

Complete Policy Title:
**Insurance and Protection of
Moveable Assets*¹**

Policy Number (if applicable):

Approved by:
Board of Governors

Date of Most Recent Approval:
June 18, 2009

Date of Original Approval(s):
June 14, 2001

Supersedes/Amends Policy dated:
June 14, 2001

Responsible Executive:
Vice-President (Administration)

Enquiries:
[University Secretariat](#)

***DISCLAIMER:** If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

1 PURPOSE

- 1.1 To provide a system for the identification and inventory of University equipment and moveable assets and incentives for the implementation and maintenance of loss prevention practices directed at protecting such property from theft.
- 1.2 To define the conditions and limits associated with compensation for the loss of University owned equipment.

2 SCOPE

- 2.1 All persons having responsibility for the use and care of University equipment and moveable assets.

3 DEFINITIONS

- 3.1 **Identifiable Security Number**-A number that is uniquely identified to your department provided by Security and Parking Services. The two methods currently approved for this purpose are Operation Provident Number and STOP plate.
- 3.2 **Operation Provident Number**-One of the approved methods of identifying University property which is part of a national numbering system whereby a number is engraved onto a piece of equipment.

¹ Formerly the University Equipment and Moveable Assets - Loss Prevention and Compensation Policy

- 3.3 **STOP Plate**-The second approved method of identifying University property whereby a permanently attached security plate with an identifiable number is uniquely registered to the department.

4 RESPONSIBILITIES

4.1 Chairs / Managers:

- Support loss prevention initiatives directed at the protection of University assets and equipment;
- Ensure that inventories of University owned assets and equipment are maintained and updated.

4.2 Supervisors:

- Ensure that moveable assets and equipment are identified with a University Provident number or other approved identifying security number and recorded in departmental inventories;
- Ensure that adequate security measures are in place and maintained to protect the loss of such assets and equipment;
- Obtain advice from Security Services as required to ensure that appropriate security measures are in place to protect moveable assets and property;
- Report all losses or suspected losses to Security and Parking Services at Ext. 24281;
- Inform Environmental and Occupational Support Services at Ext. 24352 in advance of any transfer of University property or equipment to off campus locations to confirm coverage;
- Retain original purchase orders and receipts to enable filing claims for compensation of loss of such assets and equipment.

4.3 Employees and Students:

- Take every precaution reasonable to protect the moveable assets and equipment of the University;
- Report missing property and equipment to their supervisor;
- Obtain supervisors permission prior to removing University property or equipment from campus.

4.4 Security and Parking Services:

- Provide advice on appropriate loss prevention measures required protect University assets and equipment;

- Conduct periodic audits of current security systems and practices and when required make recommendations for improvement;
- Investigate and file reports with Environmental and Occupational Health Support Services on all losses of University assets and equipment;
- Will loan an engraver to Departments to mark their equipment with the provident number.

4.5 **Environmental and Occupational Health Support Services:**

- Work closely with Security and Parking Services to ensure the implementation of best practices for the protection of University assets and property;
- Along with Security and Parking Services encourages all departments to purchase their own engraver for timely marking and identification of property;
- Administer insurance policies pertaining to covering loss of University assets and property;
- Make recommendations to the Vice President Administration regarding policy limits and deductibles for such policies;
- Administer a reserve account established for the purpose of reimbursing loss authorized by this policy.

5 **PROCEDURES**

5.1 The total asset loss/damages must be in excess of \$5,000 per occurrence and result from the criteria listed in this policy.

5.2 **Identifiable Security Number**

Moveable assets or property having a value in excess of \$5,000 shall be marked with an identifiable security number available from Security and Parking Services.

5.3 **Inventory:**

Moveable assets and equipment having a value in excess of \$5,000 shall be inventoried which is maintained by the department. Information required for the inventory shall include:

- Date inventory last confirmed;
- Item description;
- Model number;
- Year of purchase;
- Supplier;

- Location;
- Purchase price including tax and duty;
- Funding source (e.g. Research funds, Departmental Operating funds);
- Provident number.

