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INSTRUCTIONS ASSET REGISTER PREVENTATIVE MAINTENANCE SCHEDULE CORRECTIVE ACTION REGISTER

(Insert organisation)
Asset Management Register

Effective Date: (insert)
Program Owner: (insert)

SIMPLIFYSYSTEMS

HOME INSTRUCTIONS ASSET REGISTER PREVENTATIVE MAINTENANCE CORRECTIVE ACTION REGISTER LISTS

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6 **Guidance and Instructions for Implementation:**

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8 **Editing the Template:**

9 The home tab and instructions tab are protected to prevent any of the links and content from being deleted.

10 In order to add information on the home tab such as company information you must unprotect the sheet.

11 To unprotect and edit any of the sections (tabs) click on review, select unprotect sheet and make any changes.

12 Once updates and changes have been made, select protect sheet and click ok (please note this is required for the buttons to work on the home tab).

13

14 **Asset Register:**

15 To unlock and edit or lock any of the sections (tabs) click on review, select protect sheet and click ok (select unprotect sheet to make any changes).

16 Undertake inspections of the workplace to thoroughly identify and record all assets.

17 Consult the workforce and organisational business units/functions to identify key information required for the asset register.

18 Use this process to identify any immediate risks, defects or issues and put in place corrective actions for any assets.

19 Integrate the asset management process into key functions or processes of the business to maximise the benefits, including in purchasing processes, position descriptions, financial practices, activity calendars and timetables.

20

21 **Preventative Maintenance Schedule:**

22 Reference any manufacturer's instructions or recommended maintenance activity triggers or schedules.

23 Consider the performance of the asset and any historical maintenance activity or previous break downs or failures.

24 Consult users of the asset for any key information relating to the operation of the asset or recurrent issues identified.

25 Identify what preventative maintenance activities can be performed by internal staff and what requires specialist/expert or external support.

26 This tool is designed to identify the annual program of planned preventative maintenance activities, and does not prohibit daily, weekly, monthly or other frequency of checks and maintenance activities required for safe use, upkeep and general monitoring. Such activities should be captured within nominated daily, weekly, monthly or other checklists.

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29 **Corrective Action Register:**

30 Utilise the CAR to record the outcomes of any preventative maintenance activities which require a follow up or corrective action to be taken.

31 The CAR should be regularly maintained and reviewed to ensure it accurately reflects the status of corrective actions and the status of assets which may be out of order, awaiting maintenance activities or locked-out.

32 Any asset listed on the CAR may require a corresponding 'out of order' or similar tag to be placed on it to prevent use whilst out of service.

33

34 **Record Keeping:**

35 All preventative maintenance activities should be recorded and documented with any records, reports of certifications stored and saved consistently for future reference and good record keeping.

36 The relevant location of records for all assets should be recorded in column 'I' of the Preventative Maintenance Tab.

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HOME INSTRUCTIONS ASSET REGISTER PREVENTATIVE MAINTENANCE CORRECTIVE ACTION REGISTER LISTS

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ASSET REGISTER - INSERT BUSINESS OR FUNCTION

Home

ASSET REGISTER - INSERT BUSINESS OR FUNCTION

ASSET IDENTIFICATION NO.	ASSET NAME / DESCRIPTION	ASSET CATEGORY	QUANTITY	MAKE / MODEL / SERIAL NUMBER	ASSET OWNER	FUNCTION OR DEPARTMENT	PURCHASE DATE	EXPECTED LIFESPAN OF ASSET	STORAGE LOCATION
SPD - 001	RIDE ON MOWER	PLANT & EQUIPMENT	1	GR-501, Rover Mini Rider	Depot Manager	Parks and Gardens	12-Aug-19	12 YEARS	SOUTH PORT PARKS AND GARDENS DEPOT
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Sample

HOME INSTRUCTIONS ASSET REGISTER PREVENTATIVE MAINTENANCE CORRECTIVE ACTION REGISTER LISTS

Ready Accessibility: Investigate

