Asset Register Template for ISO 41001:2018

An asset register is a critical document for effective facility management, tracking all assets within an organization. This template aligns with the requirements of ISO 41001:2018, ensuring comprehensive and compliant documentation of assets.

Asset Register Template

1. Basic Information

Field Name	Description
Asset ID	Unique identifier for the asset
Asset Name	Name of the asset
Asset Category	Category or type of the asset (e.g., HVAC, Lighting, IT)
Asset Location	Physical location of the asset within the facility
Acquisition Date	Date when the asset was acquired
Manufacturer	Name of the manufacturer
Model/Serial Number	Model or serial number of the asset
Purchase Price	Initial purchase price of the asset
Current Value	Current estimated value of the asset
Depreciation Method	Method used for depreciation (e.g., straight-line, reducing balance)

2. Maintenance and Condition

Field Name	Description
Maintenance Schedule	Frequency and type of maintenance required
Last Maintenance Date	Date of the last maintenance performed
Next Maintenance Date	Date for the next scheduled maintenance
Maintenance Provider	Name of the maintenance service provider
Condition	Current condition of the asset (e.g., Good, Fair, Poor)

Condition Assessment Date	Date of the last condition assessment
Notes	Additional notes or comments about the asset

3. Operational and Usage Data

Field Name	Description
Usage Hours	Total number of hours the asset has been in use
Usage Limit	Manufacturer's recommended usage limit (if applicable)
Energy Consumption	Energy consumption details (e.g., kWh per month)
Performance Metrics	Key performance metrics related to the asset's operation
Utilization Rate	Percentage utilization of the asset

4. Compliance and Certification

Field Name	Description
Compliance Status	Compliance status with relevant standards and regulations
Certification	Certifications held by the asset (e.g., safety, environmental)
Inspection Dates	Dates of any inspections performed
Inspection Results	Results or findings from the inspections
Non-Conformities	Any non-conformities identified and their status
Corrective Actions	Corrective actions taken for any non-conformities

5. Decommissioning and Disposal

Field Name	Description
Decommissioning Date	Date when the asset was decommissioned
Disposal Method	Method used for disposal of the asset
Disposal Provider	Name of the disposal service provider
Residual Value	Residual value of the asset at the time of disposal

Notes	Additional notes related to the decommissioning and disposal