Scrapping and Inactivating Assets

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Scrapping or Inactivating

When decommissioning an asset, it should be Scrapped when the equipment has left the trust, never to be returned to use e.g. when it has been disposed of as WEEE waste or has been sent to auction.

The Asset should be Inactivated if it is being store for future use/spares or if it is being decommissioned because it hasn't been located for several years.

Scrapping an Asset

Engineer

1. On The Work Order set the ‘Process’ to ‘Decommissioned’
2. Select ‘Add Activity’
3. Under ‘process’ select ‘Decommissioned’ from the drop down list
4. From the activity drop down list select ‘Scrapped’
5. Enter the reason into the ‘Description’ text box
    a. Beyond economic repair
    b. Beyond repair
    c. Other
    d. Scrapped by user
    e. Spares no longer available
6. Update the ‘Time’ field to reflect the time taken on the job
7. Select ‘Save and Close’ from the header menu
8. Enter any other information into the ‘Customer message’ / ’Detailed desc.’ Text boxes
9. Set the work order status to ‘Engineer Completed’
10. Select ‘Save’ from the header menu

Logistics

Work Orders Completed During the Current Month

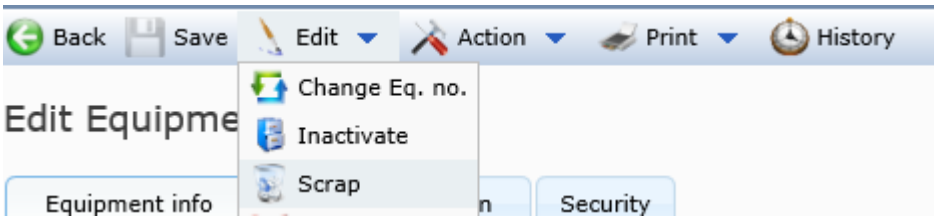
1. As part of the logistics checking process, when they come across a Decommissioned Work Order they will check that all the fields have been filled out correctly
2. Set the Work Order status to ‘Logistics Checked’

Work Orders Invoiced/Archived During the Previous Month

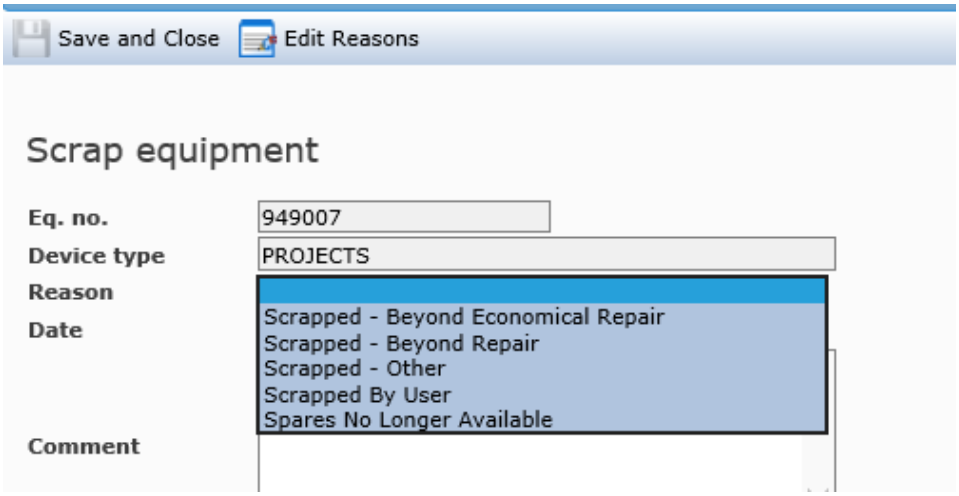
Work Order Search Parameters

- *Process = Decommissioned*
- *Activity = Scrapped*
- *Team Leader Approved Start date = 1st of previous month*
- *Team Leader Approved End date = Last day of previous month*

1. On the Work, click the green box with a white arrow in it next to the MEMO No. field
2. Select the 'Contract' tab on the left hand side of the screen
3. Select the hand icon next to the active contract and the select 'OK' to remove the asset from the contract
4. Select 'Scrap' from the 'Edit' button on the header menu



