

Physical Asset Audit Checklist

Department/Area:

Date of Audit:

Auditor Name(s):

ASSET DETAILS

NO.	ASSET DESCRIPTION	ASSET ID / SERIAL NO.	LOCATION	CONDITION (GOOD/FAIR/POOR)	EXISTS? (YES/NO)	REMARKS
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Select</div>	<div>Select</div>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Select</div>	<div>Select</div>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Select</div>	<div>Select</div>	<input type="text"/>

SUMMARY & RECOMMENDATIONS

Overall Observations:

Corrective Actions Suggested:

Audit Completed By:

Date:

IMPORTANT NOTES

- This checklist is to be completed during scheduled physical verification of assets.
- Ensure all fields are filled for each asset, including condition and existence status.
- Any discrepancies must be reported and investigated promptly.
- Retain completed checklists as part of audit documentation.
- Periodic audits help maintain asset accountability and prevent losses.