STANDARD OPERATING PROCEDURE	DBLGROUP **IT DEPARTMENT** South Avenue Tower (6th Floor), House-50, Road-3, Gulshan-1, Dhaka, Bangladesh	
TITLE:	**IT Inventory Management SOP**	

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Purpose:

The purpose of this Standard Operating Procedure (SOP) is to establish guidelines for the effective management of IT assets within DBL GROUP. This SOP aims to ensure proper tracking, maintenance, and disposal of IT assets, promoting efficiency, security, and compliance.

Scope:

This SOP applies to all IT personnel responsible for procuring, deploying, tracking, and maintaining IT assets within DBL GROUP.

Responsibilities:

1. **IT Manager:**
   a. Oversee the implementation of IT inventory management procedures.
   b. Ensure compliance with inventory policies and standards.
   c. Allocate resources for inventory management activities.
   d. Review inventory reports and address discrepancies or issues.
2. **IT Procurement Officer:**
   a. Coordinate the procurement of IT assets based on organizational needs and budget constraints.
   b. Maintain vendor relationships and negotiate pricing and terms.
   c. Ensure compliance with procurement policies and procedures.
   d. Update inventory records upon receipt of new assets.
3. **IT Asset Manager:**
   a. Maintain an accurate inventory of IT assets, including hardware, software, licenses, and peripherals.
   b. Assign unique identifiers (e.g., asset tags) to each item for tracking purposes.
   c. Conduct regular audits to reconcile physical inventory with database records.
   d. Identify obsolete or underutilized assets for disposal or repurposing.
4. **IT Support Staff:**

      a. Assist in asset tagging and recording during deployment and decommissioning.

      b. Report damaged or malfunctioning assets for repair or replacement.

      c. Coordinate with the asset manager to update inventory records as assets are moved or reassigned.

Procedures:

1. **Asset Procurement:**
   a. IT & Store department create purchase requisitions based on IT asset requirements.
   b. Obtain necessary approvals and funding for procurement activities.
   c. Source vendors and solicit quotes or bids for IT assets.
   d. Verify received assets against purchase orders and packing slips.
   e. Update inventory records upon receipt of new assets.

2. **Asset Deployment:**
   a. Assign assets to users or departments based on their roles and responsibilities.
   b. Record asset assignments in the inventory management system.
   c. Install necessary software and configure settings as per user requirements.
   d. Attach asset tags or labels for easy identification and tracking.

3. **Asset Tracking and Maintenance:**
   a. Maintain a centralized database or inventory management system to track asset details, such as serial numbers, specifications, and location.
   b. Conduct regular physical audits to verify the existence and condition of IT assets.
   c. Update inventory records to reflect changes in asset status, such as transfers, upgrades, or retirements.
   d. Perform routine maintenance and preventive measures to prolong the lifespan of IT assets.

4. **Asset Disposal and Decommissioning:**
   a. Identify assets that have reached the end of their useful life or are no longer required.

b. Follow established procedures for asset disposal, recycling, or donation.
c. Ensure sensitive data is securely wiped from decommissioned assets before disposal.
d. Update inventory records to reflect asset decommissioning and disposal activities.

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Abbreviations

SOP   -   Standard Operating Procedure
IT   -   Information Technology

Precautions

Documentation and Reporting:

1. Maintain comprehensive documentation of IT assets, including purchase orders, invoices, warranty information, and disposal records.
2. Generate regular inventory reports to provide insights into asset utilization, lifecycle management, and compliance.
3. Document any discrepancies or incidents related to IT inventory and investigate root causes to prevent recurrence.

Compliance and Auditing

1. Ensure compliance with regulatory requirements and organizational policies governing IT asset management and disposal.
2. Conduct periodic audits to assess the accuracy and completeness of inventory records and identify areas for improvement.
3. Address audit findings promptly and implement corrective actions as necessary.

Review And Revision

1. This SOP will be reviewed annually or as needed to ensure relevance and effectiveness.
2. Any updates or revisions will be communicated to all relevant stakeholders.

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Communication:

1. Clearly communicate the SOP to all relevant stakeholders. Ensure that employees are aware of their roles and responsibilities and understand the implications of not adhering to them.

Accessibility:

1. Make the SOP easily accessible to all relevant personnel. This could involve storing it in a central repository, such as an intranet or document management system.

References

1. FDA's 21 CFR Part 11: Electronic Records; Electronic Signatures
2. GAMP 5: A Risk-Based Approach to Compliant GxP Computerized
3. Company IT Policies and Procedures
4. Industry Best Practices

APPENDICES

APPENDIX-A	IT First Level Support
APPENDIX-B	
APPENDIX-C	
APPENDIX-D	
APPENDIX-E	

REVISION HISTORY

REVISION DATE	REVISION NUMBER	DESCRIPTION OF REVISION

STANDARD OPERATING PROCEDURE	DBLGROUP IT DEPARTMENT South Avenue Tower (6th Floor), House-50, Road-3, Gulshan-1, Dhaka, Bangladesh	dbl GROUP
TITLE:	**IT Inventory Management SOP**	

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	30 Jan' 24	01	First edition of the SOP	

APPROVAL		
Prepared by:	**Signature**	**Date**
Name:		
Designation:		
Reviewed by:	**Signature**	**Date**
Name:		
Designation:		
Approved by:	**Signature**	**Date**
Name:		
Designation:		
Authorized by:	**Signature**	**Date**
Name:		
Designation:		

Distribution:
1. **IT Department**
2. **HR**
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