Asset Data Collection

Overview and Action Steps of Asset Data Collection

What Is It?

Asset Data Collection is the process used to identify and collect a site's asset data and asset type characteristics from the field so it can be implemented into the Computer Maintenance Management System (CMMS/EAM), and utilized as the master record of site asset data. Data collection is usually performed by the Reliability Engineering team or others designated for the process and is supported by various other positions at the site.

Why Use It?

Complete and accurate asset data allows the site to make informed and appropriate decisions across the spectrum of a site's asset management. Accurate asset data is a key piece of information for building an asset hierarchy, performing asset criticality analysis, spare parts management, bill of materials (BOM), maintenance strategy development, etc.

Critical Factors for Success

- Utilize legacy data as a starting point to prevent wasted efforts in data collection
- Review the capabilities of the CMMS/EAM to understand the data requirements for asset entry, as well as any limitations in the CMMS/EAM (e.g. field's character limits, character types not allowed)
- Create a plan for the asset data characteristics that need to be collected prior to the asset walk-down
- Review/validate data before it's uploaded into the CMMS/EAM
- Utilize standard naming formats for assets and asset data to ensure consistency
- Confirm the data has been formatted correctly in preparation for upload into CMMS/EAM

Action Steps

Step 1: Obtain available data

Step 2: Determine asset characteristics

Step 3: Analyze data gaps

Step 4: Walk-down assets

Step 5: Populate asset characteristics sheets

Step 6: Data gathering complete?

Step 7: Populate CMMS upload spreadsheets

Step 8: Asset Hierarchy Development process