

# Physical Asset Register Governance and Verification Training Course

7 – 11 February 2027
Nairobi

AGILE LEADERS
Training Center

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## Overview

Physical Asset Register Governance and Verification Training Course is a one-week advanced course for asset management, maintenance, engineering, finance, facilities, and data-governance teams who leave with an Asset Register Verification and Control Pack. The course connects asset hierarchy, identifiers, data standards, field verification, quality rules, reconciliation, ownership, change control, audit trails, and decision-ready records. Agile Leaders Training Center delivers this course on physical asset register governance.

## Who Should Attend

- Teams responsible for physical asset registers, hierarchy, identification, and master-data ownership
- Functions responsible for maintenance records, equipment history, location, condition, and criticality data
- Teams responsible for engineering documents, facilities inventories, handover data, and configuration control
- Functions responsible for fixed-asset records, capitalization interfaces, custody, and reconciliation
- Teams responsible for data governance, field verification, audit evidence, access, and change control

The course assumes participants work with physical asset records, field inventories, maintenance systems, engineering data, or reconciliations and leaves out valuation methods, software configuration, barcode procurement, and financial-statement audit opinions.

## Departments and Industries

The course supports physical asset register governance across asset-intensive operations and support functions.

- Asset management, maintenance, reliability, engineering, and technical services
- Facilities, utilities, energy, manufacturing, transport, and infrastructure operations
- Finance, fixed assets, internal control, procurement, and capital projects
- Data governance, information technology, geographic information, and document control
- Healthcare facilities, education estates, logistics, property portfolios, and public services

## Learning Objectives

By the end of this course, participants will be able to:

- Build an asset hierarchy, identifier model, and data dictionary.
- Apply field-verification, tagging, and evidence controls.
- Analyze completeness, accuracy, uniqueness, consistency, and timeliness.
- Reconcile physical, maintenance, engineering, facilities, and finance records.
- Prioritize discrepancies, ownership, change, and remediation actions.
- Build an asset-register assurance pack.

## Course Agenda

### Day 1: Establish Register Governance

- Asset Register Purpose, Scope, Consumer, Decision, and Information-Requirement Map
- ISO 55001 Data, Information, Configuration, Ownership, and Lifecycle Control Map
- Asset Class, System, Functional Location, Equipment, Component, and Hierarchy Model
- Identifier, Naming, Tagging, Parent-Child, Location, and Status Convention
- Register Owner, Data Steward, Custodian, Approver, User, and Accountability Matrix

### Day 2: Design Data Standards

- ISO 55013 Asset Data Usefulness, Governance, Quality, and Stakeholder Framework
- Asset Data Dictionary, Attribute, Definition, Format, Unit, Domain, and Validation Rule
- Mandatory Field, Conditional Field, Source System, Authoritative Record, and Lineage Matrix
- Completeness, Accuracy, Uniqueness, Consistency, Validity, and Timeliness Scorecard
- Criticality, Condition, Manufacturer, Model, Serial, Location, and Service Attribute Standard

### Day 3: Verify Assets in the Field

- Verification Scope, Population, Risk, Sampling, Route, Resource, and Evidence Plan
- Asset Tag, Nameplate, Location, Photograph, Condition, Custody, and Existence Checklist
- Mobile Capture, Timestamp, Geolocation, Reviewer, Exception, and Approval Record
- Missing Asset, Unrecorded Asset, Duplicate, Retired, Moved, and Misidentified Decision Tree
- Field Evidence Quality, Reperformance, Supervisor Review, and Verification Sign-Off Log

### Day 4: Reconcile and Control Changes

- Maintenance, Engineering, Facilities, Finance, Procurement, and Project Record Reconciliation
- Duplicate, Orphan, Conflict, Missing Attribute, Stale Record, and Root-Cause Register
- Create, Modify, Transfer, Commission, Decommission, Dispose, and Approval Workflow
- Access Role, Segregation of Duties, Change Request, Audit Trail, and Version Control Matrix
- Data Quality Issue, Owner, Due Date, Remediation, Verification, and Closure Dashboard

## Day 5: Practice Register Decisions

- Exercise: Build the Asset Hierarchy, Identifier, Attribute, and Ownership Model
- Exercise: Assess Data Quality Rules, Exceptions, Evidence, and Confidence
- Exercise: Reconcile Field, Maintenance, Engineering, Facilities, and Finance Records
- Exercise: Prioritize Discrepancy, Change, Remediation, and Assurance Actions
- Capstone Exercise: Build the Asset Register Verification and Control Pack

## Practical Exercises

The course uses suggested activities to connect physical evidence with controlled asset-register decisions.

- Suggested activity: define hierarchy levels, identifiers, mandatory attributes, valid values, owners, and authoritative sources.
- Suggested activity: plan field routes and capture tags, nameplates, locations, photographs, condition, custody, and exceptions.
- Suggested activity: reconcile sample records and classify duplicates, missing assets, unrecorded assets, conflicts, and stale data.
- Suggested activity: build a quality dashboard with issues, ownership, due dates, remediation evidence, and closure status.

## FAQs

### Who should attend physical asset register governance training?

Physical asset register governance training suits experienced asset, maintenance, engineering, facilities, finance, projects, and data teams and assumes responsibility for physical records, field evidence, or reconciliation decisions.

### How does physical asset register governance differ from general asset management training?

Physical asset register governance focuses on hierarchy, identifiers, attributes, verification, quality, reconciliation, ownership, and change control, while general asset management training addresses wider value, risk, performance, and lifecycle decisions.

### How is physical asset register data quality assessed?

Physical asset register data quality is assessed through defined rules for completeness, accuracy, uniqueness, consistency, validity, and timeliness, supported by authoritative sources, field evidence, exceptions, ownership, and verification status.

## How are physical asset register discrepancies controlled?

Physical asset register discrepancies are controlled by classifying the issue, confirming evidence, identifying the authoritative record, assigning ownership, approving corrections, retaining an audit trail, and verifying closure.

## Conclusion

Participants take back an Asset Register Verification and Control Pack. The pack connects hierarchy, identifiers, attributes, data quality, field evidence, reconciliation, ownership, access, change, remediation, audit trails, and assurance metrics. It changes fragmented asset records into a controlled evidence path for maintenance, engineering, facilities, finance, and lifecycle decisions.