# Asset Tagging Process Checklist

**Project/Department: _____**

**Date: _____**

**Prepared by: _____**

## Checklist

| # | Task | Completed | Comments |
|---|------|-----------|----------|
| 1 | Identify and list all assets to be tagged | ☐ | |
| 2 | Verify asset details (make, model, serial number, location) | ☐ | |
| 3 | Assign unique asset tags/labels | ☐ | |
| 4 | Physically attach tags to appropriate assets | ☐ | |
| 5 | Update asset register/database with tag info | ☐ | |
| 6 | Photograph tagged assets for records | ☐ | |
| 7 | Obtain sign-off from responsible department/personnel | ☐ | |

## Additional Notes

- Ensure all asset tags are tamper-proof and clearly visible.
- Maintain an updated digital and physical inventory record.
- Regularly audit tagged assets to ensure compliance and accuracy.
- Follow safety and operational procedures while tagging in sensitive areas.

## Important Notes

- This checklist must be reviewed before initiating the asset tagging process.
- Use durable and standardized tags to ensure consistency across all assets.
- All completed checklists should be filed for future reference and audits.
- Modifications to this document must be approved by asset management authorities.