

IT Asset Inventory Audit

Walk round audit of IT equipment against the register: tag, make, model, serial, user, location, condition and support status for every device.

1. Details

Who the work is for and what it covers.

Project

Filled in from the project in SiteSurvey.

Customer

Site *

Site address

Date of audit *

Auditor

Why is the audit being done? (choose one)

- ☐ Building a register for the first time
- ☐ Regular check of the register
- ☐ Before a refresh or migration
- ☐ Insurance or compliance
- ☐ Office move

Is there an existing register to check against?

- ☐ Yes ☐ No

Are you fitting asset tags on this visit?

- ☐ Yes ☐ No

Areas covered

Rooms, floors or departments. Note any you could not get into.

2. Assets

One entry for each device. Photograph the label so serial numbers can be checked later.

Work round each room in one direction so nothing is counted twice. Include equipment in cupboards and drawers, and ask about devices that are out with home workers.

Assets (copy this block for each one)

Type * (choose one)

- ☐ Laptop
- ☐ Desktop
- ☐ Monitor
- ☐ Docking station
- ☐ Server
- ☐ Network switch
- ☐ Router or firewall
- ☐ Wireless access point
- ☐ Printer or copier
- ☐ Phone
- ☐ Tablet
- ☐ UPS
- ☐ AV equipment
- ☐ Other: _____

Asset tag

Make and model

Serial number

Room or location

Assigned to

Year bought

Age (years) (if applicable; worked out automatically in the app)

Does it still get security updates? (if applicable; choose one)

- ☐ Yes ☐ No ☐ Not known

If applicable: Unsupported software. Cyber Essentials requires software to be licensed and supported, and removed from devices when it becomes unsupported.

Condition (choose one)

- ☐ Good ☐ Fair ☐ Poor ☐ Faulty

Against the register (if applicable; choose one)

- ☐ On the register, details correct
☐ On the register, details wrong
☐ Not on the register

What needs correcting? (if applicable)

Photos of the device and its label (photos: attach, or note the file names)

Assets recorded (worked out automatically in the app)

No longer getting updates (worked out automatically in the app)

Not on the register (if applicable; worked out automatically in the app)

3. Not found

Items on the register that you could not find.

Is anything on the register missing? (if applicable)

☐ Yes ☐ No

Items not found (copy this block for each one; if applicable)

Asset tag or serial number

Description *

Last known user or location

Could it hold personal or confidential data?

☐ Yes ☐ No

If applicable: A missing laptop, phone or drive that holds personal data may be a personal data breach. Tell the customer today so they can decide whether it needs reporting.

4. Summary and sign-off

What changed and what the customer should do.

Summary

Actions for the customer

For example replace unsupported devices, trace missing items, update the register.

Auditor name

Auditor signature

Customer name

Customer signature