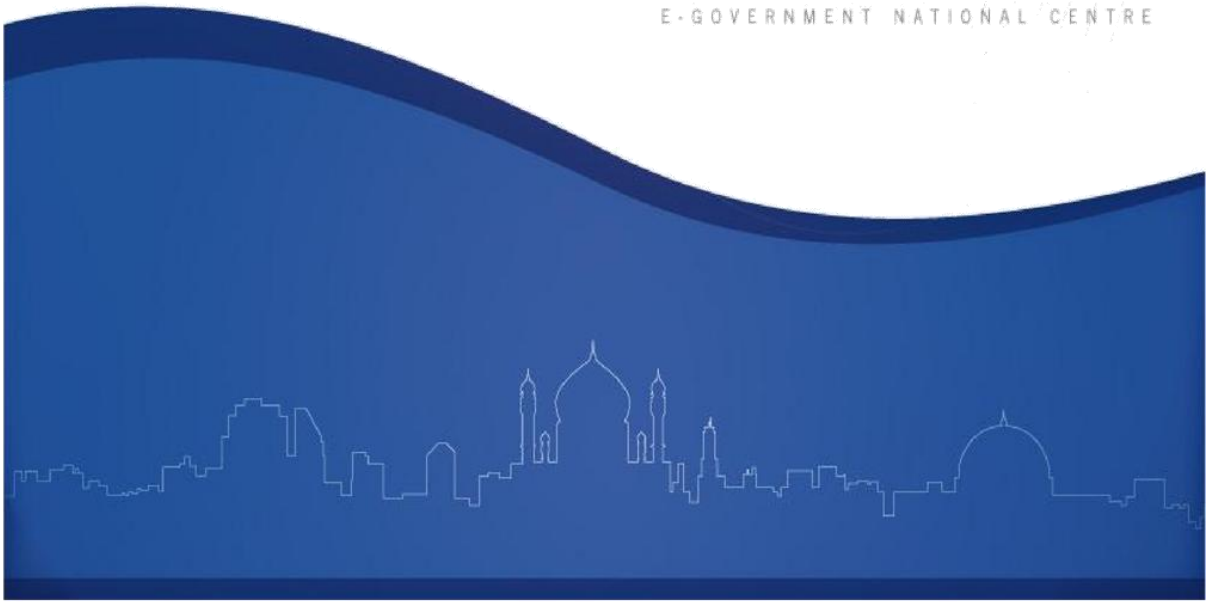

IT Equipment Refresh Policy

E-Government National Centre
Prime Minister's Office

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1. Introduction

1.1 This policy provides guidelines regarding the life span and refresh rate of IT equipment including desktops, laptops and tablet computers for the Government of Brunei.

2. Objective

2.1 The objective of this policy is to establish and define a Refresh policy for all IT equipment used in the Government. This is intended to provide a balance between optimum use and on-going maintenance costs to enable staff to use the latest software with ease, without impeding the productivity and efficiency of the agencies with the Government.

2.2 The purpose of this policy is to minimise risk(s) from (but not limited to):

2.2.1 Vulnerability of out-date or obsolete hardware and software systems to external and internal attacks

2.2.2 In-adequate security and authentication functions for obsolete systems

2.2.3 Unavailability of Security fixes and vulnerability patches for obsolete systems.

2.2.4 The lack of technical support and defensive measures available to obsolete systems.

3. Policy Scope

3.1 This policy applies to all Government owned and leased IT equipment including Desktop Computers, Notebooks, Tablet PC, printers, plotters, servers, switches, and other IT Equipment being used by the government (As listed in Annex A).

4. Definitions

4.1 As used in these document, the following terms shall have the following meanings, except where the context otherwise requires:

4.1.1 Life Span – The period of time during which IT equipment remains useful to the Government.

4.1.2 Refresh rate – The planned rate of replacement for IT equipment

4.1.3 Obsolete equipment/system – The equipment or system is deemed obsolete if it is operating beyond its Life Span.

4.1.4 Agency – Government ministry or department including educational institutions and statutory board.

4.1.5 Government – The Government of His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam

4.1.6 Computer systems – Desktop or Personal computers, notebooks, network computers, pocket PCs, mobile devices and personal digital assistants that are used to store, process or access Government resources.

4.1.7 Government Resources – All Government data, hardware or software implemented for official use by the Government and its authorised personnel.

4.1.8 Head of Agency – The term refers to the Permanent Secretary of Government Ministry, Head of Government Department, and CEO of Statutory Board.

4.1.9 Official – This means any business related to the Government and/or agency.

4.1.10 User – The term encompasses full-time and part-time government employee, consultant, contractor, temporary, volunteer and any other worker at all levels within the government.

5. IT Equipment Refresh Policy

5.1 IT equipment will be refreshed in which they are determined to be obsolete or end-of-life (operating beyond its determined Life Span) or when deemed non-functional by the Agency.

5.2 IT Equipment or accessories stolen or lost will be reported to the relevant authorities and will be replaced only at the discretion of the Head of Agency or appointed representative.

5.3 IT Equipment having minor wear and tear within the stipulated lifecycle, and is still deemed functional by the Agency, will not be refreshed or replaced.

5.4 All IT equipment will have the Life Span and Refresh rate as proposed in Annex A.

5.5 This policy and its annex will be reviewed as deemed appropriate, but no less frequently than every 12 months.

6. Introduction

6.1 The following Government policy and guideline documents are directly relevant to this policy, and are referenced:

6.1.1 IT Equipment Catalogue

Annex A

A1 IT Equipment Life Span and Refresh Rate

Equipment Type	*Life Cycle (years)*	*Refresh Rate (years)*
Desktop Computer (CPU, monitor, keyboard)	5	3
Notebook/Tablet PC	5	3
Printer	7	5
Plotter	7	5
Scanner	7	5
Server	7	5
Switches	7	5
Routers	7	5
UPS	7	5