

# Pre-Use Checklist

## Access Point Map

A one-asset planning sheet for placing an NFC tag beside an existing checklist. Keep official instructions and records in the system your team already uses.

### Plan the access point

Asset name or neutral label

\_\_\_\_\_

Approved tag location

\_\_\_\_\_

### Confirm access

Checklist URL owner

\_\_\_\_\_

Who should have access?

\_\_\_\_\_

### Before the tag goes on

- ☐ The checklist destination is approved by its owner.
- ☐ The destination uses the access controls our team requires.
- ☐ Placement follows site rules and the product mounting instructions.
- ☐ A compatible phone opens the intended page at the planned location.
- ☐ A fallback route is known if the page or phone is unavailable.

### Keep the link current

Review date

\_\_\_\_\_

Review owner

\_\_\_\_\_

Fallback route

\_\_\_\_\_

**Keep sensitive details out of this sheet and any public URL.** Do not write credentials, inspection answers, customer data, or sensitive asset details here. This map helps plan access; it is not an inspection procedure, compliance record, or safety checklist.