Asset Utilization Exception Report

Date: _____
Reported By: _____
Department: _____

Summary

This report highlights the exceptions identified in asset utilization for the period:
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Exception Details

Sr. No.	Asset ID	Asset Description	Location	Utilization (%)	Threshold (%)	Exception Description	Action Taken / Recommendation
1	AST-1023	Forklift Truck	Warehouse A	22	50	Utilization below threshold for last 60 days	Review usage schedule; consider asset relocation
2	AST-1105	Server Blade S5	Data Center 2	95	85	Overutilization detected	Check for load balancing; recommend upgrade

Comments / Observations

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Important Notes:

- Asset Utilization Exception Reports help identify underused or overused assets.
- Exception thresholds should be regularly reviewed to reflect operational changes.
- Follow-up actions and accountability tracking are critical to ensure improvements.
- Reports should be kept confidential and shared only with relevant stakeholders.
- Data accuracy depends on timely and correct updates in asset management systems.