

Asset Identification and Tagging Policy

1. Purpose

This policy outlines guidelines for the identification, tagging, and documentation of physical and IT assets owned or controlled by [Company Name].

2. Scope

This policy applies to all departments, employees, contractors, and third-parties handling or managing company assets.

3. Asset Identification

- All tangible assets, such as IT equipment, furniture, and machinery, must be assigned a unique identification code.
- Assets must be recorded in the Asset Register upon acquisition.
- Asset identification codes should be consistent and follow an approved naming convention.

4. Tagging Process

1. Upon receipt, each asset must be physically tagged with a durable, clearly visible label displaying its ID.
2. Tags should be tamper-resistant and located where easily accessible for scanning or inspection.
3. Tagging must occur prior to asset deployment or usage.

5. Record Keeping

Key asset information to record includes:

Asset Field	Description
Asset ID	Unique identification code/tag number
Description	Type, make/model, and brief asset details
Location	Assigned physical or departmental location
User/Owner	Responsible person or team
Date of Acquisition	Purchase or receipt date
Status	Active, in repair, retired, etc.

6. Tag Maintenance

- Tags must be checked periodically for legibility and integrity.
- If a tag is damaged or missing, it must be replaced and documented immediately.

7. Asset Disposal

- Tags must be removed or deactivated on disposal, transfer, or sale of the asset.
- Asset Register must be updated accordingly.

8. Compliance and Enforcement

- Non-compliance with this policy may result in disciplinary action.
- Regular audits may be conducted to ensure adherence.

Important Notes

- Asset identification and tagging are critical for loss prevention, inventory control, and accountability.
- All staff must be trained on asset management procedures.
- This policy should be reviewed and updated annually or as necessary.
- Electronic and software assets may require additional identification protocols.