

Asset Tagging for Maintenance and Inspection Tracking

Computerized Maintenance Management Systems (CMMS) and Facility Management Systems (FMS) can automate asset maintenance, inspections, mobile service/work orders and many other key processes.

CMMS and facility management programs are built on software, asset tags, and mobile devices; however, there are several key considerations to ensure you get a positive return on investment.

Use this list to guide you and your organization through the CMMS selection and implementation process.



Software Selection & Configuration

What tracking operation(s) will you be performing?
Select all that apply.

- Preventative/predictive maintenance
- Inspections
- Mobile team management
- Work orders
- Data collection
- Asset ownership, location or value (check in, check out)
- Other processes (please specify)

What asset management software will you be using?

Will your asset data link to your ERP or any other applications/databases?

- No
- Yes (please specify)

Tag Material & Attachment Selection

What types of assets are you going to track?

Which harsh conditions, if any, will your asset labels be exposed to? Select all that apply.

- Outdoor sunlight/weather
- High temperatures (above 120°F)
- Abrasion
- Chemicals
- Saltwater/marine conditions
- Other conditions (please specify)

How long will you need the label to last, in years?

How will you attach the labels to your assets?

Select all that apply.

- Adhesive—describe the asset surface(s)(i.e. metal, plastic, stone/cement, curved vs. flat, etc.):

- Mechanical attachment (ties, rivets, screws, etc.):

Data Structure & Tag Design

Would it be helpful for your labels to link each asset to operational or repair instructions and/or replacement parts?

- Yes
- No

What barcode symbology will you be using?

- Code 39
- Code 128
- QR Code
- Data Matrix
- I'm not sure

Will you need human readable information on your labels to give people without your CMMS software access to information such as asset name, serial number, or P&ID location?

- Yes
- No

Tag Installation Plan

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



Are your assets fixed or will they move?

- Fixed
- Mobile
- Both

What is your plan for installing the labels and associating serial numbers?

- Use sequential serial numbers associated to assets during installation
- Install pre-assigned serial number tags to each asset
- Not sure of the difference between these two methods

Do you need help (labor) installing tags?

- Yes
- No

Maintaining Database Accuracy & Future Proofing

Is there legacy (existing) data, and if so, how accurate is it?

- Yes we have data and it is completely accurate
- Yes we have data and it is somewhat accurate
- Yes we have data and we are uncertain of its accuracy
- We have no legacy data, we will create new serial numbers

If you have inaccurate data, what is your plan to capture, cleanse and validate the data while tagging?

How will you maintain an accurate asset register in the future as your organization continues to add new items?

Is there a plan to manage (control) serial number assignments of new items added at different locations or purchase points?

- Yes
- No

Do you manage a warehouse?

- Yes
- No

How many assets do you add or refurbishment each year (after the main implementation) where a serial number might change or need to be updated?