5. Select the Reason from the dropdown menu and click 'Save and Close'



Team leader

1. As part of the team leaders approval process for Decommissioned Work Orders, the team leader will check that all the fields have been filled out correctly
2. The Team Leader will authorise the Scrapping of the asset by setting the Work Order status to 'Team Leader Approved'

Inactivating an Asset

Engineer

1. On The Work Order set the ‘Process’ to ‘Decommissioned’
2. Select ‘Add Activity’
3. Under ‘process’ select ‘Decommissioned’ from the drop down list
4. From the activity drop down list select ‘Inactivated’
5. Enter the reason into the ‘Description’ text box
    a. Disposed - Temporarily
    b. No longer on contract
    c. Not in use
    d. Not seen for 3 years
    e. Not seen for 5 years
6. Update the ‘Time’ field to reflect the time taken on the job
7. Select ‘Save and Close’ from the header menu
8. Enter any other information into the ‘Customer message’ / ’Detailed desc.’ Text boxes
9. Set the work order status to ‘Engineer Completed’
10. Select ‘Save’ from the header menu

Logistics

Work Orders Completed During the Current Month

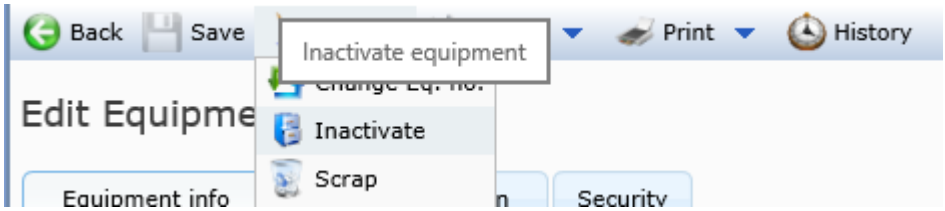
1. As part of the logistics checking process, when they come across a Decommissioned Work Order they will check that all the fields have been filled out correctly
2. Set the Work Order status to ‘Logistics Checked’

Work Orders Invoiced/Archived During the Previous Month

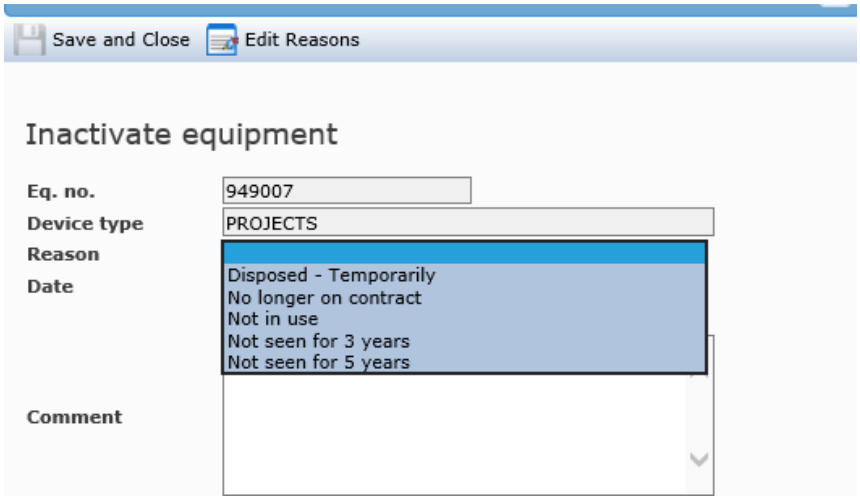
Work Order Search Parameters

- *Process = Decommissioned*
- *Activity = Inactivated*
- *Team Leader Approved Start date = 1st of previous month*
- *Team Leader Approved End date = Last day of previous month*

