



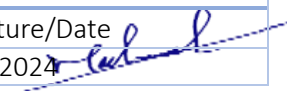
Asset Maintenance Policy


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1. Overview

This policy establishes guidelines for the maintenance, tracking, monitoring, and recovery of organizational assets to ensure their optimal performance, availability, and protection throughout their lifecycle.

2. Scope

This policy applies to any IT assets purchased by or on behalf of SNLC.

3. Policy

3.1 Asset Maintenance

a) Regular Maintenance

All assets within the company shall undergo regular maintenance activities as per manufacturer's recommendations, industry best practices, and organizational standards.

b) Scheduled Inspections

Conduct scheduled inspections to identify and address any potential issues, vulnerabilities, or degradation of assets.

c) Proactive Maintenance

Implement proactive maintenance measures, such as predictive maintenance or condition-based maintenance, to detect and address potential issues before they escalate.

d) Documentation

Maintain accurate and up-to-date records of maintenance activities, including maintenance schedules, inspection reports, and any maintenance-related incidents.

3.2 Tracking and Monitoring

a) Asset Inventory

Maintain an up-to-date inventory of all organizational assets, including hardware, software, and other tangible or intangible assets.

b) Asset Identification

Assign unique identifiers to each asset to facilitate tracking and monitoring throughout their lifecycle.

c) Asset Location

Track the location of assets, including their physical location and assignment to individuals or departments.

d) Asset Status and Updates

Regularly update asset status, such as in-use, retired, or under maintenance, to ensure accurate tracking and monitoring.

3.3 Recovery Plan

a) Asset Backup

Implement a robust backup strategy to ensure the regular and secure backup of critical assets, including data and configurations.

b) Disaster Recovery

Develop and maintain a comprehensive disaster recovery plan that includes provisions for asset recovery, restoration, and continuity of operations in the event of a disaster or disruptive incident.

c) Testing and Validation

Periodically test the effectiveness of the asset recovery plan through simulated scenarios or exercises to ensure its readiness and effectiveness.

d) Documentation

Document the asset recovery plan, including roles, responsibilities, procedures, and contact information, and make it easily accessible to the relevant stakeholders.

4. Compliance

- 4.1 All employees and stakeholders responsible for asset maintenance, tracking, monitoring, and recovery must adhere to this policy.
- 4.2 Non-compliance may result in disciplinary action as per the company's policies.
- 4.3 Review and Revision
 - a) This policy shall be reviewed periodically, at least annually or as necessary, to ensure its effectiveness, relevance, and alignment with changing organizational needs and industry best practices. Any proposed revisions shall be subject to appropriate approval and documentation.