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TRUSTED ASSET INTELLIGENCE

Asset Data Capture QA Checklist

A smarter way to build clean, consistent and scalable asset registers.

1. Cleansing

Before you analyse or model anything, fix the basics.

- ○ Are brand names and models spelled consistently across your asset register?
- ○ Have you checked for obvious typos, formatting issues or naming differences that may cause duplicates?
- ○ Are serial numbers recorded accurately, without letter/number mix-ups (like 0 vs O)?
- ○ Are naming conventions standardised across all sites and entries?
- ○ Are you confident each asset is only listed once, and nothing is being counted twice by mistake?

2. Leveraging Existing Data

Don’t let incomplete records slow you down. Fill the gaps using what you already have.

- Can missing data be filled using similar assets already captured at the same site?
- Have you reviewed photos or drawings to recover missing details post-site visit?
- Are you reusing historical data (where reliable) to complete fields, rather than chasing new inputs?
- When some assets are inaccessible or obscured, do you have a process to infer likely values based on nearby items?

3. Enforcing Consistency

Data isn't useful if it isn't applied evenly.

- Are condition ratings applied in a way that would make sense across similar assets?
- Do similar assets in similar environments have similar classifications and remaining life estimates?
- Are you relying on objective criteria rather than gut feel for ratings or lifecycle assumptions?
- Have you reviewed samples of assets to check that inputs are consistent across multiple auditors or teams?

4. Assessing Completeness

What's not in the register might be more important than what is.

- Have you checked whether expected assets are missing (e.g. no switchboard in a mechanical room)?
- Are related systems and components properly linked (e.g. chillers and cooling towers, solar panels and inverters)?
- Do any values look suspiciously low or high for asset quantity, area or cost?
- Is there a method in place (manual or software-driven) to flag likely omissions or inconsistencies?

5. Refining Through Feedback

Use what you've learned to avoid repeating mistakes.

- [ ] Do you track common data capture issues that show up during reviews?
- [ ] Are auditors or contractors given feedback on frequent or repeated errors?
- [ ] Have your QA processes been updated based on past projects or known weak spots?
- [ ] Are you making fewer corrections as time goes on?

6. Team & Process Readiness

You don’t need a perfect system. Just a reliable one.

- ○ Does someone ‘own’ data quality in your team or organisation?
- ○ Are auditors trained on how to identify and resolve common data issues?
- ○ Is your QA process clearly documented and applied across sites or vendors?
- ○ Do you conduct a final review of completeness, consistency, and accuracy before asset data is used for planning?