Tagging & Tracking Checklist

Important Tagging & Tracking Tips

Selecting the right label material, size/thickness and attachment method is critical to the success of your asset management project because detached or unreadable tags can cause huge problems.

- A paper or plastic label may be suitable for a low contact indoor only asset but will quickly degrade when exposed to outdoor or harsh elements.

- There are many elements a label can face that can cause it to detach or become unreadable, including, but not limited to, frequent abrasion, harsh chemicals or cleaning solvents, saltwater exposure or fading due to UV exposure in sunlight.

- There are materials, such as Metalphoto® photosensitive anodized aluminum, that are rated to last over 20+ years outdoors, which may be the best choice if your assets are critical and will face a variety of known (or unknown) harsh conditions.

Considering the attachment method is crucial.

- There are a multitude of attachment options including adhesives, rivets and ties. When choosing an adhesive it's important to understand if your attachment surface has low surface energy (plastics) or high surface energy (metals) as different adhesives must be used.

- Curved surfaces may require a flexible label to correctly adhere, but make sure you do not sacrifice necessary durability for a flexible material. There are foil metal labels available that fulfill both requirements.

- Mechanical attachment methods like screws or rivets are also an option for rigid labels, but bear in mind that this decision can greatly increase the time and cost of installing the labels.

Consider how you will associate each asset's ID with each label's code.

- IDs can be associated in the field during label application, but this will also add significant time to the installation.

- If the IDs are pre-assigned to each label, it's important to make sure the labels are delivered in a manner that is organized for ease of locating the correct label for each asset to avoid adding a huge time investment to the installation.

Installation can add huge time and cost to a tagging and tracking project.

- There are many options to ease this burden, including having the labels packaged and shipped in kits to make installation as intuitive as possible.

- Label installation services are also available from Camcode, as well as some other label providers.

- Developing a marking specification can codify the tag type, data rules on each tag, and the tag location on each asset across locations or vendors, controlling quality now and into the future as you replace assets or add new ones.

The right code symbology is important.

- There are different types of barcodes, and each has different capabilities to contain different types or amounts of information.

- The scannable size of each barcode type can also very, so different symbologies will perform better at different sizes or scan distances.

- Some scanners only read certain barcode symbologies, so find out which your scanners can handle.

- Will anyone without access to your software package need to identify an asset? Consider adding human readable asset descriptions, part numbers and/or serial numbers to your tags.

Tagging & Tracking Checklist

What tracking operations will you be performing or automating using software + asset tags?
- ☐ Preventative/predictive maintenance
- ☐ Inspections
- ☐ Mobile team management
- ☐ Work orders
- ☐ Data collection
- ☐ Asset ownership, location or value

What asset management software will you be using?

What conditions will your asset labels be exposed to?
- ☐ Outdoor sunlight
- ☐ High temperatures (above 100 °F)
- ☐ Abrasion
- ☐ Chemical exposure
- ☐ Saltwater/marine conditions
- ☐ Other

What kind of surfaces will your labels be attached to?
- ☐ Low energy (generally plastics)
- ☐ High energy (generally metals)
- ☐ Flat
- ☐ Curved
- ☐ No adhesive surface, tie attachment (such a valves)

What attachment method will you use?
- ☐ Adhesive
- ☐ Mechanical
- ☐ Ties

What barcode symbology will you be using?
- ☐ Code 39
- ☐ Code 128
- ☐ QR Code
- ☐ Data Matrix

Will you need human readable information on the labels?
- ☐ Yes
- ☐ No

If yes, what?

What is the plan for installing the labels and associating asset IDs?
- ☐ Organization will install and assign IDs during installation
- ☐ Organization will install pre-assigned ID tags to each asset
- ☐ Utilize installation services

How will it work?

Is there a plan to add new items to the asset register?
- ☐ Yes
- ☐ No

If yes, what?

How many assets will you be tagging?
- ☐ 1-1,000
- ☐ 1,000-10,000
- ☐ 10,000-50,000
- ☐ 50,000-100,000
- ☐ 100,000-1 million
- ☐ > 1 million