

Assets

one registry that ties your safety work to the equipment

How to register equipment, track recurring checks, read the asset record that pulls together scans, inspections and lockouts, and never miss a due date.

USER GUIDE – FOR EVERYDAY USERS

VERSION 1.0

SCREENS CAPTURED JULY 2026

WHAT'S IN THIS GUIDE

- 1 What Assets does
- 2 Words you'll see
- 3 The asset registry
- 4 Register an asset
- 5 Inside an asset
- 6 Checks and QR tags
- 7 Troubleshooting

ShieldSphere's Assets module is the registry of every machine, vehicle and piece of equipment at a site, paired with a check tracker that gives each asset a cadence and flags it Overdue the moment a check is missed. Hazard scans, checklist inspections and ZeroState periodic inspections performed against an asset count as checks automatically, so existing work keeps the record current.

1 What Assets does

Assets is the registry that turns "we have a fire extinguisher somewhere" into "this fire extinguisher, checked monthly, last verified on the 7th, with every scan and inspection against it on one screen".

It does two jobs at once:

1. A **registry** of every machine, vehicle and piece of equipment at the site.
2. A **check tracker** that gives each asset a cadence - weekly, monthly - and flags it **Overdue** the moment a check is missed.

Its quiet power is that it connects the other modules. A hazard scan, a checklist inspection, or a ZeroState periodic inspection performed against an asset **counts as a check automatically** - so the work your team already does keeps the asset current without anyone logging it twice.

WHERE ASSETS SITS

Assets is a **site-level** module. The assets you register here are the same ones you can link a scan to in the AI Hazard Scanner, scope a checklist inspection to in Inspect, and attach a lockout procedure to in ZeroState.

2 Words you'll see

TERM	WHAT IT MEANS
Asset	One machine, vehicle or piece of equipment in the registry.
Check cadence	How often the asset needs a check - every week, every month - or no cadence at all.
Check	A recorded verification of the asset. Logged by hand, by QR scan, or automatically by a scan or inspection.
Overdue	The badge an asset gets when its next check date has passed.
QR check tag	A printable code fixed to the asset; scanning it logs a check from a phone, no login needed.
Status	Whether the asset is Active or retired.

3 The asset registry

Click **Assets** in the sidebar. The registry lists every asset at the site, with the one number that matters called out at the top: how many are overdue for a check.

TSC Safety
OWNER

Signed in as Matt Thompson

Organization Overview

CURRENT PROFILE
Demo Company

WORKSPACE

Site Overview

Compliance

AI Hazard Scanner

AI Job Hazard Analysis

AI Ergonomic Evaluation

Inspect

Incidents

SDS

ZeroState

Assets

Policies

Toolbox Talks

Trends

Employees

Profile Settings

ACCOUNT

Team

Log out

Assets

Equipment registry and check tracking for Demo Company

Asset registry

2 assets 1 overdue for a check

Print all QR tags

Add asset

Search by name, ID, type, or location...

All statuses

Asset	Type	Location	Check cadence	Last checked	Status	
Fire Extinguisher 1	Fire extinguisher	—	Every month Next due Aug 7, 2026	Jul 7, 2026	Active	...
Roll Mill 1	Machine	—	Every week Overdue	Never	Active	...

Asset registry. Each row shows the asset, its type, its check cadence and next-due date, when it was last checked, and its status. A red **Overdue** badge on the cadence is the one to chase.

Search by name, ID, type or location, or filter by status. Two buttons sit top-right: **Print all QR tags** to produce scannable labels for every asset at once, and **Add asset** to register a new one.

4 Register an asset

A minute per machine now saves the "when did we last check that?" scramble later.

Assets → **Add asset**

TSC Safety
OWNER
Signed in as Matt Thompson

Assets
Equipment registry and check tracking for Demo Company

Asset registry
2 assets ⬆️ 1 overdue for a check

Search by name, ID, type, or location...

Asset	Type	Last checked	Status
Fire Extinguisher 1	Fire extinguisher	Jul 7, 2026	Active
Roll Mill 1	Machine	Never	Active

Add asset
Add a machine, vehicle, or piece of equipment to the registry.

Name *
e.g. "Press Brake #2"

Type
Select type

Serial / asset #

Manufacturer

Model

Location
e.g. Loading dock

Check cadence (optional)
Every No cadence

Assets with a cadence show an overdue badge when a check is missed. Hazard scans, checklist inspections, and LOTO periodic inspections against this asset count as checks automatically.

