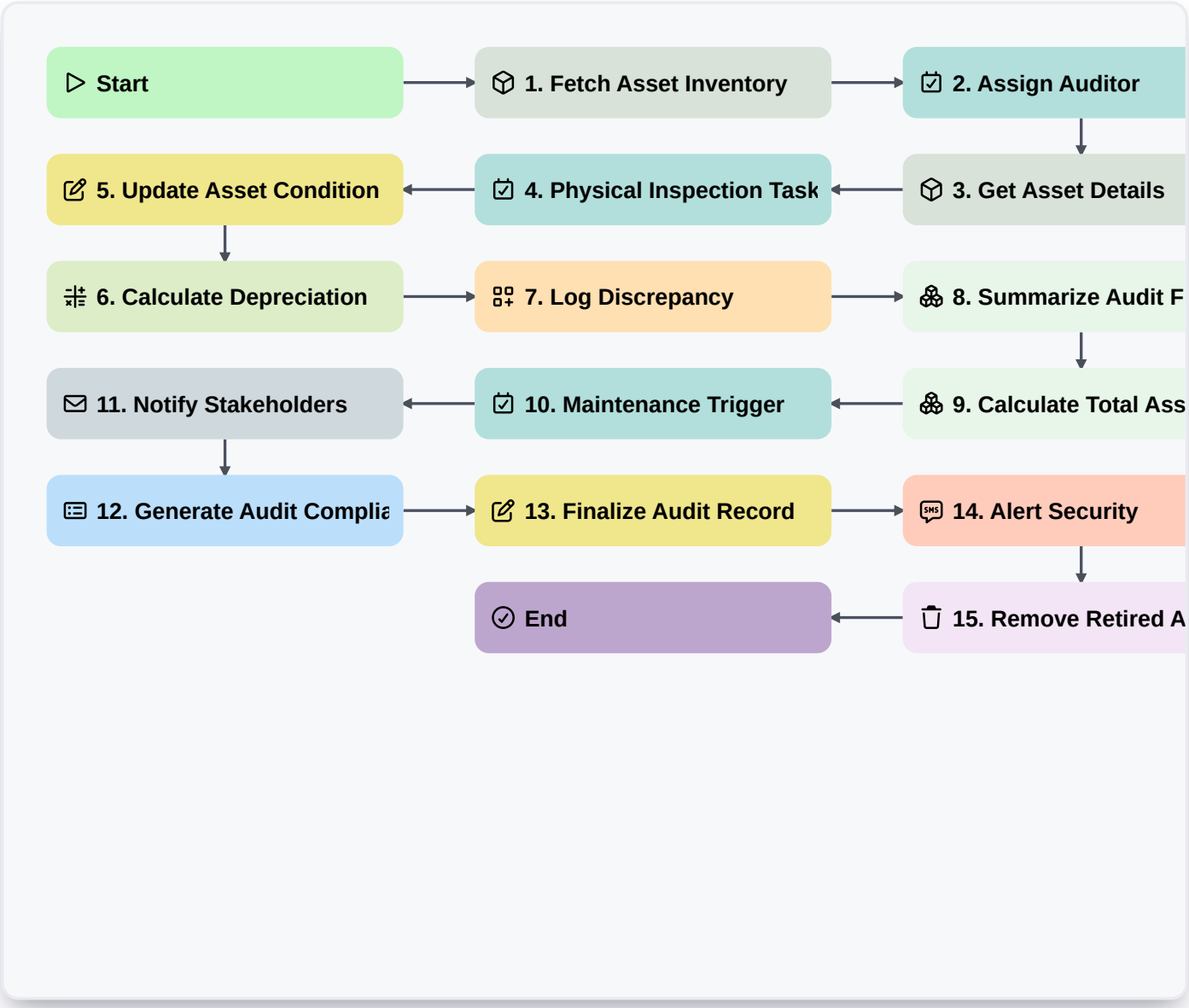
ChecklistGuro

Asset Inspection And Audit Workflow



Start
Start of the Workflow/Process.

1. Fetch Asset Inventory
Retrieve all active assets from the Asset Data Model to begin the audit scope.

2. Assign Auditor
Create a task for the Warehouse Manager to assign a specific inspector to the audit cycle.

3. Get Asset Details
Retrieve specific metadata (serial numbers, location, last inspection date) for the selected assets.

4. Physical Inspection Task
Create a task for the Field Technician to perform the physical walkthrough and condition check.

5. Update Asset Condition
Update the 'Last Inspection Status' and 'Current Condition' fields in the Asset Data Model based on findings.

6. Calculate Depreciation
Execute a formula to calculate the current value of the asset based on age and usage metrics.

7. Log Discrepancy
If an asset is missing or damaged, create a new entry in the 'Audit Discrepancy' data model.

8. Summarize Audit Findings
Aggregate the total number of 'Passed' vs 'Failed' assets to calculate the overall audit success rate.

9. Calculate Total Asset Value
Sum the total monetary value of all assets inspected during this audit cycle.

10. Maintenance Trigger
If an asset is marked as 'Damaged', create a maintenance task for the repair team.

11. Notify Stakeholders
Send an email summary of the audit results to the Operations Director.

12. Generate Audit Compliance Report
Generate a formal PDF/Report document containing all findings, discrepancies, and signatures.

13. Finalize Audit Record
Update the Audit Session entry to 'Completed' status.

14. Alert Security
Send an SMS alert if a high-value asset is flagged as 'Missing' during the audit.

15. Remove Retired Assets
Delete entries from the active inventory if they are confirmed as 'Disposed' during the audit.

End
End of the Workflow/Process.