



HEART فريق الإغاثة والتعزيز الإنساني
Humanitarian Empowerment and Relief Team



HEART's Assets and Inventory Management Policy

(Official Internal Policy Document)

Version	1.0
Dated	March 18, 2026
Approved by	Board of Directors

This policy establishes HEART's comprehensive asset and inventory management framework governing the acquisition, registration, utilization, tracking, and disposal of all organizational assets.

It ensures accountability, proper stewardship, accurate record-keeping, and full traceability of assets, while maintaining compliance with organizational, donor, and regulatory requirements.



HEART's Asset and Inventory Management Policy

Document Code: HEART/POL/ADM/AST/2026/006 - Version: 1.0 - Dated: March 18, 2026

1) Document Control

Document Title	HEART's Asset and Inventory Management Policy
Document Code	HEART/POL/ADM/AST/2026/006
Version	1.0
Designated Responsible Unit	Logistics and Administration
Approved by	Board of Directors (BoDs)
Oversight by	Oversight & Audit Committee
Effective Date	March 18, 2026
Review Date	Before: March 17, 2028

Controlling Notes:

Review Cycle

This policy shall be reviewed every two years or earlier if required due to operational, regulatory, or donor compliance changes.

Related Policies and Documents

This policy forms part of HEART's governance and accountability framework and shall be read in conjunction with the following documents:

1. HEART's Financial Regulations Policy ([HEART/POL/FIN/FINREG/2026/004](#)).
2. HEART's Procurement and Financial Compliance Policy ([HEART/POL/PRC/PROC/2026/005](#)).
3. HEART's Organizational Coding & Reference System Policy ([HEART/POL/GOV/DC/2026/011](#)).
4. HEART's Master Register System.
5. HEART's Code of Conduct ([HEART/POL/GOV/COC/2026/001](#)).
6. HEART's Anti-Corruption and Anti-Fraud Policy ([HEART/POL/FIN/AC-AF/2026/003](#)).
7. HEART's Human Resources Policy ([HEART/POL/HR/HRM/2026/009](#)).
8. HEART's Relevant program and operational manuals.



Article One: Policy Objective

The purpose of this policy is to establish clear procedures for the acquisition, registration, management, control, and disposal of organizational assets in order to ensure accountability, transparency, and proper stewardship of resources entrusted to HEART.

This policy aims to safeguard organizational property, prevent misuse or loss, and ensure that all assets are used efficiently to support HEART's humanitarian mission.

Article Two: Policy Authority and Compliance

This policy is issued under the authority of the Board of Directors of the Humanitarian Empowerment and Relief Team (HEART) and forms part of the organization's governance and accountability framework.

Compliance with this policy is mandatory for all personnel, volunteers, contractors, and partner organizations entrusted with HEART's assets. Failure to comply with the provisions of this policy may result in administrative or disciplinary action in accordance with HEART's Code of Conduct, Human Resources Policy, and other applicable organizational procedures.

Article Three: Scope of Application

This policy applies to all assets owned, leased, or managed by HEART, including those acquired through donor-funded projects.

It applies to:

1. Board members
2. Staff
3. Volunteers
4. Consultants
5. Contractors
6. Partner organizations handling HEART assets

All individuals entrusted with organizational assets are responsible for complying with this policy.

Article Four: Definition of Assets

For the purpose of this policy, assets refer to all tangible property owned or controlled by HEART, *including but not limited to:*



1. Vehicles
2. Office equipment
3. Computers and IT equipment
4. Communication devices
5. Furniture and office fixtures
6. Program equipment and tools
7. WASH and medical equipment
8. Any item purchased using organizational or donor funds

Assets may be classified as:

Fixed Assets

Items with a useful life exceeding one year and of significant value.

Consumable Items

Items intended for short-term use or distribution.

Article Five: Asset Acquisition

All asset acquisitions must follow HEART's Procurement and Tendering Policy and applicable donor procurement requirements.

