

Asset Location and Tagging Audit Checklist

Date of Audit: _____

Auditor(s): _____

Department/Area: _____

Audit Details

#	Asset ID	Description	Location (Recorded)	Location (Actual)	Tag Present	Tag Condition	Notes
1	AS-0001	Laptop - Dell XPS 13	Room 401	Room 401	Yes	Good	
2	AS-0002	Projector - Epson X800	Conference Hall	Room 402	No	N/A	Asset moved, tag missing
3	AS-0003	Printer - HP LaserJet 200	Reception	Reception	Yes	Faded	Tag replacement required
4	AS-0004	Desk Chair - Ergonomic	Room 405	Room 405	Yes	Good	
5	AS-0005	Desktop PC - Lenovo ThinkCentre	IT Office	IT Office	Yes	Good	

Important Notes

- Ensure all asset information is accurate and up to date before the audit.
- Double-check asset tag presence and condition for proper traceability.
- Record any discrepancies or missing assets immediately for follow-up actions.
- Use additional sheets if auditing large numbers of assets.
- This checklist serves as an official record; keep it securely filed after completion.