

Equipment Manual and Service Link Placement Checklist

One asset. One useful starting point. Check the destination and tag location before the team relies on the link.

Asset label or internal reference	_____
Resource to open	☐ Manual ☐ Service reference ☐ Request form ☐ Other: _____
Resource owner	_____
Review date	_____ Alternate route _____

Before the tag goes on

☐	Choose a suitable destination The link opens the current, approved manual, service reference, or request route for this asset.
☐	Name an owner Someone is responsible for checking the destination when the source or process changes.
☐	Confirm access The intended team can reach the resource. Sign-in or network access may still be needed.
☐	Approve the surface A responsible person approves the exterior metal surface and placement under site procedures and product instructions.
☐	Test where it will be used Try the NFC tag with a compatible phone at the actual location. Confirm the selected page opens.
☐	Keep a second route Record a familiar folder path, QR link, or service-desk contact in the normal work system.

Pilot notes

Searches or link requests before setup: _____ Typical time to find the resource: _____ minutes
Setup and review time to include in your comparison: _____
What changed after the link was easier to find? Record observed staff time only; do not infer machine uptime or maintenance outcomes.

This worksheet is a planning aid, not maintenance or safety instruction. Follow the equipment maker's documentation and your organization's approved procedures. Do not write passwords, access tokens, customer data, or sensitive asset details here or in a public destination.