The procurement process shall ensure:

1. Transparency
2. Fair competition
3. Value for money
4. Proper documentation.

All purchased assets must be supported by:

1. Purchase orders
2. Invoices
3. Delivery notes
4. Acceptance records

Delivery and receipt of assets shall be verified and documented using the Goods Receipt / Delivery Verification Form (where applicable).



Article Six: Asset Registration

All assets must be recorded in an Asset Register maintained by the Finance and Administration Department ([Annex 1: Asset Register Template](#)).

The Asset Register shall include:

1. Asset identification number
2. Description of the asset
3. Serial number (if applicable)
4. Purchase date
5. Purchase value
6. Funding source or donor
7. Location of the asset
8. Assigned custodian
9. Condition status

All asset records and related documentation shall be assigned unique reference codes in accordance with HEART's Coding and Reference System and recorded in the Master Register.

Assets must be registered immediately upon acquisition.

Article Seven: Asset Tagging and Identification

Each asset shall be assigned a unique asset identification number and labeled with an asset tag where feasible.

Asset tags help ensure:

1. Proper identification
2. Tracking of equipment
3. Prevention of misuse or loss

Where tagging is not feasible (e.g., certain equipment or materials), proper documentation shall be maintained in the asset register.

Article Eight: Asset Custodianship

Each asset must have a designated custodian responsible for its proper use, care, and protection.

Custodians must:

1. Use assets only for official purposes
2. Protect assets from damage, theft, or misuse



3. Report any loss or damage immediately
4. Return assets upon reassignment or termination of service

Managers are responsible for ensuring that staff understand their responsibilities regarding organizational assets.

Asset handover and responsibility shall be documented using the Asset Transfer Form (Annex 2).

Article Nine: Asset Transfer and Movement

Assets may be transferred between projects, offices, or locations based on operational needs.

All asset transfers must be:

1. Properly documented
2. Approved by management
3. Updated in the Asset Register

Transfer forms must indicate:

1. Origin location
2. Destination location
3. Date of transfer
4. Responsible custodians

All asset transfers shall be documented using the Asset Transfer Form ([Annex 2](#)).

Article Ten: Physical Inventory and Verification

HEART shall conduct periodic physical verification of assets to ensure accuracy of records.

Inventory checks shall be conducted:

1. At least once per year
2. During project closure
3. When assets are transferred between locations

Inventory verification shall confirm:

1. Asset existence
2. Location
3. Condition



4. Responsible custodian

Any discrepancies must be investigated and reported. Inventory verification shall be cross-checked against the Asset Register ([Annex 1](#)).

Article Eleven: Loss, Damage, or Theft of Assets

Any loss, theft, or damage of assets must be reported immediately to management.

An internal review shall be conducted to determine:

1. The circumstances of the incident
2. Responsibility or negligence
3. Appropriate corrective measures

Where necessary, disciplinary actions may be taken in accordance with HEART's Code of Conduct and HR policies.

Any affected asset records shall be updated accordingly in the Asset Register ([Annex 1](#)).

Article Twelve: Asset Disposal

Obsolete assets, damaged beyond repair, or no longer required, may be disposed of in accordance with organizational procedures and donor regulations.

Disposal methods may include:

1. Transfer to another project or office
2. Donation to community institutions (where permitted)
3. Sale through transparent procedures
4. Environmentally responsible disposal

All asset disposal decisions must be approved by the Board of Directors or designated authority and documented in the Asset Register.

All disposals shall be documented using the Asset Disposal Form ([Annex 3](#)).

Article Thirteen: Responsibilities

Board of Directors

1. Approve the Asset Management Policy
2. Provide oversight of asset accountability



Executive Director / CEO

1. Ensure proper implementation of this policy
2. Ensure adequate systems for asset management

Finance and Administration Department

1. Maintain the Asset Register
2. Monitor asset documentation
3. Conduct periodic asset verification

Staff and Asset Custodians

1. Use organizational assets responsibly
2. Safeguard assets under their care
3. Report loss or damage immediately

Article Fourteen: Policy Review

This policy shall be reviewed every two years or earlier if required due to operational changes, donor requirements, or regulatory updates.

