environmental control equipment

Accessing AHU Technical Information via Asset Tag

How To Guides

Accessing AHU Technical Information via Asset Tag

Figure 1. Typical ECE air handling unit. Every ECE AHU is fitted with a unique QR Asset Tag plate giving on-site access to project-specific technical documentation.

Video Duration: 4 minutes 8 seconds
Applies to: All ECE Air Handling Units fitted with QR Asset Tag Plate
Document Status: Controlled technical instruction

1. Purpose

This booklet accompanies the video demonstrating how to locate and use the AHU asset tag to access technical documentation via the ECE Client Portal.

Each AHU is fitted with a unique Asset Tag plate.

Figure 2. Asset Tag plate carrying the unique 18-digit reference number used to retrieve AHU technical information from the ECE Client Portal.

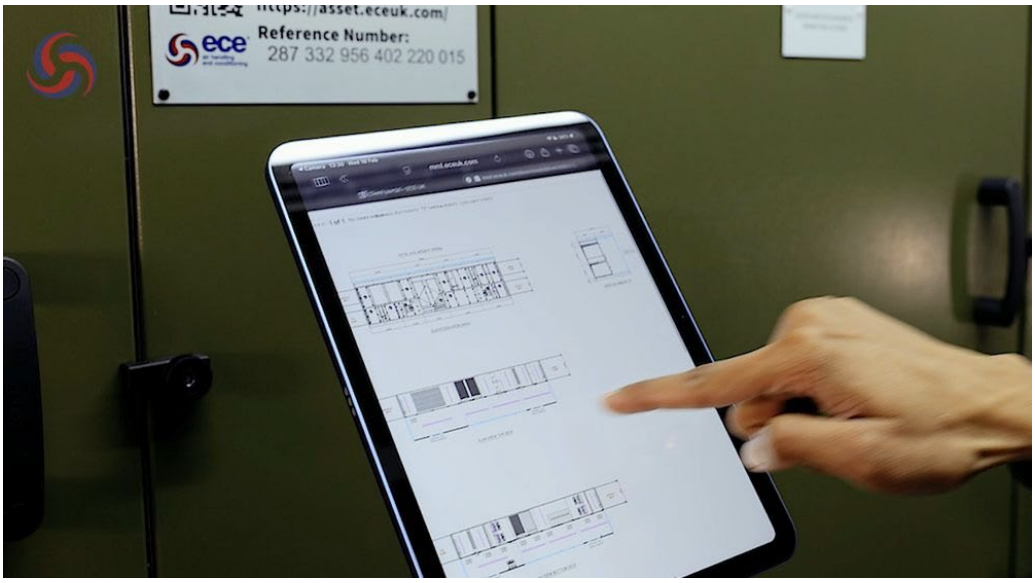

Figure 2b. AHU technical information opened on a device via the Asset Tag link, used to confirm AHU reference, drawing revision and fan information before starting work.

2. Important AHU Information

- ECE AHUs are bespoke. Do not assume that information, access arrangements, terminal numbers, wiring colours, component selections or controls logic from another AHU applies to the AHU being reviewed or worked on.
- The certified drawing and current project-specific documentation are the primary sources for the AHU arrangement and component technical information.
- Where component technical information is checked, it must be checked against the certified drawing and related manufacturer data for the exact AHU.

IMPORTANT: Always use the project-specific asset information, certified drawing, relevant ECE product-range IOM, quotation scope and component information for the exact AHU being reviewed or worked on.

3. Safety and Competency Requirements

- Only competent and authorised personnel should carry out this procedure. The required competency depends on the task being undertaken.
- Before starting, confirm the correct AHU, asset tag, certified drawing, relevant ECE product-range IOM and any applicable wiring diagram, controls description, component technical information or manufacturer data sheet.
- Follow all site-specific RAMS, permits, PPE, isolation and access requirements.
- Where the task requires physical access to the AHU, do not open access doors, remove panels or work inside the AHU unless fans and relevant equipment are isolated, stationary and safe to access.
- Do not bypass safety devices, interlocks, alarms or controls.
- Stop and escalate if the AHU identity, current technical information, safe isolation, access condition or required competency cannot be confirmed.

Task-specific requirements:

- Only competent and authorised personnel should review, use or distribute AHU technical information.
- Confirm the AHU identity using the asset tag and ECE Client Portal before relying on project-specific information.
- Use the current certified drawing, relevant ECE product-range IOM, controls description, wiring diagram and component technical information where applicable.
- Do not rely on or distribute AHU information unless the correct AHU identity, document type and document revision have been confirmed.
- Stop and escalate if the asset tag does not match the AHU, the certified drawing revision cannot be confirmed, required information is missing, or the information does not match the installed AHU.

