

Asset Disposal Compliance Audit Document

Document Information

| | |
|------------------------|-----------------------|
| Audit Date | _____ |
| Auditor(s) | _____ |
| Department | _____ |
| Asset Disposal Period | From: _____ To: _____ |
| Document Reference No. | _____ |

Asset Disposal Details

| Asset ID / Description | Date of Disposal | Disposal Method | Approval Reference | Disposed By | Final Status |
|------------------------|------------------|--|--------------------|-------------|------------------------|
| _____ | _____ | Sale / Donation / Scrap / Other | _____ | _____ | Completed / Pending |
| _____ | _____ | Sale / Donation / Scrap / Other | _____ | _____ | Completed / Pending |

Compliance Checklist

| Checklist Item | Status (✓ / ✗) | Remarks |
|--|-----------------|---------|
| Asset verified and identified | _____ | _____ |
| Appropriate disposal approval obtained | _____ | _____ |
| Disposal process followed company policy | _____ | _____ |
| Records updated post-disposal | _____ | _____ |
| Buyer's information documented (if applicable) | _____ | _____ |

Findings & Recommendations

Summary of Findings:

Recommendations:

Auditor's Signature

Name & Date

Important Notes:

- This document must be securely stored for future reference and compliance verification.
- All disposal actions should strictly follow the organization's asset disposal policy and procedures.
- Supporting documents (e.g., approval letters, disposal receipts) should be attached where applicable.
- Non-compliance should be clearly documented, with corrective actions recommended.
- Regular audits help prevent mismanagement and unauthorized asset disposals.