

The purpose of this template is to maintain a complete, up-to-date list of IT assets used within the organisation. This helps with auditing, incident response, and security compliance.

Asset ID	
Type	
Make/Model	Laptop / Server / etc.
Serial Number	
Assigned Employee	
Department	
Location	
Date Acquired	
Warranty Expiry Date	
Status	In Use / Retired
Encrypted?	Yes/No
Antivirus Installed?	Yes/No
Included in Audit?	Yes/No

Consider reviewing this register quarterly and flagging assets due for refresh, decommission, or policy update.