

# Asset Lifecycle Audit Documentation

Date of Audit: \_\_\_\_\_  
Auditor Name: \_\_\_\_\_  
Department: \_\_\_\_\_

## 1. Asset Overview

Asset ID	Asset Name	Category	Location	Owner
EX-001	Laptop - Dell XPS 13	IT Equipment	Head Office	John Doe

## 2. Asset Lifecycle Details

Stage	Date	Description	Responsible Person
Acquisition	2021-04-15	Asset purchased from ABC Supplies	Jane Smith
Deployment	2021-04-20	Issued to John Doe	Tom Lee
Maintenance	2022-03-10	Battery replaced	Service Team
Decommission	2024-01-30	Asset prepared for disposal	Asset Manager

## 3. Audit Findings

Item	Status	Notes
Physical Condition	Good	No visible damage
Data Sanitization	Completed	Certificate attached
Compliance	Pass	Policy met

## 4. Recommendations & Actions

Recommendation	Action Owner	Due Date
Update asset registry for decommissioned items	Asset Manager	2024-02-10

### Important Notes:

- Maintain thorough documentation at every lifecycle stage for compliance and traceability.
- Ensure audit findings are acted upon in a timely manner to mitigate risks.
- Regular audits help identify discrepancies and enhance asset management practices.
- All data sanitization procedures should be documented and certificate copies attached.
- This documentation may be required for regulatory or internal policy review.