5.4 **Protection of Moveable Assets and Equipment:**

Keep moveable assets and equipment secure by:

- Routinely checking that such assets are in place;
- Properly keying and locking doors;
- Maintaining equipment in locked premises;
- Affixing equipment with the use of locking devices or fasteners;
- Storing portable items such as cameras and laptop computers in locked cabinets or drawers;
- Ensuring that door locks are engaged and functioning when leaving areas unattended;
- Maintaining departmental control and restriction of keys by updating key distribution lists on a quarterly basis;
- Reporting the presence of suspicious strangers to Security and Parking Services, noting their clothing and physical characteristics;
- Reporting missing equipment immediately to Security and Parking Services (Ext. 24281).

5.5 **Use of University Equipment off Campus:**

To protect University equipment and ensure insurance coverage the following steps shall be taken before prior to relocating equipment to an off campus location:

- The signing authority for the account from which the equipment was purchased must authorize the use of such equipment off campus; see appendix A for letter template;
- A copy of this letter should accompany the relocating equipment to off campus locations. The original letter shall be retained along with departmental equipment inventory;
- The equipment must be identified as University property and marked with a Provident number;
- Environmental and Occupational Health Support Services shall be consulted when equipment is relocated to another institution or out of Province.

N.B. As part of their duties Security Officers may question persons removing equipment from campus. Faculty and staff transporting equipment off campus should be prepared to present suitable identification such as a McMaster I.D. card or a written authorization from the account signing authority.

5.6 Compensation for Loss by Theft of University Owned Moveable Assets:

The Property Insurance deductible for loss of moveable assets and equipment is \$50,000. Compensation for losses by theft below the deductible will be paid out of the University's general funds, only when the following conditions are met:

- The missing equipment is listed on the Departmental equipment inventory; and
- The missing equipment is marked with an identifiable security number; and
- There is evidence of forcible entry or forcible removal; and,
- The property is replaced with an identical or equivalent item.

5.7 Compensation for Loss by Damage of University Owned Moveable Assets:

The Property Insurance deductible for loss of moveable assets and equipment is \$50,000. Compensation for losses by damage below the deductible will be paid out of the University's general funds, only when the following conditions are met:

- The loss is collateral damage due to an accident or failure of a University system e.g. flood due to broken water pipe; or
- The loss results from fire; or
- The loss results vandalism associated with forced entry; and,
- The property is replaced with an identical or equivalent item.

6 RECORDS

To facilitate internal and external agency requirements for the maintenance of loss of property records and evidence of due diligence practices the following records will be retained:

6.1 Security and Parking Services: Shall record and file all reported losses of University equipment and moveable assets. Such records will be retained for a minimum of three years.

6.2 Environmental and Occupational Health Support Services: Shall receive copies of all loss reports involving University equipment and moveable assets. Such reports will be retained for a period of three years or until any outstanding insurance claim has been resolved.

6.3 University Departments: Shall maintain updated inventories of equipment and moveable assets having a value in excess of \$5,000.

Appendix A
Letter Template

DATE

NAME
DEPARATMENT

MCMASTER UNIVERSITY

1280 Main Street West
Hamilton, ON
L8S 4K1

NAME,

You are permitted to transport EQUIPMENT, off site for the purpose of carrying out McMaster University work. Please ensure the following:

1. That the EQUIPMENT [e.g. laptop] is clearly marked with the DEPARTMENT provident number and it is recorded on the departmental inventory for capital equipment.
2. That the EQUIPMENT is kept with you or is secured in a restricted manner. Please do not leave the EQUIPMENT unattended. Of particular notation, you are requested not to store valuables within the vehicle but secure in the trunk if required to transport. Do not leave in a vehicle overnight.
3. Any issue regarding damages or theft of this property is immediately reported to the Manager of DEPARTMENT and the procedures specified under the McMaster University Insurance and Protection of Moveable Assets program are followed.

If you require any clarification regarding this letter, please let me know.

Sincerely,

Name of department Supervisor

Title

Department Name

Extension