

Asset Specification & Description Form

Section 1: Asset Identification

Asset Name	[Enter asset name]
Asset Type	[e.g., Equipment, Vehicle, IT Hardware]
Asset ID / Serial Number	[Enter asset identification or serial number]
Location	[Enter physical location]
Date Acquired	[DD/MM/YYYY]
Owning Department	[Enter department name]

Section 2: Asset Specifications

Manufacturer	[Enter manufacturer name]
Model	[Enter model number]
Year of Manufacture	[Year]
Technical Specifications	[Enter key technical specifications]
Capacity / Size	[Enter capacity/size]
Accessories / Attachments	[List if any]

Section 3: Condition & Remarks

Current Condition	[New, Good, Fair, Poor]
Last Maintenance Date	[DD/MM/YYYY]
Remarks	[Any additional information]

Authorized By

Name	[Enter name]
Position	[Enter position]
Signature	[Sign here]
Date	[DD/MM/YYYY]

Important Notes

- This form must be completed for each asset and kept for audit purposes.
- Ensure all fields are accurately filled to maintain proper records.
- Attach supporting documents (e.g., purchase invoice, warranty) where applicable.
- Update the specification form following any significant changes to the asset.
- Form must be authorized by the relevant department head or responsible officer.

