



Annex 1 to Administrative Instruction ICC/AI/2012/003 on Property and Assets Management

Thresholds for Tracking “Special Items” as Assets

<u>Asset Management Category</u>	<u>Generic Description</u>	
GSS	<u>Household Appliances</u>	€300
	Examples include:	
	Vacuum Cleaner	€300
	White goods (Dishwasher, fridge, washer, dryer etc.)	€300
	Threshold exception:	
	Air conditioner	€100
	<u>Miscellaneous Equipment</u>	€300
	Examples include:	
	Banding Machine	€300
	Pallet Truck	€300
	Weighing Scales	€300
	Threshold exception:	
	Binoculars	€100
	Global Positioning System (GPS)	€100
<u>Office Equipment</u>	€300	
Examples include:		
Calculator	€300	
Cash Register, Electronic	€300	
Detector, Counterfeit money	€300	
Dictaphone systems (Consisting of a recorder, player and ancillaries)	€300	
Binding Machine, Document	€300	
Display Board, Electronic	€300	
Labelling Machine	€300	
Laminating Machine	€300	
Reader, Microfiche	€300	
Paper Cutter	€300	
Printer, Label Address	€300	
Punching Machine	€300	
Screen, Projector	€300	
Sealing-Embossing Machine, Document	€300	
Shredder, Paper	€300	

Stamp, Time-Date	€300
Transcriber	€300
Threshold exceptions:	
Money Counting Machine	€100
Photocopier	€100
Projector, Slide	€100
Safe	€100
<u>Photographic Equipment</u>	€300
Examples include:	
Camera Ancillaries (case, prism finder, slides storage, exposimeter, photometer, cabinet dryer)	€300
Camera Lens (auto-focus, motorized TV zoom, zoom, video camera, teleconference, digital camera)	€300
Threshold exception:	
Camera, Photograph (instant type, 35MM, digital)	€100
<u>Security Equipment</u>	€300
Examples include:	
Alarm System (hand siren, fire)	€300
Metal Detector	€300
Security Ancillaries (siren control charger, siren control activator, fire fighting SCBA)	€300
X-Ray Equipment (baggage)	€300
<u>Video & Audio Equipment</u>	€300
Examples include:	
Mixer, Studio	€300
Audio Recorder (cassette or digital)	€300
Splitter, Professional	€300
Music System (karaoke, CD player)	€300
Speaker	€300
Intercom	€300
Converter	€300

Amplifier	€300
Video Camera (digital, camcorder)	€300
Radio, Portable (AM, FM, shortwave)	€300
Video Cassette Recorder (VCR)	€300
Video Accessories (adapter and lenses for video camera, teleconference lenses)	€300
TVRO System (consisting of a TVRO receiver, a dish antenna and mounting brackets)	€300

Threshold exceptions:

Disc Player (Blue-Ray, DVD, Compact)	€100
Television (small, medium, large screens)	€100

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Broadcast Equipment €300

Examples include:

Amplifier, Audio	€300
Antenna, Broadcast FM	€300
Installation equip. for radio Broadcast	€300
Radio, Broadcast Equipment	€300
Radio, Receiver Broadcast	€300
Radio, Transmitter Broadcast	€300
CCTV-System (surveillance video cameras, recorder, video monitor, security system video, security system switch)	€300

Threshold exceptions:

Video Monitor Studio	€100
Video Studio Equipment	€100

Data Transmission Equipment €300

Examples include:

Message Switching Terminal	€300
Message Switching Terminal Module	€300
Modem, Radio Interface	€300

Installation Equipment and Accessories €300

Examples Include:

€300

Amplifier

Communication Installation Equipment	€300
Remote Control Console	€300
Communications Equipment shelter	€300
Voice Enhancement Unit	€300

Threshold exceptions:

Cabinets Electronic Equipment	NONE
Duplexer	NONE
Mounting Rack for Comms. Equipment	NONE

Link Equipment €300

Examples include:

Modem Spread Spectrum	€300
Telephone Repeater, Rural	€300
Telephone Terminal, Rural	€300
Terminal Multi-Channel	€300

Power Supply €300

Examples include:

Inverter	€300
Line Conditioner Voltage	€300
Power Supply for Communications Equip.	€300
Static Converters (Rectifiers)	€300
Switchboxes	€300
Voltage Regulators	€300

Threshold exceptions:

