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# *Ent. Asset Management Policy & procedures*

*Best practises*



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- ✓ Auditing of financial and IT systems
- ✓ Cloud awareness
- ✓ Cybersecurity
- ✓ CISA



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CONTROL

01

## Inventory and Control of Enterprise Assets

5

Safeguards

IG1

2/5

IG2

4/5

IG3

5/5

A

Establish and maintain an accurate, detailed, and up-to-date inventory of all enterprise assets



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## Unique Asset IDs

1

The IT business unit shall assign unique identifiers to all existing and newly acquired enterprise assets.

2

Each asset (applies to hardware) must have an enterprise asset tag affixed to the device with this identifier.



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# What to include in the IT asset inventory

3

- a. Enterprise asset identifier
- b. Date of purchase
- c. Purchase price
- d. Item description (preferably as per OEM)
- e. Manufacturer
- f. Model number/ Serial number
- g. Name of the enterprise asset owner or business unit
- h. Physical location of enterprise asset, where applicable
- i. Physical (Media Access Control (MAC)) address
- j. Internet Protocol (IP) address
- k. Warranty expiration date
- l. Any relevant licensing information



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# Assurance

4

Verification of enterprise assets at least once in six months.

Such verification must be completed in-person or remotely.



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# Disposal

## 5

1. Enterprise assets to be decommissioned or retired must be returned to IT.
2. IT to ensure backup of the user data, as needed.
3. IT to ensure secure erasure of the memory storage device.
4. IT to update the status of the enterprise asset.
5. IT to ensure that records are retained as per Record Retention.
6. Document the removal of the enterprise asset from the enterprise within the asset inventory.



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