

Risk Management in Asset Handling

1. Purpose

This document outlines the procedures and guidelines for identifying, assessing, mitigating, and monitoring risks associated with asset handling within the organization.

2. Scope

Applies to all employees, contractors, and third parties responsible for the acquisition, use, transfer, storage, and disposal of organizational assets including physical, digital, and intellectual property.

3. Risk Identification

The following risks are associated with asset handling:

- Theft or loss of physical assets
- Unauthorized access to digital assets
- Damage due to mishandling or inadequate storage
- Data breaches resulting from improper asset disposal
- Non-compliance with legal or regulatory requirements

4. Risk Assessment

1. Identify asset categories and assess their value and criticality.
2. Evaluate potential threats and vulnerabilities for each asset type.
3. Assign risk levels based on likelihood and impact.

5. Risk Mitigation Measures

- Implement access controls and authentication for sensitive assets.
- Ensure proper asset labeling and tracking systems.
- Provide secure storage and transportation facilities.
- Train personnel in asset handling protocols.
- Establish documented asset disposal procedures.
- Conduct regular reviews and audits of asset inventories.

6. Monitoring and Review

Asset handling risks and control measures should be reviewed periodically. Incidents or near misses must be reported and analyzed to improve future processes.

Important Notes

- This document should be reviewed annually or whenever significant changes to asset management practices occur.
- All staff must be familiar with and adhere to these risk management procedures.
- Further details and responsibilities may be outlined in separate policies related to IT, facilities, and data protection.

