

Asset Audit Document

1. Introduction

This Asset Audit Document outlines the objectives, methodology, and process for conducting a comprehensive audit of organizational assets. The document serves to ensure accurate records, proper valuation, and verification of the existence and condition of assets held by the organization. The asset audit aims to support accountability, optimize asset utilization, and ensure compliance with internal policies and external regulations.

2. Scope

The scope of this audit includes all tangible and intangible assets owned, leased, or managed by the organization as of the audit date. This encompasses but is not limited to IT equipment, machinery, furniture, vehicles, property, intellectual property, and other valuable items. The audit will cover asset identification, location, status, documentation, and, where applicable, valuation and depreciation.

The audit will be conducted across all physical locations and departments indicated in the asset register. Assets not recorded or discrepancies observed during the audit will be flagged for further investigation.

- This document should be reviewed and updated regularly as organizational assets and policies evolve.
- All findings and discrepancies must be documented and reported to management promptly.
- Access to this document should be limited to authorized personnel only.
- This document does not serve as a substitute for legal or financial advice.