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by UK software

Asset Tracking Checklist

Use this checklist to assess how effectively your organisation tracks and manages its assets. Identify gaps in visibility, ownership, and processes, and understand where improvements will have the biggest impact.

Scoring

Yes = 2 points
Partially = 1 point
No = 0 points
Add up your score at the end to see your result.

1. Asset Visibility

Do you have a complete and up-to-date register of all assets?

☐ Yes ☐ Partially ☐ No

Are all assets recorded in a single, central system?

☐ Yes ☐ Partially ☐ No

Can you quickly locate any asset without relying on specific individuals?

☐ Yes ☐ Partially ☐ No

Is your asset data (location, type, status) accurate and regularly reviewed?

☐ Yes ☐ Partially ☐ No

2. Asset Tracking

Can you track where assets are at any given time?

☐ Yes ☐ Partially ☐ No

Are asset movements (e.g. between locations or users) consistently recorded?

☐ Yes ☐ Partially ☐ No

Can you view a history of changes for each asset?

☐ Yes ☐ Partially ☐ No

Is asset status (in use, in storage, retired) clearly tracked?

☐ Yes ☐ Partially ☐ No

3. Ownership & Responsibility

Does every asset have a clearly assigned owner or responsible person?

☐ Yes ☐ Partially ☐ No

Is ownership updated when assets are reassigned or moved?

☐ Yes ☐ Partially ☐ No

Do teams clearly understand their responsibility for managing assets?

☐ Yes ☐ Partially ☐ No

Is there accountability for lost, damaged, or unused assets?

☐ Yes ☐ Partially ☐ No

4. Processes & Consistency

Do you have a defined process for adding new assets?

☐ Yes ☐ Partially ☐ No

Is there a consistent process for updating asset information?

☐ Yes ☐ Partially ☐ No

Is asset management handled consistently across teams and locations?

☐ Yes ☐ Partially ☐ No

Is reliance on spreadsheets or manual tracking minimal?

☐ Yes ☐ Partially ☐ No

5. Risk & Control

Can you quickly identify missing or untracked assets?

☐ Yes ☐ Partially ☐ No

Do you carry out regular checks or audits of your assets?

☐ Yes ☐ Partially ☐ No

Are duplicate or unnecessary assets actively avoided?

☐ Yes ☐ Partially ☐ No

Does your asset tracking support compliance and audit requirements?

☐ Yes ☐ Partially ☐ No

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Your Score

Yes = 2 points / Partially = 1 point / No = 0 points
Total possible score: 40
Add up your points:

What your score means

30–40

Strong Control

You have a solid foundation in place with good visibility and control over your assets.

Focus next on:

- Optimising efficiency
- Scaling processes as you grow
- Reducing manual effort further

18–29

Moderate Control

There are clear gaps in visibility, consistency, or ownership that may be creating inefficiencies.

Focus next on:

- Centralising asset data
- Improving tracking and accountability
- Reducing reliance on manual processes

0–17

Limited Control

You likely have limited visibility and control over your assets, increasing the risk of loss, duplication, and inefficiency.

Focus next on:

- Creating a central asset register
- Defining ownership and processes
- Improving visibility across teams and locations

Final Insight

Organisations with low visibility over assets often underestimate the time and cost impact. Improving tracking and control not only reduces risk but also saves time and improves decision-making.