

Asset Management Policy

This **Asset Management Policy** ("**Policy**" hereinafter) has been prepared by _____ ("**Company**" hereinafter) to ensure that Company's all assets are utilized efficiently, maintained properly, protected from loss or damage, and disposed of appropriately when necessary. All the rules and regulations of this Policy are binding for all employees of the Company and in case of a breach of any term and condition, the sanctions of the current Disciplinary Code of the Company shall be applied.

I. Assets in Scope

The assets within the scope of this Policy ("**Assets**" hereinafter) are as follows;

- Tangible Assets;

- Intangible Assets;

Financial assets of the Company, such as cash and cash equivalents, securities, loans and receivables are not in the scope of this Policy. In addition, this Policy does not apply to assets other than those listed above.

II. Maintenance and Tracking

The Company shall maintain a comprehensive inventory of all assets listed above. This inventory shall include detailed information such as asset type, serial numbers, location, acquisition date, purchase cost, current condition, and any relevant maintenance history. Asset inventory records shall be regularly updated and reviewed to ensure accuracy and completeness. Any changes to asset status, location, or condition shall be promptly documented and reflected in the inventory.

The organization shall establish standardized procedures for the routine maintenance, inspection, and servicing of assets to ensure optimal performance and safety. Maintenance schedules shall be developed based on manufacturer recommendations, industry best practices, and regulatory requirements. These schedules shall outline frequency, tasks, responsible personnel, and required resources for each maintenance activity. Maintenance tasks may include but are not limited to testing, cleaning, repairs, and replacements. Prioritization of maintenance tasks shall consider asset criticality, operational impact, and risk assessment.

Maintenance activities shall be thoroughly documented, including details such as date, time, nature of work performed, personnel involved, parts replaced, and any observations or recommendations. Maintenance reports shall be generated periodically to summarize maintenance activities, highlight trends, track performance metrics (e.g., uptime, downtime, mean time between failures), and identify opportunities for improvement. Maintenance reports shall be reviewed by relevant stakeholders, including asset owners, maintenance personnel, and management, to ensure compliance with maintenance schedules, budgetary constraints, and regulatory requirements.

III. Asset Utilization

The Company shall prioritize the efficient allocation and utilization of assets to support its strategic objectives and operational requirements. Asset allocation decisions shall consider factors such as asset availability, capacity, demand forecast, and cost-effectiveness. Asset utilization goals shall be established to maximize the productivity and utilization rates of key assets, minimizing idle time and underutilization while avoiding overburdening assets beyond their capacity. Real-time monitoring systems shall be implemented to track asset usage patterns, identify bottlenecks, and optimize asset deployment based on demand fluctuations and operational priorities.

Where feasible, the Company shall explore opportunities for asset sharing, collaboration, or pooling with internal departments, business units, or external partners to optimize asset utilization and reduce redundancy. Asset sharing agreements shall define roles, responsibilities, access rights, usage terms, and accountability mechanisms to ensure equitable and efficient utilization of shared assets while safeguarding asset integrity and security.

IV. Disposal

The Company shall establish clear and documented procedures for the disposal of assets that are no longer needed, obsolete, or beyond economic repair. These procedures shall ensure compliance with legal requirements, environmental regulations, and data security standards. Disposal methods may include sale, donation, recycling, transfer to another entity, or environmentally responsible disposal in accordance with applicable laws and regulations.

Prior to disposal, assets shall be properly decommissioned to ensure data security, remove sensitive information, and mitigate any potential risks associated with their disposal. Decommissioning activities may include data wiping, physical destruction of storage media, removal of identifying labels or markings, and deregistration from relevant systems or databases.

Asset disposal activities shall be conducted in an environmentally responsible manner to minimize negative impacts on the environment and public health. Disposal methods shall comply with applicable environmental regulations and guidelines, with preference given to recycling, reuse, or environmentally friendly disposal options whenever feasible. The Company shall seek to minimize waste generation, promote resource conservation, and support sustainable practices throughout the asset disposal process.

V. Employee in Charge of

The manager responsible for implementing this policy and supervising whether it is properly implemented is _____. All employees are obliged to comply with the instructions of the responsible manager regarding the implementation of this policy.

As an employee of the Company if you have any questions or need clarification about the obligations in this Policy, please reach responsible manager.

General Manager

Name

Date

Signature



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