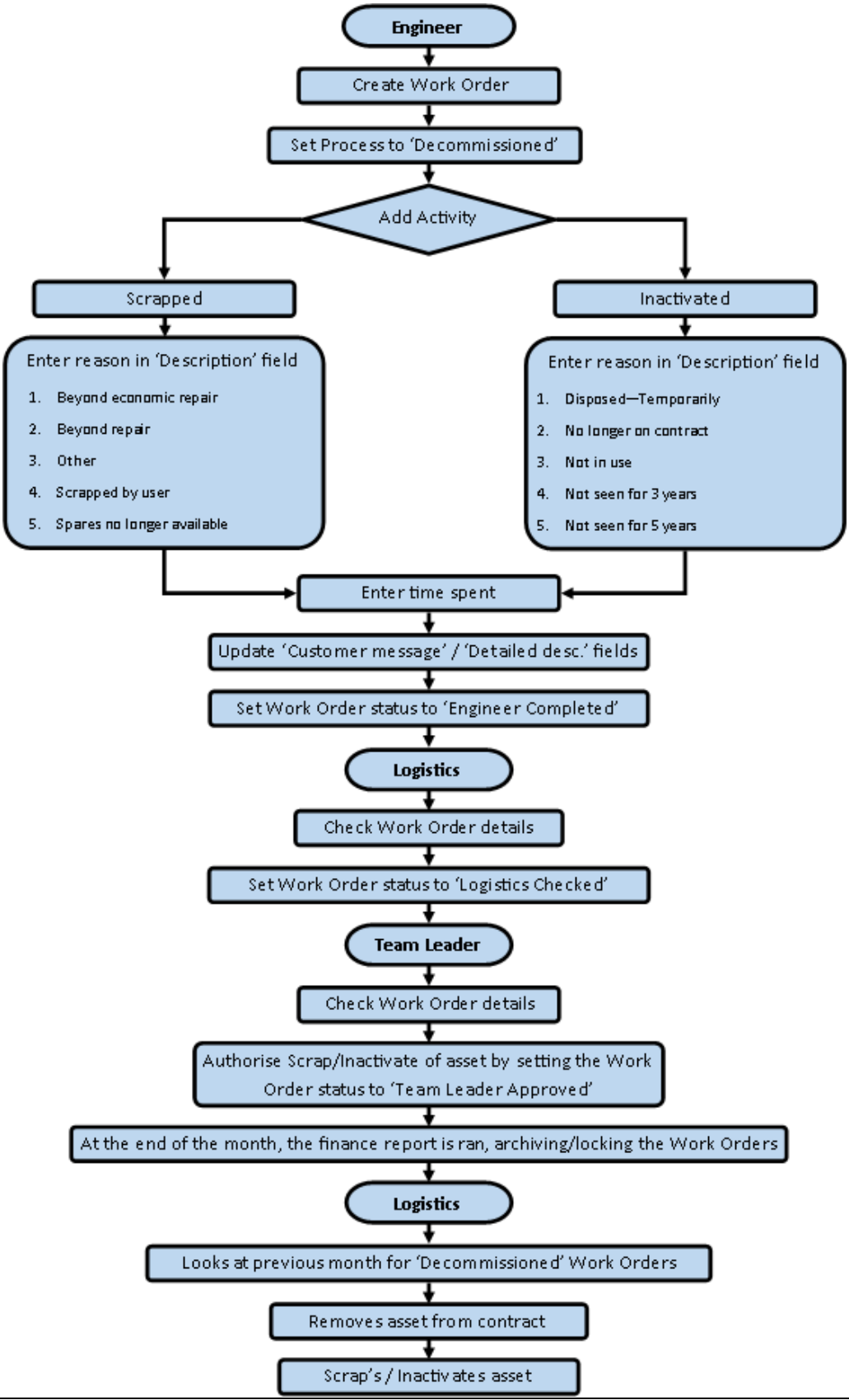
1. On the Work, click the green box with a white arrow in it next to the MEMO No. field
2. Select the 'Contract' tab on the left hand side of the screen
3. Select the hand icon next to the active contract and the select 'OK' to remove the asset from the contract
4. Select 'Inactivate' from the 'Edit' button on the header menu

a. 

5. Select the Reason from the dropdown menu and click 'Save and Close'



Team leader

1. As part of the team leaders approval process for Decommissioned Work Orders, the team leader will check that all the fields have been filled out correctly
2. The Team Leader will authorise the Inactivating of the asset by setting the Work Order status to 'Team Leader Approved'

Decommissioning Flowchart