

Asset Disposal and Decommissioning Process

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1. Purpose

To define the standard procedure for responsible and compliant disposal or decommissioning of assets that have reached the end of their useful life.

2. Scope

This process applies to all physical and digital assets owned by the organization, including but not limited to IT equipment, furniture, vehicles, and data storage devices.

3. Roles & Responsibilities

- **Asset Owner:** Initiate the disposal request and verify eligibility.
- **IT/Facilities/Procurement Team:** Review, approve, and arrange disposal or decommissioning.
- **Finance Department:** Update asset register and financial records.
- **Compliance Officer:** Ensure process meets legal and environmental regulations.

4. Process Steps

1. Asset Identification:

- Asset owner identifies asset for disposal and checks condition/status.
- Ensure no ongoing operational need for asset.

2. Disposal Request:

- Submit disposal form/request to relevant department (e.g., IT, Facilities).

3. Assessment & Approval:

- Evaluate value, data sensitivity, and potential for reuse or donation.
- Obtain required approvals prior to proceeding.

4. Decommissioning (if IT/data asset):

- Ensure data is securely deleted or destroyed.
- Disconnect from networks and remove access credentials.

5. Physical Disposal:

- Arrange removal and handover to approved recycler/disposal vendor.
- Document chain of custody and final disposal certificate if applicable.

6. Record Update:

- Finance and asset team to update registers and remove asset from inventory.
- Retain all documentation for audit trail.

5. Documentation Requirements

- Disposal request form
- Approval records
- Data destruction certificates (where relevant)
- Disposal certificate or vendor invoice
- Updated asset and financial records

6. Compliance and Monitoring

All asset disposal activities must comply with relevant environmental, privacy, and financial regulations. Spot audits may be performed periodically to confirm compliance.

Important Notes

- Never dispose of assets containing sensitive data without secure data destruction.
- Retain disposal documentation for at least 3 to 7 years (check local requirements).
- Only use approved vendors for disposal and recycling activities.
- Follow environmental guidelines when disposing of hazardous materials.
- Keep records up to date to support audits and compliance checks.