

Standard Operating Procedure (SOP) for Asset Tagging

Document Title	Asset Tagging SOP
Department	Asset Management / IT
Prepared By	John Doe
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Version	1.0

1. Purpose

This Standard Operating Procedure (SOP) provides guidelines for the standardized tagging and documentation of company assets to ensure accurate tracking, accountability, and management.

2. Scope

This SOP applies to all physical assets owned, leased, or managed by the organization, including but not limited to IT equipment, machinery, furniture, and vehicles.

3. Responsibilities

- **Asset Manager:** Oversees implementation of asset tagging procedures.
- **Asset Custodian:** Ensures assets are available and accessible for tagging.
- **Tagging Team:** Conducts labeling and documentation of assets.

4. Procedure

1. **Asset Identification:**
 - Prepare a list of new or existing assets to be tagged.
 - Verify asset details: type, location, serial number, and custodian.
2. **Tag Preparation:**
 - Print or procure uniquely numbered asset tags/barcodes.
 - Ensure tag information matches the asset register records.
3. **Tagging Process:**
 - Physically attach tags to a visible, accessible, and secure part of each asset.
 - For IT equipment, affix tags near power source input or easily visible surface.
4. **Data Recording:**
 - Record asset tag number, asset details, and location into the centralized Asset Register or management system.
 - Update asset status and responsible person information as required.
5. **Review and Verification:**
 - Perform periodic audits to ensure tag presence and data accuracy.
 - Report missing or damaged tags to the Asset Manager immediately.

5. Related Documents

- Asset Register Template
- Asset Transfer Form
- Asset Disposal SOP

6. Revision History

Version	Date	Description	Author
1.0	2024-06-27	Initial creation	John Doe

Important Notes:

- SOPs should be reviewed and updated regularly to reflect changes in process or assets.
- Only authorized personnel should conduct asset tagging to ensure accuracy and security.
- Proper asset tagging is crucial for audits, insurance claims, and risk management.
- Always backup asset data in a secure location.