

C4-A:

Control of Fixed Assets

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Rev.00

- ① Purpose of “**Control of Fixed Assets**”
- ② Rule for Fixed Asset Control
- ③ Compliance with Rule for Fixed Asset Control



① Purpose of “Control of Fixed Assets”

Purpose

To **pursue area efficiency with cost awareness** for understanding of fixed assets (equipment) and work area.

To appropriately **control the fixed assets** (equipment).



② Rule for Fixed Asset Control

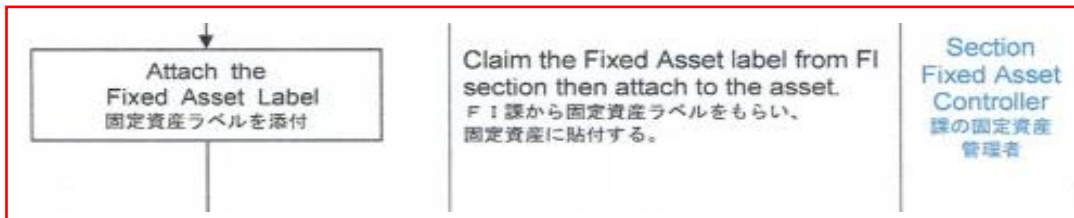
RULES

#1

Have a **rule for fixed asset control.**

Fixed Asset Control Rule Must Clearly State:

1. To attach Fixed asset label to equipment etc.



CONFIDENTIAL P. 1

Document Name : Fixed Asset Management Guidelines
帳票名 固定資産管理のガイドライン

Document No. : REG0801-043-03
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Fixed Asset Management Guidelines 固定資産管理のガイドライン

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Production Engineering

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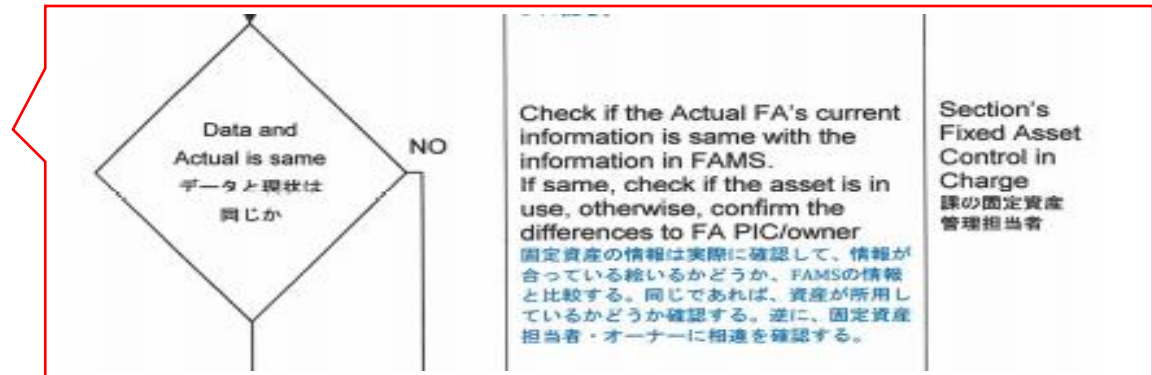
② Rule for Fixed Asset Control

Fixed Asset Control Rule Must Clearly State the:

2. To assign a number to each fixed asset and register in control list.



3. About the action(search, dispose etc.) when the list and actual does not match at time of inventory.



② Rule for Fixed Asset Control

Fixed Asset Control Rule Must Clearly State the:

4. The frequency to review need of idle equipment etc.

<p>↓</p> <p>Review the action for Idle Fixed Asset 遊休固定資産の対応見直し</p>	<p>Every quarter of the year or end of the short term idle period of Fixed Asset, discuss the action to be done in FA. 3ヶ月毎又は固定資産の短期遊休終了時に 対応を検討する。</p>	<p>Section's Fixed Asset Control in Charge 課の固定資産 管理担当者</p>
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5. Disposal criteria.

2.8 Disposal 処分

Refers to disposing or scrapping a Fixed Asset
固定資産を処分又は破棄すること。

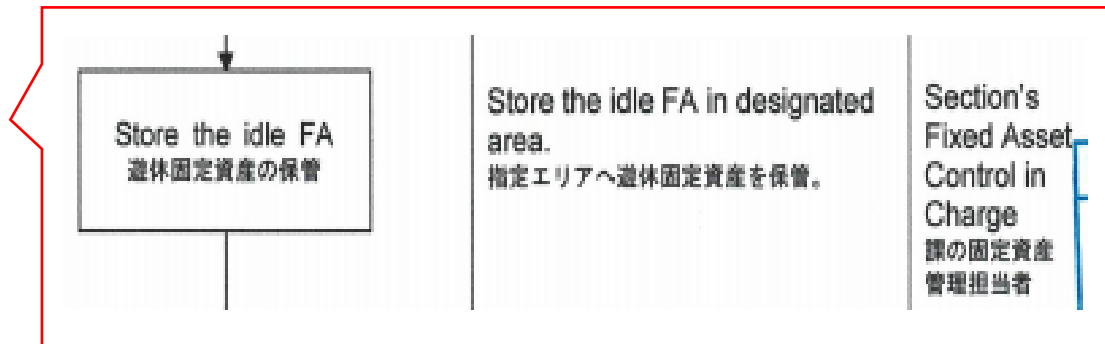
Some criteria for disposal of Idle FA are:
遊休固定資産の破棄基準について：

1. Idle FA that will no longer be used
該当遊休固定資産が使用される予定が無い
2. Repair status of the FA is NG
該当遊休固定資産の修理状態がNG

② Rule for Fixed Asset Control

Fixed Asset Control Rule Must Clearly State the:

6. To store idle equipment etc. in available(usable) condition.



Fixed Asset Management Guidelines:
[REG0801-043-02_Fixed Asset Management Guidelines.pdf](#)

③ Compliance with Rule for Fixed Asset Control

RULES

#2

Must be **carried out** based on the rule.

