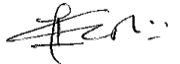
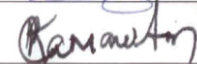


KEPHIS	DOC. NO.SOP/KEPHIS/SUP/02	
	ISSUE NO.01	REV. NO.04
SECTION: SUPPLIES	ISSUED BY: PROCUREMENT OFFICER	DATE: 01/03/2018 SIGN: 
SOP FOR ASSET MANAGEMENT	APPROVED BY: HEAD PROCUREMENT	DATE:01/03/2018 SIGN: 

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1.0 Purpose

To indicate steps involved in the asset management process.

2.0 Scope

The procedure describes the process of asset management from receipt of new asset to disposal.

3.0 Reference

- 3.1 KEPHIS purchasing and supplies manual
- 3.2 Public Procurement and Asset Disposal Act, 2015
- 3.3 Public Procurement and Disposal Regulations 2006
- 3.4 Work Instructions
- 3.5 ISO 9001:2008 Standard
- 3.6 KEPHIS QMS Manual

4.0 Definitions

- 4.1 System: SAGE ACCPAC computer system/database
- 4.2 Asset: A non consumable item whose value exceeds Ksh. 5000.00
- 4.3 GRN: Goods Received Note
- 4.4 DN Delivery Note
- 4.5 SA: Supplies Assistant
- 4.6 WI: Work Instruction
- 4.7 HP: Head Procurement
- 4.8 MD Managing Director
- 4.9 SO Supplies Officer

5.0 Responsibility

The Head of Procurement is responsible for this SOP

5.0 Schematic representation

Asset Management						
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs	Risks	Checks/Controls
Users requisition	Specifications	- Evaluation of the specifications - Updating Asset Register in ACCPAC	Asset register	- User Department - Planning & Implementation Department - Management	- Assets which doesn't conform with the specifications - Un-updated Asset register	- Signing of Inspection and Acceptance certificates by the Users - Continuously updating of the asset register.

6.0 Procedure

- 6.1. SA receives asset from supplier and endorses delivery note pending inspection.
- 6.2. Inspection & Acceptance Committee or representatives from the user section carry out inspection to ensure conformity with order specifications. They issue an evaluation report or endorse on DN or GRN
 - 6.2.1. If not accepted the supplier is advised by HP to replace.
 - 6.2.2. If accepted Supplier installs, tests, commissions and hands over asset to the user.
- 6.3. SO prepares GRN and posts to asset register in the system (WI.1/KEPHIS/SUP/02).
- 6.4. SO notes the system generated Asset Code and tags the asset
- 6.5. SO forwards invoice to accounts for supplier payment
- 6.6. HP arranges insurance as appropriate
- 6.7. HP arranges service and maintenance contract if necessary
- 6.8. HP arranges Periodic Asset Verification (WI.2/KEPHIS/SUP/02).

- 6.9. Disposal committee disposes of the item at the end of useful life and on recommendation of the user (SOP/KEPHIS/SUP/03)

7.0 Records.

- 7.1. ACCPAC data base.
- 7.2 Asset Register
- 7.3 Delivery note file

REVISION DETAILS					
REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Amendment of Clause 6.2 2. Change of issuer	To be aligned with current Procurement Laws and regulations. Officer has since left the organization	15/09/2014	H-PROC	3	2
3. Review of document	To be aligned with current Procurement laws and regulations	08/07/2016	H-PROC	0	3
1. Review of the entire document	To be aligned to the ISO 9001:2015 Standard Requirements	01/03/2018	H-PROC	01	04