Any amendments must be approved by the Board of Directors

Article Fifteen: Approval and Promulgation

This policy is hereby approved and enters into force on the date indicated below.

Approved by:

HEART's Board of Directors

Signed by:

Dr. Mohamed Mahdi - The Chairman, HEART

Signature:



Annexes and Operational Tools

Annexes and Operational Tools (Independently Coded):

Annex	Code
Annex 1: Asset Register Template	HEART/REG/ADM/AST/2026/001
Annex 2: Asset Transfer Form	HEART/FOR/ADM/ATR/2026/002
Annex 3: Asset Disposal Form	HEART/FOR/ADM/DSP/2026/003



Annex 2: Asset Transfer Form

Annex Code: [HEART/FOR/ADM/ATR/2026/002](#)

Related Policy: [HEART/POL/ADM/AST/2026/006](#)

This form shall be used whenever an organizational asset is transferred between offices, projects, departments, or custodians. The purpose of the form is to ensure that asset movements are properly documented and reflected in the official Asset Register.

All asset transfers must be approved by the responsible management authority and recorded by the Finance and Administration Department.

Asset Transfer Form

Asset Information	Details
Asset ID	
Asset Description	
Asset Category	
Serial Number	
Current Condition	

Transfer Details

Field	Information
Current Location	
New Location	
Current Custodian	
New Custodian	
Date of Transfer	
Reason for Transfer	



Authorization

Role	Name	Signature	Date
Current Custodian			
Receiving Custodian			
Logistics / Administration Officer			
Finance Representative			
Authorized Manager / Director			

Compliance and Mandatory Requirements

1. The transfer must be recorded in the Asset Register immediately after approval.
2. The receiving custodian assumes responsibility for the asset upon signing the form.
3. Any damage or missing components must be recorded before transfer.
4. Unauthorized transfer of organizational assets is strictly prohibited.



Annex 3: Asset Disposal Form

Annex Code: HEART/FOR/ADM/DSP/2026/003

Related Policy: HEART/POL/ADM/AST/2026/006

This form shall be used when an organizational asset is declared obsolete, damaged beyond repair, lost, or no longer required for operational purposes. The purpose of the form is to ensure that asset disposal decisions are transparent, authorized, and properly documented.

All asset disposals must comply with HEART’s Financial Regulations Policy, Procurement and Tendering Policy, and applicable donor requirements.

Asset Disposal Request

Asset Information	Details
Asset ID	
Asset Description	
Asset Category	
Serial Number	
Purchase Date	
Purchase Value	
Current Location	
Current Custodian	
Current Condition	

Disposal Details

Field	Information
Reason for Disposal	<input type="checkbox"/> Damaged <input type="checkbox"/> Obsolete <input type="checkbox"/> Lost <input type="checkbox"/> Project Closed



	<input type="checkbox"/> Other (Please specify): _____
Disposal Method Proposed	<input type="checkbox"/> Transfer <input type="checkbox"/> Donation <input type="checkbox"/> Sale <input type="checkbox"/> Recycling <input type="checkbox"/> Destruction
Date of Disposal Request	
Supporting Evidence	<input type="checkbox"/> Photos <input type="checkbox"/> Inspection Report <input type="checkbox"/> Maintenance Record <input type="checkbox"/> Other (Please specify): _____

Disposal Review and Decision

Role	Name	Signature	Date
Asset Custodian			
Logistics / Administration Officer			
Finance Representative			
Authorized Manager / Director			

Disposal Outcome

Field	Information
Final Disposal Method	
Disposal Date	
Approved By	
Asset Register Updated (Yes/No)	
Remarks	



Compliance and Mandatory Requirements

1. Disposal of donor-funded assets must comply with donor regulations and approval requirements.
2. All disposals must be recorded in the Asset Register immediately after completion.
3. Supporting documentation must be retained in accordance with HEART's Records Retention Policy.
4. Unauthorized disposal of organizational assets is strictly prohibited.

