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COURSE BROCHURE

# Engineering Asset Register Field Verification and Tagging Training Course

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Milan

**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# Engineering Asset Register Field Verification and Tagging Training Course

**Ref:** 1367_51197 **Date:** 1 – 5 March 2027 **Location:** Milan **Fees:** 7200 GBP

Engineering Asset Register Field Verification and Tagging is a 1-week training course for asset accountants, planners and CMMS administrators that produces a verified asset census and reconciliation report for one plant area. Ghost entries, untagged pumps and mismatches between the engineering and fixed asset registers distort depreciation, insurance values and maintenance plans alike. Jupiter Prime Training delivers this Engineering Asset Register Field Verification and Tagging course.

## Why Engineering Asset Register Field Verification and Tagging Matters Now

Three groups now rely on the same list of physical assets for different reasons. Finance and external auditors need evidence that recorded plant exists and is valued correctly. Maintenance planners need every motor, valve and panel tagged and placed in the right hierarchy to schedule work. Insurers and risk managers want accurate replacement values for critical equipment. When engineering and financial registers drift apart, organisations pay tax on scrapped items, miss maintenance on unlisted ones and fail audits. The course draws on ISO 55001 asset management requirements and EN 13306 maintenance terminology to build a shared register language.

## Who Gains Most from Engineering Asset Register Field Verification and Tagging

- Asset accountants who maintain the fixed asset register and depreciation records
- Maintenance planners who depend on functional locations and equipment records
- CMMS administrators who create, retire and move asset records
- Field surveyors and technicians who carry out census walkdowns and label equipment
- Internal control officers who test register accuracy before external audit

Finance and maintenance groups from the same organisation gain most when they attend together and agree one reconciliation routine between their registers.

## Engineering Asset Register Field Verification and Tagging Capabilities

Participants learn to walk a plant area, prove what physically exists and bring two registers into agreement.

- Design an asset census walkdown with routes, forms and sampling rules — field survey crews
- Specify tag formats, barcode or RFID labels and placement standards — maintenance planners
- Calculate match rates between engineering and fixed asset registers — finance controllers
- Assess ghost, orphan and duplicate records and decide their treatment — asset accountants

- Apply additions, transfers and disposal controls to keep registers aligned — CMMS administrators
- Build an audit evidence pack for register existence and completeness — internal and external auditors

## Key Engineering Asset Register Field Verification and Tagging Terms

- Asset census — a physical count and inspection of every item in a defined area to confirm what actually exists.
- Functional location — a position in the plant hierarchy where equipment performs a function, independent of the item installed.
- Ghost asset — a record in the register for an item that no longer exists or cannot be found.
- Orphan asset — a physical item found in the field that has no matching register record.
- Capitalisation threshold — the minimum value at which an item is recorded as a fixed asset rather than expensed.
- Register reconciliation — matching engineering and financial records item by item and resolving every difference.

## Engineering Asset Register Field Verification and Tagging Day by Day

### Day 1: Why Registers Drift

- Engineering Versus Fixed Asset Registers — Purposes, Owners and Granularity
- Common Causes of Register Drift — Projects, Swaps and Scrapping
- Manufacturing and Utility Register Cases — Audit Findings and Consequences
- ISO 55001 Asset Information Expectations — Linking Register Quality to Decisions
- Capitalisation and Componentisation Rules — Which Items Enter Which Register

### Day 2: Hierarchy and Tagging Standards

- Functional Location and Equipment Hierarchy Design — Placing Every Item
- EN 13306 Item Definitions — Agreeing What Counts as an Asset
- Tag Numbering Conventions — Making Identifiers Unique and Readable
- Barcode and RFID Label Selection — Durability and Scanning Choices
- Mandatory Attribute Templates by Class — Nameplate Data to Capture

### Day 3: Field Verification Walkdowns

- Census Planning and Area Sequencing — Routes, Permits and Crews
- Mobile Survey Forms and Photo Evidence — Recording Condition and Location
- Sampling Plans for Large Estates — Statistical Confidence in Results
- Handling Inaccessible and Buried Items — Alternative Evidence Methods
- Field Exception Logging — Ghost, Orphan and Mismatch Records

## Day 4: Reconciliation and Controls

- Item-by-Item Matching Methods — Linking Tags to Fixed Asset Numbers
- Treating Exceptions — Write-Off, Addition or Correction Decisions
- Additions, Transfers and Disposal Workflows — Keeping Both Registers Aligned
- Segregation of Duties and Approval Rules — Preventing Unauthorised Changes
- Periodic Verification Cycles — Rotating Counts Across Sites

## Day 5: Practising the Verified Asset Census

- Hierarchy and Tag Design for a Case Area — Applying Tagging Standards
- Walkdown Results From Case Data — Applying Exception Logging
- Matching Case Registers — Applying Reconciliation Methods
- Audit Evidence Pack Preparation — Demonstrating Existence and Completeness
- Verified Asset Census and Reconciliation Report — Completing the Area Record

## Applying Engineering Asset Register Field Verification and Tagging After the Course

- Run a census walkdown of one plant area and log every ghost, orphan and mismatched record.
- Agree a monthly additions and disposals reconciliation between finance and the CMMS team.

## Engineering Asset Register Field Verification and Tagging Questions FAQ

### What is Engineering Asset Register Field Verification and Tagging and why does it matter now?

It is the practice of proving that every recorded plant item exists, is tagged and matches both engineering and financial records. It matters now because auditors, insurers and maintenance planners all depend on the same accurate list.

### Which roles gain most from Engineering Asset Register Field Verification and Tagging training?

Asset accountants, maintenance planners and CMMS administrators gain most. Field surveyors and internal control officers also benefit.

### How does Engineering Asset Register Field Verification and Tagging differ from a fixed asset auditing course?

It works from the plant floor rather than the ledger. You design hierarchies, tag equipment and run walkdowns, then reconcile results with finance, instead of testing accounting entries alone.

## What do you bring back from Engineering Asset Register Field Verification and Tagging training?

You bring back a verified census and reconciliation report for one area. It lists confirmed assets, exceptions, corrections and the controls that keep registers aligned.

## Engineering Asset Register Field Verification and Tagging: The Way Forward

The verified asset census and reconciliation report first informs which register corrections to post before the next audit. Asset accountants post financial changes, CMMS administrators update equipment records and planners adjust schedules. After the first verification cycle, compare exception rates across areas to decide where tagging standards or disposal controls need tightening.