



DOCUMENT CONTROL

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Author: Admin Manager	Approved by: GM

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This document has a maximum validity of two (2) years after the last revision date. Beyond this, it must be re-validated.

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1) **Purpose:**

This procedure ensures the security and quality of assets of the Company

2) **Scope:**

This procedure describes the activities involved in the purchase, maintenance and disposal of assets of AIMC

3) **References:**

4.) **Definition:**

AA- Administration Assistant

5.) **Procedure:**

Responsibility: Receiving Point

5.1 Receipt/Inspection and Registration

5.1.1 Upon delivery of item, AIMC supervisor/leadman to inspect the working condition of equipment/item before acceptance (see WI# 1)

5.1.2 AIMC supervisor on site shall fill up Asset registration form (see WI# 2) and send via email to AA

5.2 Asset Registration

5.2.1 Admin Assistant to assign code for asset depending on location and input item on asset list

5.2.2 Admin Assistant will create asset sticker for item and send to location

5.2.3 Upon receipt of sticker, Supervisor on site shall attach sticker to item

5.2 Asset Inventory

5.2.1 Every Quarter AA shall send list of asset to site owners for verification

5.2.2 Upon receipt of asset list, site owners shall check items vis list

5.2.3 Admin Manager to schedule asset inventory on all work sites for the year

5.2.4 Admin Assistant will create list per site

5.2.5 Admin Manager will visit site per schedule to physically check inventory of assets

5.2.6 Any discrepancy on asset list shall be reported to the GM for proper action

Work Instruction # 1

ASSET RECEIPT

- 6.1.1 Upon delivery of asset, Supervisor on site shall inspect item for working condition and conformity to specifications
- 6.1.2 If in good working condition, Supervisor to fill up registration form and send to AA
- 6.1.3 If item does not conform, supervisor to advise head office and await instructions.

Work Instruction # 2

ASSET REGISTRATION

- 6.1.3 Upon receipt of asset registration form, AA shall assign code for asset
- 6.1.4 AA shall create asset sticker
- 6.1.5 AA shall send sticker to site to asset
- 6.1.6 Site supervisor to paste sticker for identification

7.) Quality Records

7.1. Asset Registration Form

- AA shall retain the above document for one (1) year.

7.2 Asset List

- AA shall retain indefinitely

ANNEX A



ARCHIPELAGO INDUSTRIAL MANAGEMENT CORPORATION

ASSET REGISTRATION FORM

Date: _____

Asset Code: _____

Date Delivered: _____

Location: _____

Item: _____

SERIAL NO.	BRAND NAME	MODEL

AIMC- 002

***Legend :**

AAAA-00-123

1) AIMC-00-XXX	CENTRAL
2) NMIF-10-XXX	NMIF
3) CBDB-20-XXX	CABADBARAN
4) ILGN-30-XXX	ILIGAN
5) SASA-40-XXX	SASA
6) ZAMB-50-XXX	ZAMBOANGA
7) BTMN-60-XXX	BITUMEN
8) ATIV-70-XXX	VILLANUEVA