PROTECT THE BUSINESS

Asset protection checklist

Name _____ **Business** _____ **Date** _____

You will finish with
One essential asset with its protection gaps dated, a backup plan for while it is replaced, and the first gap to fix.

Choose **one** essential tool, stock line or piece of equipment. Use asset 1 from your **Asset register template**, or the item your work depends on most.

The asset I will protect (e.g. chest freezer for cold drinks)

1. Check how it is protected

Tick **Done** for what you already do. For each gap, write a date in **To do by**.

Protection check

Protection step	Done	To do by
Locked away or secured when not in use, and overnight		
Only the people who need it can use it or hold the keys		
Not left in a vehicle or open place where it is easy to steal		
Serviced or checked so it does not break in the middle of a job		
Stock counted regularly, so losses are spotted early (stock only)		
Marked with your business name or a mark only you know		
Not kept in one place with all your other valuable tools		

2. Plan your downtime

Downtime is the time the business cannot earn normally because an asset is missing or broken.

Days it would take to replace or repair it (e.g. 10 days: order from supplier in Durban)

My backup while I wait: borrow, rent, use a spare or use another supplier (e.g. rent a freezer from a hire shop, R150 a day)

What I will tell waiting customers (e.g. WhatsApp: "Orders delayed by 3 days, sorry")

This resource is for educational purposes only. It is not tax, legal or financial advice. Rules and requirements can differ by business type and location. Check with the relevant authority or a qualified adviser for your situation.

NOTE

Insurance may help pay for some losses. It does not remove the waiting time, so you still need a backup plan.

Next step

The first gap I will fix (from the protection check) _____

Who will do it _____

By when _____

When to redo this

Do this sheet for each of your 3 critical assets, one at a time. Redo the protection check every 3 months, because habits slip and the people with keys change.

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