

Main Phases for Disposal of Old It Equipment

Sufficient thought and analysis must be carried out in advance to all aspects of old equipment disposal. Therefore, following phases are recommended to be taken into consideration by the valuation committee as well as other concerned personnel or institutions.

- Initially, the analysis and valuation committee should conduct an assessment and analysis to ensure safety disposal and compliance with relevant law, regulations and guidance already in place.
- Conduct an assets inventory and documentation: this phase consists of identifying and recording all necessary information about the IT devices to be disposed; it should capture at least the necessary information of devices such as (the year of manufacturing/current state/brand/ etc.)
- Conduct a technical analysis by the technical team to understand the level of functionality or current state of a device and provide a recommendation.
- Categorization of IT or electronic devices: this consists of grouping devices based on their level of functionalities/ brand/ year of manufacturing/current state etc.
- Recommendation: the valuation committee in collaboration with RISA based on the conducted study shall recommend the way forward to the concerned institution.
- Final report: A report that captures all the procedures followed, assessment conducted and necessary details regarding the IT equipment is to be prepared, signed and stored for future reference.

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