

# 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	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____

## 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.