❖ Fixed Asset control is carried out based on the rule.



- ❑ BIPH uses a system based fixed asset management.
- ❑ It is controlled by FI in charge with the help of IT and other section in charge.

③ Compliance with Rule for Fixed Asset Control

Transfer of Fixed Asset (Application) Master List

Main Form

Data Setting

Register

FA Checking

Search

Refresh

03-22-2022 08:22:40
You are logged on as austriap
PE

Home

Transfer

Fixed Asset Label

Master List

For Repair/Idle

For Disposal/Sales

Security Trade Control Item

Log out

Total Assets: 105

Refresh Masterlist

6110

Select

Update

Transfer

Repair

Dispose

	Registration ID	FA Number	Acquisition Date	Asset Name	Cost Center Code	Cost Center Name	Fixed Asset Code	Fixed Asset Class	Computer Name	Status	End User
	REG000988	212001453	10/18/2013	ZEBRA BAR...	6110	Production En...	ZN1211	Machinery an...		IN USE: ACTI...	Label mem
	REG000989	212001457	10/31/2013	ZEBRA BAR...	6110	Production En...	ZN1211	Machinery an...		IN USE: ACTI...	Label mem
	REG001015	212001524	10/21/2014	ZEBRA BAR...	6110	Production En...	ZN1211	Machinery an...		IN USE: ACTI...	Label mem
	REG001164	212003045	8/13/2014	BARCODE P...	6110	Production En...	ZN1211	Machinery an...		IN USE: ACTI...	Label mem
	REG001664	212002523	4/27/2015	ZEBRA BAR...	6110	Production En...	ZN1211	Machinery an...		IN USE: ACTI...	Label mem
	REG001775	212002648	6/18/2015	DESSICATO...	6110	Production En...	ZN1211	Machinery an...		IN USE: ACTI...	Label mem
	REG001993	212003816	12/9/2015	TOSHIBA BA...	6110	Production En...	ZN1211	Machinery an...		IN USE: ACTI...	Label mem
	REG001994	212002914	12/14/2015	BARCODE P...	6110	Production En...	ZN1211	Machinery an...		IN USE: ACTI...	Label mem
	REG002618	412000897	6/16/2015	TRUSCO ME...	6110	Production En...	ZN1411	Jig and Tool(...		IN USE: ACTI...	MIM memb
	REG003062	812000077	10/18/2013	LABELVIEW ...	6110	Production En...	ZN1811	Computer Sof...		IN USE: ACTI...	
	REG003063	812000078	10/18/2013	LABELVIEW ...	6110	Production En...	ZN1811	Computer Sof...		IN USE: ACTI...	
	REG003066	812000083	10/21/2014	LABELVIEW ...	6110	Production En...	ZN1811	Computer Sof...		IN USE: ACTI...	
	REG003071	812000091	4/27/2015	LABEL VIEW ...	6110	Production En...	ZN1811	Computer Sof...		IN USE: ACTI...	
	REG003083	812000104	12/14/2015	BARCODE S...	6110	Production En...	ZN1811	Computer Sof...		IN USE: ACTI...	
	REG003087	812000108	10/11/2016	BARCODE S...	6110	Production En...	ZN1811	Computer Sof...		IN USE: ACTI...	
	REG003399	513003404	10/26/2016	DESKTOP D...	6110	Production En...	ZN1514	Computer Har...	APBIPH1499	IN USE: ACTI...	Ivy Malaba
	REG003400	513003405	10/26/2016	DESKTOP D...	6110	Production En...	ZN1514	Computer Har...	APBIPH1500	IN USE: ACTI...	
	REG003425	513003525	10/26/2016	DESKTOP D...	6110	Production En...	ZN1514	Computer Har...	APBIPH1525	IN USE: ACTI...	Agustina Ar
	REG003428	513003528	10/26/2016	DESKTOP D...	6110	Production En...	ZN1514	Computer Har...	APBIPH1528	IN USE: ACTI...	Janelle Bric
	REG004172	513003084	2/6/2015	TOSHIBA PO...	6110	Production En...	ZN1514	Computer Har...	APBIPH1010	FOR DISPOS...	Translator

FAMS3_V3.1.1.20

③ Compliance with Rule for Fixed Asset Control

Idle Fixed Asset

Asset Registration

Fixed Asset # 513000260
Cancel
Registration ID REG003088
Register
Update

INFORMATION

Capitalization Date	3/31/2013		
Asset Name	Computer (Fujitsu Esprimo D581)		
Cost Center Code	1130	Cost Center Name	FI
Fixed Asset Code	ZN1514	Fixed Asset Class	Computer Hardware
Computer Name (if necessary)	APBIPH0145	End User	Jennylyn Corpuz (mendozje)
Movement Type	Non-Movable	Remarks	
PMS Link			


STATUS

Status	IDLE		
From	09/01/2017	To	12/31/2017
Warranty Validity Date	1/17/2017		

LOCATION

Location	BIPH - Factory 1 - 2F	Code	N102
Area	Admin Area - FI Office		
Process			
Line			

PHOTO



C:\Users\dimacuje\Desktop\fujit Browse..

Upload Selected Photo

③ Compliance with Rule for Fixed Asset Control

- ❑ BIPH's FI section conducts regular checking of fixed asset through **barcode scanner** and **Fixed Asset Management System (FAMS)**.



**FIXED ASSET
MANAGEMENT SYSTEM**

Username

Password

brother
at your side

[illegible]

Fixed Asset Check Report

brother
at your side