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## Safety Asset and Asset Endorsement Meeting Standing Order

### Parties Involved

- a. The **Asset Management Committee** consists of **SMUSAs Operations Secretary**, and the **Operations Secretaries all CCA CBds**, and **Deputy Operations Secretary** of the **SMUSA Executive Committee**.
- b. The **Operations Secretary** of the Asset Management Committee shall act as **Chairman** for both the Safety Assets and Asset Endorsement Meeting.
- c. No parties other than members of the Asset Management Committee can attend the Asset Endorsement Meeting, with **exceptions of Deputy Operations Secretaries** of the **CCA CBds**.

### Timeline and Duration of Asset Endorsement Process

- a. The SMUSA financial year is from **1st January to 31st December**, and the budgeting period is split into 2 periods in a year -- **Term 1**: 1 Jan – 31 July; **Term 2**: 1 Aug – 31 Dec.
- b. SMUSA Operations should set meeting dates for both the **Safety Assets and Asset Endorsement Meetings** at least **3 months in advance**.
- c. Safety Assets should be conducted **at least 1 week before the start of AEM** to ensure sufficient time for the Finance Committee in preparation for the proposal of AEM budget, and for further preparation on the AEM itself by the Operational CBds.
- d. **AEM** typically commences **1 week before the start of BEM**. Hence, all documents for safety assets should be **submitted 1 week before** the commencement of both **Safety Assets and Assets Endorsement Meeting**.

- e. Such documents include but are not limited to SMUSA’s **SAEM and AEM template** together with the **CBd’s asset inventory list** of the preceding year.

f. **Anticipated Timeline**



- g. Asset Endorsement Meeting may be **conducted over multiple sittings**, which must **not last beyond 10 hours each**. Each sitting must be **conducted anytime between 8AM to 11PM**. The meeting, in a worst case scenario, **should NOT** continue **beyond 12AM** the next morning.
- h. The **SMUSA Operations Secretary** has the **rights to end the meeting** should it **exceed** the permitted time given under **all circumstances**.

**Safety Assets Endorsement Meeting (SAEM) Guidelines**

Safety items are items that pose a certain **threat** or **danger** to the person(s) if the item is not in usable condition and serves the purpose of **protecting** against harm.

**List of Common Safety Items:**

There should be a **standardised budget of \$25** for all first aid related items for **all** clubs to ensure consistency and fairness, **unless specified** and holds a **valid justification** such as **competition** requirements. Please **elaborate on the details of competition** and its requirements. A **clear breakdown of all the items** needed in the first aid kit should be given, subject to the approval of the SMUSA Operations Secretary. This budget consists of 2 parts, the price of **basic Guardian first aid kits** and **additional essentials** needed for treatment of injuries.

1. **Safety or First Aid Kit.** It is assumed to be a standardised pricing of **\$17.90** from Guardian for **all** clubs unless specified to require specific first aid pertaining to the CCA itself and approved. A reference of the first aid kit has been attached below.

## Guardian Basic First Aid Kit Travel



by [Guardian](#)

3 for 2 Mix & Match

\$17.90



- 1 +

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1 set | Item code 168872

- Quality ABS Plastic Container
- Plastic Plasters (10pcs)
- Absorbent Cotton Swabs (1 pcs - 5 cm x 5 cm x 15gm)
- Wide open wove (w.o.w.) bandage (1 Roll - 7.5 cm x 5.5 cm)
- Saftey Pins (12 pcs)
- Adhesive Roll Plaster (1 Roll - 1.25 cm x 1m)
- Small Non Foldable Sissors
- Gauze Swabs (1 pcs - 5cm x 5cm x 8ply x 8pcs)
- First Aid Book
- Usage Card

The **essentials** needed for the treatment of injuries. It consists of **one bottle of antiseptic spray** and a **box of plasters**. References of the antiseptic spray and plaster have been attached below, along with the pricings for each item.

[Home](#) / [Bandaging & First Aid Supplies](#) / [Antiseptics & Ointments](#) / [Healing Sprays](#) / [First Aid Antiseptic Spray, bottle, 2oz.](#)

First Aid Antiseptic Spray, bottle, 2oz.