Notes

Cancel Add asset

Add asset. Only the name is required. **Check cadence** is optional but it is what turns the registry into a tracker - set it and the asset starts warning you before a check comes due.

Fill in what you know - name, type, serial or asset number, manufacturer, model, location - and set a **check cadence** if the asset needs recurring checks. The dialog says it plainly: assets with a cadence show an overdue badge when a check is missed, and hazard scans, checklist inspections and LOTO periodic inspections against the asset count as checks automatically.

SET A CADENCE ON ANYTHING WITH A DUE DATE

Fire extinguishers, eyewash stations, machine guards - anything OSHA expects you to check on a schedule. Without a cadence the asset is just a record; with one, ShieldSphere does the remembering.

5 Inside an asset

Click any asset to open its record - the single place everything about that piece of equipment comes together.

TSC Safety
OWNER

Signed in as Matt Thompson

Organization Overview

CURRENT PROFILE
Demo Company

WORKSPACE

Site Overview

Compliance

AI Hazard Scanner

AI Job Hazard Analysis

AI Ergonomic Evaluation

Inspect

Incidents

SDS

ZeroState

Assets

Policies

Toolbox Talks

Trends

Employees

Profile Settings

ACCOUNT

Team

Log out

Assets

Equipment registry and check tracking for Demo Company

Asset registry

2 assets 1 overdue for a check

Search by name, ID, type, or location...

Asset	Type	Location	Check cadence
Fire Extinguisher 1	Fire extinguisher	—	Every month Next due Aug 7, 2026
Roll Mill 1	Machine	—	Every week Overdue

Fire Extinguisher 1

Fire extinguisher

STATUS
Active

SERIAL / ASSET #
—

MANUFACTURER
—

MODEL
—

CHECK CADENCE
Every month

LAST CHECKED
Jul 7, 2026

Log check today

QR check tag

Edit

Checks (3)

Jul 7, 2026 — QR scan - Matthew J Thompson

Jul 7, 2026 — Logged in app - Matt Thompson

Jul 7, 2026 — Logged in app - Matt Thompson

Hazard scans (1)

Jul 7, 2026 — high risk - 3 findings

LOTO procedures (0)

No lockout/tagout procedures linked to this asset yet.

Checklist inspections (2)

Jul 7, 2026 — checklist - completed

Jul 7, 2026 — checklist - completed

Corrective actions (0)

No corrective actions linked to this asset yet.

The asset record. Its details and cadence up top, then every **check**, **hazard scan**, **LOTO procedure**, **checklist inspection** and **corrective action** tied to this asset, newest first.

The three buttons at the top are the actions you take most:

CONTROL

WHAT IT DOES

Log check today

Records a check right now, resetting the cadence clock.

QR check tag

Shows the asset's printable QR code - fix it to the equipment so anyone can log a check by scanning.

Edit

Update the asset's details, cadence or status.

Below the buttons, each section is a live tie to another module: the **hazard scans** run on this asset, the **LOTO procedures** that lock it out, the **checklist inspections** scoped to it, and any **corrective actions** raised against it. It is the closest thing to a single maintenance-and-safety history for the machine.

6 Checks and QR tags

There are three ways a check gets logged, and you will use all three:

By hand

Log check today on the asset record - for a quick visual verification.

By QR scan

Someone scans the asset's **QR check tag** with a phone and logs the check on the spot, no login.

Automatically

A hazard scan, checklist inspection or LOTO periodic inspection against the asset counts as a check on its own.

Print one tag from an asset's **QR check tag** button, or the whole set from **Print all QR tags** on the registry. Fix them to the equipment and the shop floor becomes self-documenting - a walk-by scan is a logged check.

7 Troubleshooting

SYMPTOM	CAUSE AND FIX
An asset shows Overdue	Its next check date has passed. Log a check - or run the scan or inspection that counts as one - to clear it.
An asset never goes overdue	It has no check cadence. Edit the asset and set one if it needs recurring checks.
A scan or inspection did not count as a check	It was not linked to the asset. Pick the asset in the Location / Equipment field when you run it.
The asset does not appear in another module's dropdown	Check you are on the same site - assets are site-level, and each module lists only that site's assets.
I need labels for the floor	Use QR check tag on one asset, or Print all QR tags for the whole registry.

ShieldSphere Assets – User Guide. Published at shieldspheresafety.com/guides/assets-user. Screens are illustrative; the written steps are what to follow if the two ever disagree.