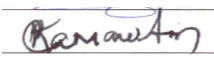


KEPHIS	DOC. NO. SOP/KEPHIS/SUP/03	
	ISSUE NO.05	REV. NO. 03
SECTION: SUPPLIES	ISSUED BY: Supplies Assistant	Signed:  DATE: 01/03/2018
SOP FOR DISPOSAL OF STORES AND ASSETS	APPROVED BY: Head Procurement	Signed:  DATE: 01/03/2018

Contents	Page
1.0 Purpose	2
2.0 Scope	2
3.0 References	2
4.0 Definitions	2
5.0 Responsibilities	2
6.0 Schematic Representation	3
7.0 Procedures	3
8.0 Records	3

1.0 Purpose

To indicate the steps involved in disposal of unserviceable / excess / obsolete stores and assets.

2.0 Scope

This procedure describes the process of disposal from identification of unserviceable / excess / obsolete stock to final disposal

3.0 References

- 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 9001:2015 Standard
- 3.6 KEPHIS QMS Manual

4.0 Definitions

- 4.1 MD – Managing Director
- 4.2 HP - Head Procurement
- 4.3 SA – Supplies Assistant

5.0 Responsibility

The Head of Procurement is responsible for this SOP

6.0 Schematic Representation

Management Review						
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs	Risks	Checks/Controls
-User proposed list of disposable items	-Asset revaluation -Minutes of the Disposal Committee -Viewing of proposed disposal items	-Floating tender/s for disposal of assets -Internal advertising for low valued items -Minutes of Evaluation Committee	-Awarding of disposed items to highest bidders -Letters of notification of award	-Successful bidders	-Setting high reserve price/s -Loss of items prior to completion of the disposal process.	-Ensure revaluation by competent valuers -Safe storage of the proposed disposal items under lock and key

6.0 Procedure

- 6.1. User Identifies and lists unserviceable, obsolete or surplus stores, plant and equipment and sends list to Secretary, Disposal Committee
- 6.2. Secretary convenes a meeting of the Disposal Committee to survey the items, set reserve prices and recommend suitable disposal method as provided for in the Public Procurement & Disposal Act and regulations.
- 6.3. Secretary forwards the committee's recommendation to MD for approval
 - 6.3.1 If not, approved the committees takes appropriate action in accordance with the MD's remarks.
- 6.4. If approved the HP Disposes of the item as provided in the Public Procurement and Disposal Act, and regulations. (WI.1 /KEPHIS/SUP/03).
- 6.5. Supplies Assistant records the disposal in the asset register.

7. Records

- 7.1. List of items recommended for disposal
- 7.2. Disposal Committee Minutes
- 7.3. Quotations/Tenders submitted by buyers
- 7.4. Asset Register

REVISION DETAILS					
REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Change of issuer	Officer has since left the organization	15/09/2014	H-PROC	3	2
2. Change of Reference 3.2	To be aligned with current Procurement Laws and Regulations	08/07/2016	H-PROC	4	2
1. Review of entire document	To be aligned to the ISO 9001:2015 Standard Requirements	01/03/2018	H-PROC	5	3