GAJILE® **WINTIJA**

O Equipment Lifecycle

The Equipment Lifecycle follows an equipment (serialized item) from Goods Receipt to Issuance to Write-Off and Disposal. Scenario: A vehicle is ordered for the Mission and delivered directly to the Transport Section (and subsequently requested by the Child Protection Section).

Equipment may either be stored in inventory or a

warehouse, and a small quantity may be released

periodically, to be managed at a local level by the

Equipment is defined by the material master to be tracked or maintained individually, whether in stock or in use. Every equipment will be assigned a unique serial number.

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Technical Unit.

RECEIVE EQUIPMENT

An Equipment Master Record is created once the Goods Receipt is completed. A barcode associated with the Umoja serial number (equipment number) can be printed and affixed to the vehicle.

UPDATE EQUIPMENT MASTER

The Equipment Record is enriched with i) Key Fields, including: Maintenance Plant, Planning Plant, Authorization Group, Functional Location, Partner Assignment, TechldentNo., and ii) Technical Information.

for audit and performance management purposes.

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EQUIPMENT IN INVENTORY

The vehicle is first received into inventory. The Transport Section arranges for it to be issued to the vehicle pool, pending assignment to the end-user.

EOUIPMENT

REQUESTED

the Section Chief.

A Notification is created by

requests a vehicle and the

Notification is approved by

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(Child Protection Section) that

the requesting section

ASSIGN

A request for equipment should be initiated by a Notification, which

allows for the approval, issuance and assignment to be reported.

Steps 4 & 5 are repeated every time the equipment is re-assigned.

ASSIGN EQUIPMENT

The Transport Section notes the vehicle's Equipment Number and the requestor on the Notification, which is printed, signed by the requestor, and uploaded as an attachment. The Equipment Record is updated with the Partner Assignment, Functional Location, and Cost Center.

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Reoccurring Activities while the equipment is in use

PHYSICAL VERIFICATION



EQUIPMENT MAINTENANCE



Refer to Physical Verification and Equipment Maintenance process diagram.

Disposal

After Useful Life of Equipment



REQUEST WRITE-OFF

To initiate the write-off process, a Notification (Type PW and referencing the correct Notification Template) is created by the Transport Section and approved by the Section Chief. The Equipment Record status is updated to reflect the write-off is in process.



PREPARE WRITE-OFF CASE

The Disposal Planner prepares the write-off case detailing the reason for write-off and recommends a disposal method. He/she also assigns tasks and manually updates the Notification status as the write-off case progresses.



All write-off and disposal cases will be managed through manual updates of task assignments and statuses in the Notification. The Notification is uploaded with

all supporting documentation and information from steps performed outside Umoja. Equipment records must be updated with write-off and disposal information

WRITE-OFF APPROVAL

The write-off case is reviewed and approved according to the delegation of authority, outside of Umoja. The Disposal Planner uploads the meeting minutes and write-off and disposal recommendation.



UNINSTALL EQUIPMENT & DE-RECOGNIZE FIXED ASSET

The Transport Section updates the Equipment Record status to reflect the disposal method and uninstalls the equipment from its Functional Location. As the vehicle is a Fixed Asset, the Fixed Asset Accountant must de-recognize the vehicle in the Fixed Asset Record.



FIVE DISPOSAL METHODS

Commercial sale Cannibalization Donation Destruction Trade-in.