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	Document Classification:	Internal
	Effective Date	1 Aug 2025
ASSET MANAGEMENT	Doc No	ISMS-ORG-06
	Revision	1.0

## AMENDMENTS LOG


### Revision History

Version	Revision Author	Reviewer / Approver	Date	Summary of Changes
1.0	Nor Asfiah Binte Jamalludin (ISMS MR)	James Chia (CEO)	1 Aug 2025	Initial Release

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## PURPOSE

The purpose of this procedure is to establish the process to ensure that appropriate protection of asset is maintained, accounted and have a nominated owner.

## SCOPE

This control applies to both fixed (physical) and digital (logical) assets.

## REFERENCE

ISO/IEC 27001 Standard      Annex A 5.9 Inventory of information and other associated assets  
Annex A 5.11 Return of assets

## RESPONSIBILITIES & AUTHORITIES

Top Management has the prime responsibility and approval authority for this control.


IT shall ensure consistent implementation of the controls stated here. Asset owner shall be responsible for the proper management of an asset over the whole asset life cycle.

## PROCEDURE

### 1 ONBOARDING

The organisation embraces remote working and use of personal devices to drive its workforce mobility. In the event an asset needs to be issued by the organisation to a new joiner, the following will apply as part of the onboarding process. For personal devices, reference shall be made to *ISMS-PPL-04 Guidelines for Remote Working*.

- The request for company-issuance asset to a new joiner will be triggered by the confirmed start date. HR shall inform the IT function of this request.
- For any company-issued laptops, IT shall ensure that any laptop issued is set up in line with *ISMS-TECH-01 User Endpoint Devices*.
- The designated System Admin shall provide access to the new joiner to the applicable systems based on the new joiner's role.
- New joiner will be prompt to change the default password once the initial password has been communicated by the System Admin.
- Record issuance of company assets and access as per *ISMS-PPL-01-F3 Company Assets & Access Issuance Form*.
- IT to update the *ISMS-ORG-06-F1 Asset Inventory List* and *ISMS-ORG-07-F1 Access List* for the asset and access details and the staff.

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## 2 OFFBOARDING

This section covers the process on collecting company-issued assets and removal of access of leaving staff as part of the exit management process.

- HR shall inform IT and the respective System Admin of the last day of the leaver.
- On the leaver's last day, the respective System Admin shall revoke the role-based access provided to the leaver.
- IT to collect any company asset previously issued to the leaver and store the recovered assets in the designated storage.
- Department Head to update *ISMS-PPL-01-F4 Exit Checklist*.
- IT to update *ISMS-ORG-06-F1 Asset Inventory List* and *ISMS-ORG-07-F1 Access List*.

## 3 REPAIR AND/OR REPLACEMENT

This section covers the process on repairing or replacing malfunctioning / outdated assets.

- Request can come from the user with approval from Department Head.
- IT to review warranty details of the asset.
- IT to send for repair if under warranty or check budget for replacement if outside warranty.
- IT to reformat and ensure data, software and applications are permanently removed prior to sending to repair, if repair is necessary.
- If a new laptop will be issued to the user, setting up and issuance will follow the process similar to onboarding.
- If the asset is to be replaced and will be disposed, *the organisation's Data Retention & Destruction Policy* must be followed.
- IT to update status of asset in the *ISMS-ORG-06-F1 Asset Inventory List*.

## 4 ASSET AUDIT

- On annual basis, IT shall initiate the asset audit exercise.
- IT to review *ISMS-ORG-06-F1 Asset Inventory List* and update based on the results of inspections.
- Assets which cannot be located, unused or defective, will be reported to the tagged Asset Owner for suitable explanation and remedial actions.
- Highlight any inconsistencies to the Management Representative / Top Management for proper action.

## FORMS

ISMS-ORG-06-F1      Asset Inventory List