

|| ASSET INFORMATION FORM



Enter these into the Assets module in HASMATE.

ASSET DETAILS			
Registration No		Asset Name	
Make		Model	
Purchase From		Purchase Price	\$
Purchase/Install Date		Warranty Expiry Date	

Upload identifying images into HASMATE – great reference if required for insurance purposes.

Upload invoices, maintenance documentation, compliance documentation, warranty information, etc into HASMATE.

When reviewing an asset, make sure to tag, engrave, mark, or barcode each asset during your review – for ease of identification in the future.

CONSIDERATIONS	
How often does this asset need to be reviewed or maintained?	Every 3 months / every 6 months / annually / every 2 years / every 3 years
Are maintenance records available? If yes, attach a copy and add into the Assets module in HASMATE, in the Asset Maintenance section.	Yes / No
Hazard identification completed? If yes, attach information and add into the Hazard module in HASMATE, in the Associated Asset section.	Yes / No
Has a safe operating procedure been developed? If yes, attach information and add into the Document and Training modules in HASMATE.	Yes / No

COMPLIANCE REQUIREMENTS

Enter these into the Assets module in HASMATE, in the Asset Compliance section.

Examples of compliance – licences, insurance, annual registration, annual certification, Warrant of Fitness, Road User Tax, inspections, etc.

Compliance Name		Compliance Type	
Completion Date			
Completed by Employee		OR Contractor	
Comments			
Next Review Date		Compliance Cert No	

Compliance Name		Compliance Type	
Completion Date			
Completed by Employee		OR Contractor	
Comments			
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