

# Equipment Registration and Tracking Form

Equipment ID / Serial Number

Equipment Name

Category

Brand / Manufacturer

Model

Purchase Date

Current Location

Status

 Select ▾

Assigned To

Last Maintenance

Additional Notes / Description

## Important Notes

- Ensure all fields are accurately completed for tracking and audit purposes.
- Update equipment status and location whenever changes occur.
- Retain this document for internal record-keeping and compliance requirements.
- Regularly review and verify registration details for active equipment.