


<b>EQUIPMENT LEASING PROCEDURE</b>		
<u>System:</u> Quality Management System	<u>Reference No, Revision No:</u> Q-F-IT-P-32, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 16.01.2014	<u>Page No:</u> Page 1 of 2	<u>Authorised by:</u> IT Manager

## 1 Purpose

This procedure covers the leasing of IT equipment by users.

## 2 Scope

Providing clear steps on how to lease an IT equipment by users. The IT equipment can either be a laptops, projectors and VGA cables.

## 3 References

Q-F-IT-F-06, Rev 1 I.T Department – Equipment leasing.

## 4 Definitions

N/A

## 5 Responsibilities

Systems Administrator– the business systems operator is the one leasing out the IT equipment.

Systems Operator – in the absence of the business systems administrator the systems operator is the one responsible for leasing out the IT equipment to the users.

## 6 Procedure

**6.1** Conducted every time a user walks into the IT Systems support Office to book and collect the IT equipment being requested.

**6.2** This procedure is completed successfully when:

A user collects returns the IT equipment being leased.

**6.3** A user either calls to book the IT equipment which is then reserved for him/her and then one has to come into the office, fill in the equipment leasing form and then walking out with the equipment.

**6.4** A user can also just walk into the office, fill in the equipment leasing form and then walking out with the equipment.

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**6.5** The details needed on the equipment register include date (out), name and PF, Item (Projector, VGA, laptop), Signature (out), Given by, Date (in) and Signature (in).

**6.6** The user has to fill the following details when leasing out the equipment:

date (out), name and PF, Item (Projector, VGA, laptop), Signature (out), Given by.

**6.7** . When returning the IT equipment, the user the fill in the remaining details:  
Date (in) and Signature (in).

## 7 Records

Reference No	Title	Responsible	Retention period
Q-F-IT-F-06	System Access Termination Form	Systems Administrator	2 years