</div> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Fixed Asset</div> </div>	
Asset Management Unit	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">Register in Inventory System</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Register in Asset Management System</div> </div>	Registration List 1. Inventory 2. Fixed Asset
Executive, Asset Management	<div style="border: 1px solid black; padding: 5px; text-align: center;">Verify registration</div>	Registration List 1. Inventory 2. Fixed Asset

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

APPENDIX 3 Asset Tagging Workflow

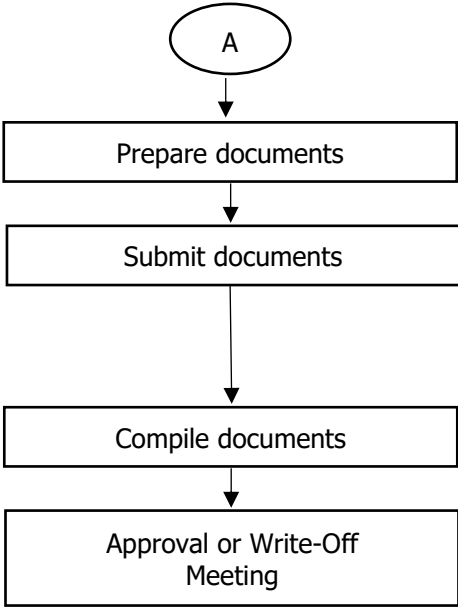
RESPONSIBILITY	PROCESS	OUTPUT
<p>HOS/Senior Executive/Executive Asset Management</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Verify registration</div>	<p>Asset Registration List</p>
<p>Asset Management Unit</p>	 <pre> graph TD A[Verify registration] --> B[Inventory] A --> C[Fixed Asset/ Sensitive Equipment] B --> D((No)) C --> E[Prepare Label] E --> F[Notify end user] F --> G[Tag] G --> H[Verify task] H --> I[Record] </pre>	<p>Barcode Label</p>
<p>Asset Management Unit and Respective Department</p>		<p>Email</p>
<p>Asset Management Unit and Department Representative</p>		<p>1. Asset List 2. Barcode Label</p>
<p>HOD/HOS</p>		
<p>Asset Management Unit</p>		<p>Asset Tagging List</p>

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

APPENDIX 4 Loss/Damage Insurance Claim Workflow

RESPONSIBILITY	PROCESS	OUTPUT
Owner/User	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Report loss immediately</div>	Memo/Letter/Email to HOS/HOD Notify Security
Respective Department	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Notify Asset Management Unit</div>	Email/Memo (within 7 days from date of loss)
Respective Department	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: 40%;">Inventory</div> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: 40%;">Fixed Asset</div> </div>	Write Off Application Form Write Off Lost Item Form
Internal Investigation Ad-Hoc Committee	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Report police</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto; margin-top: 10px;">Conduct investigation</div>	Police Report Internal Investigation Ad-Hoc Committee Report
	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; text-align: center; line-height: 40px;">A</div>	

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

<p>Respective Department</p> <p>Respective Department</p> <p>Asset Management Unit</p> <p>HOS Asset Management & Procurement/ Asset Management Committee Members</p>	 <pre> graph TD A((A)) --> B[Prepare documents] B --> C[Submit documents] C --> D[Compile documents] D --> E[Approval or Write-Off Meeting] </pre>	<p><u>For Inventory and Fixed Asset</u></p> <ol style="list-style-type: none"> 1. Write Off Application Form 2. Write Off Lost Item Form <p><u>Additional Documents for Fixed Asset only</u></p> <ol style="list-style-type: none"> 3. Police Report 4. Internal Investigation Ad-Hoc Committee Report <p>Write-Off Approval Form</p> <p>Inventory/Fixed Asset Write Off Approval Form or Meeting Resolution</p>
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GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

APPENDIX 5 Write Off Application Workflow

RESPONSIBILITY	PROCESS	OUTPUT
User/Owner	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Fill in Form</div>	Write Off Application Form
User/Owner	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Provide Supporting Documents</div>	<ol style="list-style-type: none"> 1. Contractor/Supplier/ Workshop Report 2. Inspection Report 3. Write Off Report Form for Office PC & Equipment item (confirmation report must be obtained from ICT section)
Head of Department	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Endorsed by Department</div>	<p>For Lost Item</p> <ol style="list-style-type: none"> 1. Write Off Lost Item Form 2. Notification Memo by department 3. Police report
Department Representative	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Submit Forms and Documents to Asset Management Unit</div>	
Asset Management Unit	<div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: 80%;">Record Application</div>	Write-Off Approval Form

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

APPENDIX 7 Disposal Workflow

RESPONSIBILITY	PROCESS	OUTPUT
<p>HOS Asset Management & Procurement Section/ MD/Asset Management Committee/BOD</p>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 5px; text-align: center;">Approval</div> <div style="text-align: center; margin: 5px 0;">↓</div>	<p>Inventory Write Off Approval Form/ Minutes of Meeting</p>
<p>Asset Management Unit</p>	<div style="border: 1px solid black; width: 80%; margin: 0 auto; padding: 5px; text-align: center;">Classify Items</div>	<p>Approved Disposal Method</p>
<p>Asset Management Unit & Procurement Section</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; width: 20%; height: 40%; margin: 0 auto; padding: 5px; text-align: center;">Scrap</div> <div style="border: 1px solid black; width: 20%; height: 40%; margin: 0 auto; padding: 5px; text-align: center;">Transfer/Give Away</div> <div style="border: 1px solid black; width: 20%; height: 40%; margin: 0 auto; padding: 5px; text-align: center;">Throw Away/ Recycle</div> <div style="border: 1px solid black; width: 20%; height: 40%; margin: 0 auto; padding: 5px; text-align: center;">Option to Purchase</div> </div>	<p>Tender/Quotation/Auction/ Proposal/Letter/ Requisition Form/ Asset Release Authorization Form/ Approval Form</p>
<p>Asset Management Unit/ Respective Staff</p>		<p>Approval Form/Letter/ Asset Release Authorization Form</p>

GMI/AMP/M02/2022/Rev02	REVISION NO: 02
	EFFECTIVE DATE: 1 NOVEMBER 2022

APPENDIX 8 Store Management Workflow

RESPONSIBILITY	PROCESS	OUTPUT
Requestor	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Stock Requisition</div>	Stock Requisition Form
Asset Management Unit	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Stock Availability</div>	Stock Card
Authorized Officer	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Approved for delivery</div>	Stock Requisition Form
Requestor	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Receive the stock and acknowledge the receipt</div>	Stock Card
Asset Management Unit	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Update stock card and inventory report</div>	Inventory Report
Storekeeper Supervisor	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Perform stock calculation and checking twice a year</div>	Inventory Report