

Quarterly Asset Productivity Assessment Form

General Information

Assessment Period:

e.g., Q2 2024

Assessed By:

Department/Unit:

Date of Assessment:

Asset Details & Productivity Assessment

Asset ID	Asset Description	Location	Acquisition Date	Status	Productivity (Utilization %)	Comments
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	e.g., 87%	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	e.g., 67%	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	e.g., 54%	<input type="text"/>

Summary & Recommendations

Key Observations:

Actions / Recommendations:

Important Notes:

- This assessment should be conducted consistently at the end of each quarter.
- Accurate data ensures more valuable analysis for resource planning.
- Productivity percentage refers to actual asset usage versus available time.
- Documenting status and comments helps track changes and plan maintenance or disposal.

- Secure all necessary approvals before implementing recommendations based on this assessment.