

Adding an Asset to a Project in the Knox Thomas PUWER App

Overview

Adding assets to your project is a key stage of a PUWER assessment. Building an accurate asset register ensures you know which machines, lines, or assemblies you will be assessing and allows you to store inspection details and records against the correct equipment.

Getting Started

1. Open the app and go to the **Projects** page using the navigation bar along the bottom.
2. Select the project you are working on (e.g., the “Knox-Thomas machinery workshop assessment” project).
3. Check the asset count to confirm how many assets are currently associated with the project.

Step-by-Step: Add a Single Machine Asset

1. On your selected project, tap **Add Asset** to open the **Asset Information** page.
2. Enter the **machine name** (e.g., “Pillar drill”).
3. Assign a location using a floor plan:
 1. Tap **Select Floor Plan** and choose the appropriate layout (e.g., “Main workshop layout”).
 2. Use the location selector to place the pin on the floor plan.
 3. Drag the pin to the correct position to record the machine coordinates.
4. If applicable, enter the **production line name/number**.
 - If the machine is not part of a named/numbered line, leave this field blank.
5. Confirm the machine status:
 - Set **Machinery is in use** if it is actively used (not out of service or awaiting repair).
6. Add a **photo of the machine** (where required/available).

7. Answer the assembly question:
 - Select **No** if this asset is a single machine being assessed by itself.
8. Record identification details (available when you select **No** for assembly/group):
 - Add a **nameplate photo**.
 - Enter the **serial number**.
 - Enter the **manufacturer**.
 - Enter the **model**.
9. Tap **Save** to add the asset to the project.

Step-by-Step: Add an Assembly or Group of Machines (Optional)

If you are assessing a production line or assembly as one asset, you can create a parent asset and then add sub-machines beneath it.

1. On the **Asset Information** page, answer **Yes** to indicate this asset is an **assembly or group of machines**.
2. Enter the number of machines included in the assembly/group (if prompted).
3. Add sub-machines:
 1. Tap **New** to create a sub-machine record.
 2. For each sub-machine, record:
 - Machine name or reference number
 - Machine photo
 - Nameplate photo
 - Serial number
 - Manufacturer
 - Model information
 - Description (if applicable)
 3. Repeat for all machines in the assembly/group.
4. Tap **Save** to store the full assembly/line information together under one asset.

Verify the Asset Was Added

1. Return to the project view and confirm the asset count has increased (e.g., from 0 to 1).
2. Open the **Assets** tab to view assets arranged by customer and project number.
3. Select the asset to review the recorded information.

What You Can Do from the Asset Page

- **Edit** machine details if anything changes or needs correction.
- **Duplicate** the asset if you have a very similar machine and want to reuse the same structure/details.
- **Start the PUWER assessment** from the asset page (covered in a separate guide).

Add Another Asset to the Same Project

1. Return to the **Projects** page.
2. Open the same project.
3. Tap **Add Asset** again.
4. Complete the form using the same process and tap **Save**.