### First Aid Antiseptic Spray, bottle, 2oz.

Item/SKU:2513

Our Price: **\$4.38**

Qty: < 1 >

Add to Wishlist Add to Compare



Images

HANSAPLAST  
Universal Water Resistant Strips 40 Pieces

**S\$4.30**



Quantity Discount

Buy 1 <b>S\$4.30</b> Save <b>S\$0.00</b>	Buy 2 <b>S\$6.45</b> Save S\$2.15
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★★★★★ 4 reviews



2. For specific clubs that require safety equipment **not highlighted in Point 1 and 2**, items requested are **automatically considered as safety assets** due to the nature of the CCA that poses a pre-existing level of risk. Safety equipment for such clubs are categorised as **equipment that may put the members in danger of physical harm** if the safety equipment is not purchased.
3. However, the **final quantity** for each requested item is **subjected** to the safety assets/asset endorsement meeting **budget and pricing per item**. Such clubs include but are not limited to Sailing, Windsurfing and Diving. Some examples would be ropes and harness.
4. **All other assets** requested by the CCA CBds would be **subjected** to the SMUSA **Operations Secretary's approval**, and to the **full agreement of all CCA CBds**.

### Process of Safety Assets Endorsement Meeting (SAEM)

#### Before SAEM Meeting

- a. The SMUSA Secretary ought to know that **safety items should be the top priority** before all other financial expenses and thus **allocate as much budget to it as possible**, before considering the rest of the items in AEM.
- b. **SMUSA Operations Department** ought to come up with their **own definition of safety assets** and **propose** this to all the **CCA CBd Directors**. It should be discussed and **unanimously agreed** upon. This is to be used as the **basis for all discussions** and **decisions** made.

- c. **Clubs** are needed to **justify their rationale for it being a safety item**, including, but not limited to the **purpose, usage justification, pricing and quantities**.

**During SAEM Meeting**

- d. There would be **no budget** given for safety assets. This is solely based on an approval basis. However, the **% budget of AEM is highly dependent** on this. Thus, much discretion is needed when approving.
- e. The SMUSA Operations Secretary starts facilitating the discussion by **letting each CBd explain the context** of the item requested.
- f. **Round 1: Ranking of Individual Items**  
Clubs are required to **rank each item** in accordance to the **1st item being the most urgent**. Clubs are to indicate their **5 most important** assets and **justify the reason for their choice**. Hence, in situations when there is a need to cut down, the **least urgent will be cut down first**.

- g. **Round 2: Ranking of Categories**

Items will be categorised into 3 categories. If needed, **rank 3 items** are to be **cut down first** followed by rank 2 and rank 1.

Rank	Categories
1	Maintenance (Prioritised)
2	Replacement
3	New Purchases

- h. Items that are **uncertain are passed on first** and the **CCA CBd checks in** with their **relevant club contacts** for the information. Afterwhich, it shall be discussed again once the information is made available.

**After SAEM Meeting**

- i. The **finalised list of safety assets** approved is subjected to the discretion of SMUSA's Operations Team. The SMUSA Operations Department is to **consolidate all the relevant brief justifications** regarding the **rationale for decisions made** during SAEM and discussions into the excel template called **SMUSA Ops Safety Assets & AEM Template**.

- j. The SMUSA Operations Secretary is **responsible for all asset purchase decisions and should be able to justify their thought processes** when questioned by the Office of Student Life or the Finance Committee (SMUSA Finance Secretary and all CBd Finance Secretaries). The **justifications need not be written down in black and white**, verbal confirmation is sufficient.
- k. The list is then **sent to OSL for review and approval**. Upon approval, it is then sent to the SMUSA Finance Secretary, who passes it on to the Office of Finance for processing of the budgets.
- l. After the lists of safety assets are confirmed by the Finance Office, the Finance Committee will discuss the budget allocation. The **Finance Secretary will pass a percentage % budget**, as well as the **amount allocated**, that is to be used for AEM.
- m. All CCA CBd Operational Directors are to **communicate and brief their own finance secretaries** on the **approved items and decisions** made to manage expectations and ensure that all are on the same page.
- n. At the same time, CCA CBd Operational Directors are to **start preparing their request lists for AEM** after knowing the results of SAEM.

#### **Asset Endorsement Meeting Policies/Guidelines**

Do note that all these guidelines are just a rough estimate based on the previous AEM and has to be tweaked if needed.

1. All assets should be requested prior to the commencing dates and discussed during the 2 meetings. The SMUSA Operations director **reserves the rights to revoke any asset purchases** not included in the initial budget proposal submitted for BEM.
2. All items must gain at least **75% approval** from the management team before it is considered to be under the AEM budget. However, the **SMUSA Operations Secretary reserves the right to disapprove or approve** any of the items, should the need for a final decision arise. This should **not be abused** and applies only **mainly in special circumstances** such as a **balanced vote, or extreme conflicting viewpoints**.
3. All asset and equipment requests have to state a clear **purpose** for usage of requested item eg. Daily usage for CCA and are **justified** in terms of the **reason for purchase** eg. Replacement of worn-out equipment.

4. All justifications include the **rationale** for it being **requested as a safety item** or an **asset**. It should also include the **reason for usage** and clarification of **purchasing certain brands**, if applicable.
  