Battery Pack for Communications Equip.	NONE
Solar Panels or Cells	NONE

Satellite Equipment €300

Examples include:

Amplifier High Power, Satellite	€300
Amplifier Low Noise, Satellite	€300
Antenna, Satellite Earth Station	€300
Converter, Block Low Noise Satellite	€300
Converter, Up Down Satellite	€300
Driver, Satellite	€300

Engineering Order Wire	€300
Inmarsat Terminals	€300
Inmarsat Enhancements	€300
Modem, Satellite	€300
Modem, Protection Switch Satellite	€300
Multiplexer, Satellite	€300
Power supply, Satellite	€300
Redundancy, Switch Satellite	€300
RF Power Amplifier Assembly Satellite	€300
RF Protection Switch Satellite	€300
Satellite, Communication Terminal	€300
Satellite, Earth Station	€300
Satellite, Receiving Equipment	€300
Tracking System Satellite Antenna	€300
Transceiver, Satellite	€300
<u>Telephone Equipment</u>	€300
Examples include:	
Converter, Signal	€300
Facsimile Machine	€300
Interface Telephone-Radio	€300
Interface Telephone-Radio	€300
Radio Telephone	€300
Telephone, Operator Console	€300
Telephone Set	€300
Voice Mail System	€300
Threshold exceptions:	
Line encryption system	€100
Telephone Set, Cellular-Communicator (Blackberry, iPhone, QTEK)	€100
Telephone Set, Satellite	€100
Telephone Set, Cellular	NONE
<u>Test and Workshop Equipment</u>	€300
Examples include:	
All test and workshop equipment	€300

<u>Radio Telecommunication Equipment</u>	€300
Examples include:	
Pager	€300
Paging Encoder	€300
Radar Set, Ground	€300
Radar Set, Marine	€300
HF Equipment	€300
Threshold exceptions:	
Receiver, VHF, UHF, HF, Air Band	€100
Transceiver, UHF, VHF, HF	€100
Trunking Controller	€100
 <u>Computer</u>	€100
Examples include:	
Computer Desktop	€100
(Desktop, Notebook, Server)	
Computer PDA Palm/Handtop	€100
Word Processing Workstation	€100
Threshold exception:	
Monitor	€300
 <u>Network</u>	€300
Examples include:	
Network Adapter	€300
Network Analyser	€300
Network Concentrator	€300
Network Hub	€300
Network Repeater	€300
Network Router	€300
Network Transceiver	€300
Network Switch	€300
Network Ancillaries-Other	€300
 <u>Peripherals</u>	€300
Examples include:	
Data Switchbox	€300
Modem	€300

Scanner Image	€300
Storage Disk Drive	€300
Storage Tape Drive	€300
UPS System	€300
Uninterruptible Power Supply	€300
UPS Battery Cabinet	€300
Threshold exceptions:	
Bar-code Reader	€100
CD-ROM & Optical Drives	NONE
<u>Printer</u>	€100
Examples include:	
Large Format Printer	€100
Desk top printer	€100
Threshold exception;	
Printer, Barcode/Label	€300
<u>Systems</u>	€100
Examples include:	
Filing System Scanner & Printer	€100
ID System Sign-Pad	€100
ID System Video Printer	€100
ID System Camera Digital	€100

Note:

- Threshold - indicates the value level that determines if items of this type should be tracked as assets.
- NONE - No items of this type should be tracked as Assets. These items should be tracked as expendable.
- €300 - Items with a value of €300 or more should be tracked as Assets (special items/attractive items)
- An item not included in this list may be determined to be "attractive" in nature – should this arise, the question of whether to include it as a special item will be determined by the Secretary of the Property Survey Board.



**Annex 2 to Administrative Instruction ICC/AI/2012/003 on Property and Assets
Management**

(Re)Issue **Handover** **Voucher Form**

Handover From:

Name of Current Holder	
Section / Division	
Location Room #	
Date of Handover	
Signature	

Asset Details:

Item Description	Make	Model	ICC Bar-code (NE...)	Serial Number	New Location (room#...)

Handover To:

Name of New Holder	
Section / Division	
Location Room #	
Date Received	
Signature	

Comments:

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Please use this form when the status or responsibility for an asset changes or is renewed. When completed please forward to Property Management/LTU/GSS, Email: ICCAAssetManagement@icc-cpi.int , Address: Room S-029 (Saturnusstraat Complex).

