



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Procedure for Asset Management Register - Estate

Procedure No. 102

	Print Name	Title	Date
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INTRODUCTION

The purpose of this procedure is to outline the requirements for maintaining the Asset Register up to date.

Scope

To ensure that a system is in place for maintaining the Asset Register up to date.

Responsibility

It is the responsibility of the Technical Services Supervisor.

Definitions:

Technical Services Supervisor – T.S.S.

Technical Services – T.S.

Estate Asset Department - E.A.D.

Equipment Manufacturers Technical Manual – O&M

PROCEDURE

1.0 New Equipment Purchase

- At the Equipment Tendering stage, Technical Services Supervisors are advised of intended tendering process by the department requesting the purchase. This “notice of intention to tender” is advised to T.S.S. on Form 102 – 1 by the department entering into the tendering process.
- T.S.S. vets out the purchase options and advise the department requesting the purchase on the best option to pursue.
- T.S.S. is informed by email of the proposed delivery date (as per purchase order agreements with the supplier) by the department purchasing the equipment.
- For purchases over seven thousand Euro the Finance Department is informed by the Department requesting the purchase of when the equipment is due to arrive on site.
- The Insurance Department is informed by the department requesting purchase of when the equipment handover / commissioning is due to take place. The Insurance Department ensure the insurance is in place prior to this date.
- The department requesting the purchase of equipment must request O & M Manuals, Technical Manuals and commissioning as required.
- On completion of commissioning, the equipment is Asset tagged by the Estate Maintenance Department (T.S.) using Form 102 – 2.

- E.M.D. records the equipment on Form 102 – 3 Asset Register notification Form.
- E.M.D. updates Form 102 -4 Asset Register using the information on Form 102 - 3 Asset Register notification Form.

2.0 Obsolete Equipment

- The Department in question advise T.S.S. on equipment to become obsolete.
- T.S.S. removes the tag from the equipment.
- The Department in question submit Form 102 -5 Notification of Equipment to be made Obsolete, to T.S.S.
- T.S.S. or Delegate mark the equipment obsolete on the Form 102 – 4 Asset Register, and refer to the serial number of Form 102 -5.

REFERENCES:

Form 102 – 1 Notice of Intention to Tender
Form 102 – 2 Sample of Equipment Serial Number Tag
Form 102 – 3 Asset Register Notification Form
Form 102 – 4 Sample Layout of Asset Register
Form 102 – 5 Notification of Equipment to be made Obsolete
Email Records of the Proposed Delivery Date for Equipment

O & M Manuals
Technical Manuals
Commissioning Certificates