

Basic Asset Register Template

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Purpose	Use for
A structured template for recording asset details, locations, criticality, maintenance ownership and key spares notes.	PPM creation, contractor onboarding, maintenance schedules, insurance/site records and reliability improvement.

1. Why an asset register matters

A practical asset register gives the maintenance team a single place to record what equipment is on site, where it is located, how critical it is, what maintenance frequency applies and what information is needed for future repairs. It supports PPM planning, spares control, condition monitoring and faster breakdown response.

2. Recommended fields

Field	Purpose
Asset ID	Unique reference used on PPM schedules, job sheets, defects and reports.
Asset name / description	Clear description of the equipment or system.
Location	Area, line, room or process where the asset is installed.
Manufacturer / model / serial	Useful for spares, manuals, OEM support and repair history.
Criticality	Low, Medium, High or Critical based on safety, production, quality and environmental impact.
Maintenance frequency	Daily, weekly, monthly, quarterly, 6-monthly or annual checks as required.
Spares notes	Known critical spares, belts, bearings, sensors, filters, oils or service parts.
Status	Active, standby, mothballed, obsolete or removed.
Notes	Known issues, access restrictions, isolation notes or improvement opportunities.

