






SOP Reference #: AC014

Operation/Task:	High Value Asset			Equipment:	None
Owner:	Accounting Manager	Date Created:	6/14/21	Department:	Accounting, Sales, Customer Service, Production
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction describes the process of how ENPOINTE is to safeguard assets which are considered a high value asset

Asset pre-program planning:

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Determine if asset fits ENPOINTE's High Value criteria	If the asset, being used in a job opportunity, is currency or behaves as currency (such as a debit/credit card, gold, silver, cash, coins, jewelry etc.) follow the following steps	If asset meets these criteria, special handling and Chain of Custody methods may be needed to mitigate risk for the company.
2		Call a pre-planning meeting BEFORE program details are confirmed	Required Attendees: Accounting manager, affected Production Managers, Sales and/or Cust Service Rep Optional Attendees: VP or C-level executives	This allows all stakeholders to provide feedback regarding whether the asset is considered high value and will need to follow the high value SOP. Allows additional costs to be included in the quote if necessary.
3		Determine level of security needed	During the pre-planning meeting, determine and document the level of security needed to produce the job for the customer	Not all assets have the same value or need to be handled the same way. After pertinent questions are asked and answered, the stakeholders will determine the best way to handle the job for ENPOINTE and the customer.

Asset process flow:

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Verify asset acceptance	<p>When the asset is received at ENPOINTE, a manager or lead level employee along with an Accounting Manager, will validate quantity received against paperwork supplied.</p> <p>Receiving paperwork is to be attached and stored with a completed inventory log (form ACCT030) and retained in the secure storage location.</p>	<p>If there are any discrepancies of what the client/vendor say they supplied to what was supplied, it is to be addressed immediately.</p> <p>The inventory log will document the full usage and availability level(s) of the asset</p>
2		Move asset to secured location	<p>Both parties are to witness the movement of the asset to secured location. In the rare case that the asset will not fit in the location, an alternate storage must be approved by the CFO or Controller.</p> <p>Complete a line on the inventory log by entering information in all columns except the job#.</p> <p>Retain the log with the stored asset.</p>	For security purposes, any time the asset is being handled, we need to document when and whom did the handling
3		Removing asset from secured location	<p>When the job is ready to be worked, a request to an Accounting Manager, Distribution Manager/Supervisor or CFO is to be made to remove asset from secured location and brought to the secured work area.</p> <p>Complete a line on the inventory log including the job# that the asset is being utilized in.</p> <p>Initiate High Value Asset Chain of Custody Transfer & Use History form ACCT031 which will follow with the asset and be stored within the job jacket during production.</p>	Asset storage and handling are to be recorded for security purposes

4		Work asset	<p>☑ At all times, 2 staff members are responsible to ensure 100% accuracy and product security.</p> <p>Pay special attention to any client or internal requirements in the ticket regarding the recording of specific piece information and proceed accordingly.</p> <p>◆ If job is not complete before shift ends but will be worked by new staff on next shift, a new line on FORM ACCT031 is to be filled out showing the transfer of the asset.</p> <p>◆ If job is not complete before shift ends and will not be worked by new staff on next shift, repeat steps 2-3 to secure the asset.</p> <p>IMPORTANT: Operations must immediately proceed with production processes once assets are removed from secure storage. Upon completion of production, final product must be secured prior to shipping or mailing. Any leftover product must be placed back in secured location – see step 2.</p>	Because of the asset high value, no mistakes can be made, and product is to always remain secure
Notes:				
Definitions:				

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Quality Manager	6/21