

Standard Asset Tagging Sheet

Document Information

Date:

Location / Site:

Prepared By:

Department:

Asset Details

No.	Asset Description	Serial Number	Asset Code/Tag No.	Location	Condition	Remarks
1	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
2	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
3	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

Reviewed & Verified By

Name:

Designation:

Signature:

Date:

Important Notes

- Ensure each asset is tagged with a unique asset code or tag number.
- All asset details must be accurately recorded at the time of tagging.
- This document should be stored securely for audit and tracking purposes.
- Any discrepancies found during tagging must be reported to the asset management team.
- Maintain this sheet as part of the official asset register.