5. All clubs should also elaborate on any **technical terms** used, as different clubs may have different definitions based on the nature of their club. **Any other detail** deemed useful to the deciding committee must be written down.

### **Process of Asset Endorsement Meeting (AEM)**

#### **Before AEM Meeting**

- a. All 3 steps **namely collation of documentation, approval from OSL** or relevant person(s) in-charge and finance committee's **% budget** must be **completed** first **before proceeding** on with **AEM**.
  
- b. The SMUSA Finance Department **allocates a fixed given budget (in percentage %)** out of the Budget Endorsement Meeting (BEM) for AEM. The purpose is to **keep it well within the overall given budget** as possible, so that the funds for the next semester's AEM are not affected or reduced.

#### **During AEM Meeting**

- a. First, to come up with a **rough allocation budget guide** for each CCA, considering their **CBd size** (Number of clubs) and their **club size**. **Other considerations** are to be provided by the **CCA Operations Directors** themselves for Eg. Activeness of club etc, in line with the nature of their CCA Clubs.

This is to allow for the budget allocation of each club itself.

<b>CBds</b>	<b>Ranking Criteria</b>
ACF (23 Clubs)	No. of active members
SSU (31 Clubs)	Performance in last year events / Competition
SICS (23 Clubs)	No. of active members
SMUX (6 Clubs)	No. of active members

- b. **Round 1: Ranking of Individual Items**

Clubs are required to **rank each item** in accordance with the **1st item being the most urgent**. Hence, in situations when there is a need to cut down, the least urgent will be cut down first.

o. **Round 2: Ranking of Categories**

Items will be categorised into 3 categories. If needed, **rank 3 items** are to be **cut down first** followed by rank 2 and rank 1.

Rank	Categories
1	Maintenance (Prioritised)
2	Replacement
3	New Purchases

- c. To allow for **club expansions or leisure activities**, there shall be a **New Purchase Fund of \$500** allocated to each CBd, just for New Purchases. On top of that, there will be an **additional \$500 allocated to 1 CBd** for New Purchases on a **rotational basis** (In total, \$1000 for that CBd in that semester). Any New Purchase Funds that are **not used by the CBd** will be **allocated to the other CBds** for New Purchases.

Rank	Categories	Considerations
1	Maintenance (Prioritised)	<b>Case by Case</b> Basis depending on club regulations, condition of current asset, price, as well as reserves/income.
2	Replacement	<b>Case by Case</b> Basis
3	New Purchases  (Priority of <b>additional \$500 on rotational basis</b> e.g. Term 1 prioritise SICS items first then following term SMUX then following term ACF, then last term SSU)	ACF: \$500 SSU: \$500 SMUX: \$500 SICS: \$500 + \$500  ** Additional budget on top of allocated amount is <b>subjected</b> to the availability of budget left <b>after both maintenance and replacement</b> .

*These criteria are not bound by and can be altered by the SMUSA Operations Committee if required.*

- d. The SMUSA Operations Department shall go through the individual list and do a **first round of cutting**, followed by a **second round** of discussion and cutting.

Round 1 Process	Round 2 Process
- First round <b>striking out irrelevant items</b> like S&A costs such as printing or writing supplies or <b>marketing costs etc.</b>	- The ranking of <b>top 3 categories</b> , in descending order ( <b>best to worst</b> ).

<p>(Marketing costs are assets such as art supplies or marketing collaterals).</p> <ul style="list-style-type: none"> <li>- Come up with a <b>rough allocated budget</b> for each of the CCA CBds according to the specified total given AEM budget.</li> <li>- The <b>ranking of top 3 items</b>.</li> </ul>	<ul style="list-style-type: none"> <li>- Implementing the <b>New Purchases Fund</b> for expansion and leisure.</li> </ul>
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- e. The requested list of assets should be **checked against the asset inventory list** of the **preceding year** submitted by the CBds. The check takes into consideration the **current quantity** of the item as well as the **quantity purchased** for that certain item in the past year. This would give a rough gauge on the amount that is appropriate or should be approved, based on the historical data.
- f. For all items, several considerations should be taken before deciding on the acceptance of a certain request or agreement on the item quantity. Such include but is not limited to the **number of people it benefits** or whether the **club is capable of self-sustaining** in terms of reserves (If the club is able to generate their own income). This is to see if the item is then worth the investment as the more they are **able to self sustain, more budget** should be given.

#### **After AEM Meeting**

- g. The finalised list of assets approved is **subjected** to the **discretion** of SMUSA's Operations Team. The SMUSA Operations Department is to **consolidate all the relevant justifications** and discussions into the template given. The list would then be **sent to OSL** for their perusal.