



Appendix A: Inventory and Equipment

Use this form to document key equipment, machinery, supplies, and other items you will need to fulfill your critical business functions. Attach photos as appropriate.

Item: _____

Related business function: _____

Brief description of item: _____

Location within the facility: _____

Manufacturer: _____

Model number: _____

Serial number: _____

Asset tag number: _____

Quantity: _____ Purchase/lease date: _____ Acquired new or used:

Price paid: _____

Warranty or service contract information: _____

If the equipment is replaceable, indicate how long it would take to replace: _____

Is vendor installation required? _____

If the equipment can be fixed, indicate how long it would take to become functional? _____

Are spare parts available? _____

Are spare parts on hand in your facility? _____

Primary supplier: _____

Alternate supplier: _____

If the equipment cannot be easily replaced, indicate potential workarounds: _____

Notes: _____