



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## Procedure for Asset Disposal

### Procedure No. 410

	Print Name	Title	Date
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## **INTRODUCTION**

The purpose of this procedure is to outline guidelines to be followed when disposing of Assets.

### **Scope**

The Health Service Executive, Mid-Western Area recognises asset disposal as an integral part of supply management. The principles that apply to procurement of assets also apply to their disposal.

### **Responsibility**

It is the responsibility of the relevant Line Manager.

## **PROCEDURE**

### **1.0 Procedural Guidelines**

The procedural guidelines are set out in a format intended to facilitate devolved authorities carry out their asset disposal responsibilities in a cost effective and efficient manner.

All Health Service Executive, Mid-Western Area staff involved in the disposal of surplus or obsolete assets must:

1. Adequately document reasons for disposal (asset no longer required by the department or any other department in the HSE Mid-Western Area; asset is surplus to current or immediately foreseeable needs; asset is part of an asset replacement program; asset is unserviceable or beyond economic repair; technology is obsolete and operationally inefficient).
2. Record estimated value of asset being disposed and basis for estimate.
3. Obtain prior approval for disposal from appropriate authority.
4. Promote competition for asset being disposed;
  - For assets with an estimated value >€25,400 bids must be sought via advertisement on etenders website ([www.etenders.gov.ie](http://www.etenders.gov.ie));
  - For assets with an estimated value between €1,300 and €25,400 a minimum of three competitive bids based on detailed description of asset must be secured;
  - For assets with an estimated value <€1,300 a single bid may be accepted provided it exceeds the documented estimated value.
5. Once a successful bidder has been identified secure formal disposal approval from appropriate authority (financial authority limits are set out in Health Service Executive, Mid-Western Area's Financial Procedures Manual).

### **Note:**

1. Real estate assets disposal must be coordinated with Health Service Executive, Mid-Western Area Property Manager. IT asset disposals must be coordinated with Management Services.
2. Appropriate records documenting all the above activities must be maintained.

3. Where there is deviation from the above guidelines approval is reserved to the next highest authority level.

**References :**

Relevant procurement reference documentation is available on HSE Mid-Western Area Intranet Site (Go to Documents / Corporate Services / Materials Management)