

## Asset Register

The Redkite **asset register** contains a wealth of information on each asset. The hierarchical tree-like structure allows you to define 'classes' of assets. To each 'class' of asset you can append an almost unlimited number of 'types' of asset and, for each type of asset you can then add the details of each individual asset.

Each asset has a unique identification number which can be either visual, bar code or RFID or a combination which will be used to track the asset throughout its life span. For larger assets, several RFID / bar code labels can be applied to save time 'searching' for the tags and labels.

An asset can be a location for other assets providing a parent / child relationship. For example: a vehicle can be an asset but also a location for other assets.

Assets can be assigned to locations, other assets or people and can either be fixed or floating.

Each type of asset will carry its own set of preventative maintenance and safety checks and there is no restriction to the number of these activities that can be applied to each type of asset.

### The information held on each asset includes:

- a detailed description
- where the asset is currently located (using up to four levels of location and sub-location) and, if for personal use, to whom the asset has been allocated
- a life-long history of where and to whom the asset has been allocated
- any risk assessments associated with the asset
- any Health and Safety issues or incidents associated with this asset, including pictures or documents
- a life-long history of tests, inspections, maintenance and servicing carried out on each asset together with the competence of the person who undertook the activity
- the date purchased and start date of operational use
- the expected life expiry date
- the anticipated replacement costs
- ownership details (purchased, leased, etc., together with lease details, if appropriate)
- the disposal method and disposal date
- whether the asset is in active service, withdrawn or out of service for repair or maintenance
- the life cycle repair costs broken down into labour and parts
- the mean-time between repairs and the mean-time-to-repair
- readings associated with usage, tests, inspections and maintenance.

For each asset, there is also an **extensive 'life-long' history** which contains the following:

- details of all activities carried out on an asset. The details show the type of activity, the date the activity was carried out, the outcome of the activity, who carried out the activity, details of any defects, parts replaced, etc. with links to any pictures or documents uploaded
- details of all defects identified and repairs carried out on the asset. Life-long records allow the possible identification of similar problems in the past helping to speed up the repair process
- reports allow comparison of downtime for repair between assets of the same asset type using 'Mean time between Repair' and Mean time to Repair' information
- details of all movements – where the asset has been located throughout its life.