Asset Identification

Before you can analyze risks, you need to know what you have to lose, in order to know that, you have to identify your organization's assets. Asset Identification can involve tagging each physical asset with a physical label (frequently with a bar code) or a tag.

It is useful for inventory purposes to tag each asset with a unique number. The unique ID number makes it easy to maintain a database listing each asset, purchase information, description and location. Particularly when barcode or electronic tags are used, asset tagging simplifies the process of conducting a periodic inventory of assets, where teams of asset control personnel manually go through an office recording the assets located there.

Steps in the Asset Identification Process:

➢ **Identify all assets that need or will need to be tagged**

➢ **Determine an Asset ID schema (Unique ID) for identifying your assets**

➢ **Choose and acquire Asset Tags to affix to your assets**

➢ **Acquire barcode scanners and associated software to read Asset Tags and aid in asset management procedures**

➢ **ID and Tag all of your existing assets**

➢ **Create or modify a process (Guideline) for Asset Identification for both existing and new incoming Assets**

opX will first create a Asset Identification Guideline which will not only which will not only address each of these processes, but how each department or organization is responsible for any input.

opX personnel are experienced in both the creation and maintaining of a Asset Identification process. If there is a Asset Identification process already in place **opX** will be able to evaluate it and update it to meet your needs.

Benefits to your Organization:

➢ **Creating Asset IDs and tagging your assets facilitates better management of daily asset management activities such as installs, moves and preventive maintenance**

➢ **Effective daily asset management is dependent on the ability to easily scan in accessible Asset Tags so that personnel can open, review, and/or modify an asset record with minimal disturbance to the asset itself**

➢ **Tagging assets with bar coded Asset Tags helps to streamline and simplify your Asset tracking processes. Personnel can easily spot-check assets in the field simply by scanning in an Asset Tag to pull up and review the associated asset record.**

➢ **Maintenance activities are easily captured as they occur by associating activity with unique Asset IDs. The end result is an Asset Repository containing more accurate and more complete information about your environment.**

Additional Information – more information on how we can help you with your Asset Identification program can be provided by request. In addition, opX engineers are willing to visit your facility to present and discuss further aspects of the Program. Please contact us at our website, or you can call/fax us directly.