



Standard Practice for Classification of Asset Physical Location Information¹

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1. Scope

1.1 This practice covers standardizing practices and terminology related to information conveying the physical location of assets.

1.2 This practice describes ten increasingly specific levels of asset physical location information, assigning a standard name and level number to each.

1.3 There is no existing, recognized practice for recording, discussing, and comparing physical location information.

1.4 This practice is designed to be applicable and appropriate for all asset-holding entities.

1.5 In addition to applicability to assets, this practice may in whole or in part be effectively applied to intangible property, real property, and materiel.

1.6 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Terminology

2.1 Definitions of Terms Specific to This Standard:

2.1.1 *building location, n*—asset physical location information representing the building position of the item within the site location.

2.1.2 *city/township/county location, n*—asset physical location information representing the city, township, or county position of the item within the state/province location.

2.1.3 *country location, n*—asset physical location information representing the country position of the item.

2.1.4 *desk/shelf/bench location, n*—asset physical location information representing the desk, shelf, or bench position of the item within the room/post/station/area location.

2.1.5 *floor location, n*—asset physical location information representing the floor position of the item within the building location.

2.1.6 *physical location level, n*—asset physical location information represented by nomenclature or physical location level number.

2.1.7 *precise location, n*—asset physical location information representing the precise position of the item within desk/shelf/bench location.

2.1.8 *room/post/grid/station/area location, n*—asset physical location information representing the room, post, grid, station, or area position of the item within the floor location.

2.1.9 *site location, n*—asset physical location information representing the site position of the item within the city/township/county location.

2.1.10 *space location, n*—asset physical location information representing the position of the item if other than on or near the surface of the earth.

2.1.11 *spatial coordinate systems, n*—any system that permits use of numeric values to identify the location of a point on the surface of the earth.

2.1.12 *state/province location, n*—asset physical location information representing the state or province position of the item within the country location.

2.2 Acronyms:

2.2.1 *PLL*—physical location level.

3. Significance and Use

3.1 This practice establishes a notational and conversational approach to asset physical location information to enable precision in requirements and results related to asset physical location tracking.

3.2 It is intended that this practice fosters and enables additional practices related to or based on asset physical location information.

4. Asset Physical Location Information Numerical Levels

4.1 Space location is physical location level (PLL) 1.

4.2 Country location is PLL 2.

4.3 State/province location is PLL 3.

4.4 City/township/county location is PLL 4.

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- 4.5 Site location is PLL 5.
- 4.6 Building location is PLL 6.
- 4.7 Floor location is PLL 7.
- 4.8 Room/post/grid/station/area location is PLL 8.
- 4.9 Desk/shelf location is PLL 9.
- 4.10 Precise location is PLL 10.

5. Procedure

5.1 An entity shall use the physical location terminology or numerical level references or both to assure requirements and results related to location control are uniformly expressed and communicated.

5.2 An entity shall determine the appropriate level of physical location information to maintain and communicate to support the mission of the organization cost effectively.

5.2.1 Goals shall be identified such as the ability to locate assets within a specified period of time.

5.2.2 Consideration shall be given for the type of buildings and markings applicable to the site location to determine if any level below PLL 5 is required or applicable.

5.3 This practice does not require that all levels be used in a given situation.

5.3.1 The required specificity shall be determined and recorded. This may be done for all assets or for specific subsets of assets. For example, one company in an office environment may determine that assets will be tracked to PLL 8, room/post/station/area location. Another, similar company may determine that assets will be tracked to PLL 6, building location.

5.3.2 The required generality of information recorded and communicated will depend on transactional requirements and the location profile of the entity and shall be determined and

specified. For example, if all of a company's assets are located in one building, information for PLL 5 and below for each asset may not be recorded, but may be added as general information when required.

5.3.3 Intermediate levels not applicable to a given situation shall be determined and specified. For example, an entity may not require use of PLL 8, room/post/station/area location, as PLL 9, desk/shelf location, within PLL 7, floor location, may adequately and appropriately convey the physical location information.

5.4 It is recognized that other location tracking and recording mechanisms not based in whole or in part on physical location information may be appropriately used in conjunction with or separately from this practice. For example, information technology may be used to determine the logical location of assets connected to a network. This logical location information may or may not be correlated to physical location information for this asset. The functional location of assets within a level of physical location information may be used. For example, an asset may be recorded with PLL 6, building physical location information, and then listed with a functional location as a part of a parent system such as an air conditioning system.

5.5 Spatial tracking systems represent points on the earth numerically. Where spatial tracking is used, the precision of the numerical representation may be correlated to the level of granularity expressed in this practice.

6. Keywords

6.1 asset; location; moveable property; physical location; physical location level; physical location tracking; PLL; property; spatial tracking

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