4. Before You Begin

- Access the AHU asset information via the ECE Client Portal using the asset tag or 18-digit reference number where available.
- Confirm the AHU reference, project name, location and latest document revision.
- Review the certified drawing, relevant ECE product-range IOM, quotation scope, component schedule and manufacturer data sheets where applicable.
- Review the wiring diagram, controls description and commissioning information where the task involves electrical, controls or BMS interfaces.
- Confirm the required personnel, tools, PPE, access equipment, permits and isolation method before starting work.

Figure 3. Site personnel in PPE reviewing the certified drawing. Confirm AHU identity and document revision before relying on any project information retrieved from the portal.

5. Required Tools, Equipment, PPE and Information

- Mobile phone or tablet with camera
- Internet access
- AHU asset tag or 18-digit reference number
- Access to the ECE Client Portal

6. Procedure

The asset tag provides:

- Direct access to the ECE Client Portal
- Instant retrieval of unit-specific documentation
- Accurate identification of the AHU
- Elimination of manual document searching

The asset tag is linked to a unique 18-digit reference number.

6.1 Location of the Asset Tag

The asset tag is typically located:

- On the fan section access door
- On a prominent external access panel
- In a clearly visible location for maintenance personnel

Figure 4. AHU asset tag installed on a section access door. The plate is positioned for visibility during routine maintenance.

The plate includes:

- QR code
- Web address (https link)
- 18-digit reference number
- ECE branding

6.2 Accessing the Asset Tag Using a Mobile Phone

Method 1 – Using the QR Code (Recommended)

- Unlock your mobile phone.
- Open the camera application.
- Point the camera at the QR code.
- Allow the phone to recognise the QR link.
- Tap the notification banner to open the link.
- The ECE Client Portal webpage will open in your browser.

No additional QR app is required on most modern smartphones.

Figure 5. Scanning the Asset Tag QR code with a mobile device camera. Tap the notification banner to open the ECE Client Portal.

Method 2 – Using the Web Address Manually

If QR scanning is unavailable:

- Open your internet browser.
- Enter the website address shown on the plate: https://asset.eceuk.com/
- Press Enter.

6.3 Entering the 18-Digit Reference Number

Once on the Client Portal page:

- Locate the input field requesting the reference number.
- Enter the full 18-digit asset code displayed on the tag.
- Press Enter or Submit.

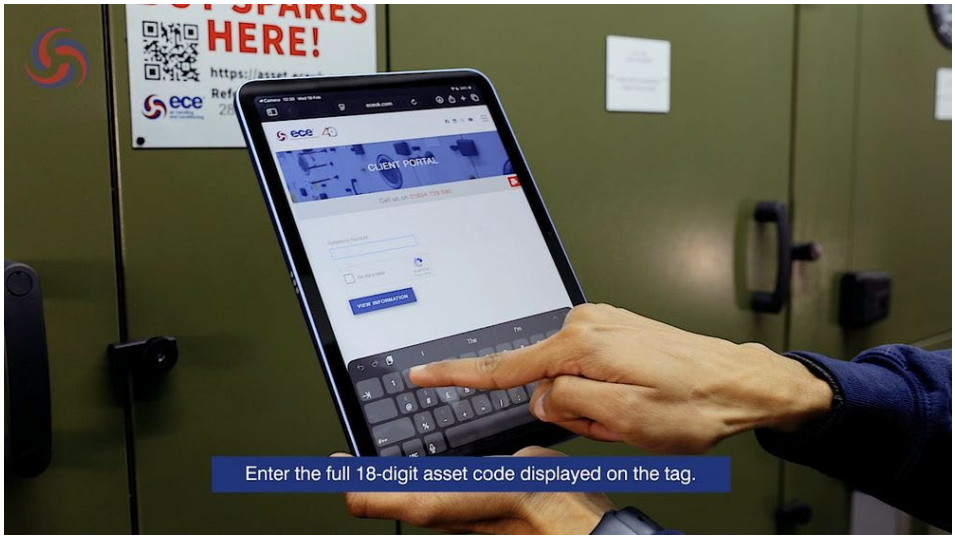

Figure 6. Entering the 18-digit asset code on the ECE Client Portal entry page.

Entry Tip:

To reduce input errors:

- Enter the code in groups of three digits at a time.
- Visually check after each group.
- Confirm all 18 digits are entered correctly.

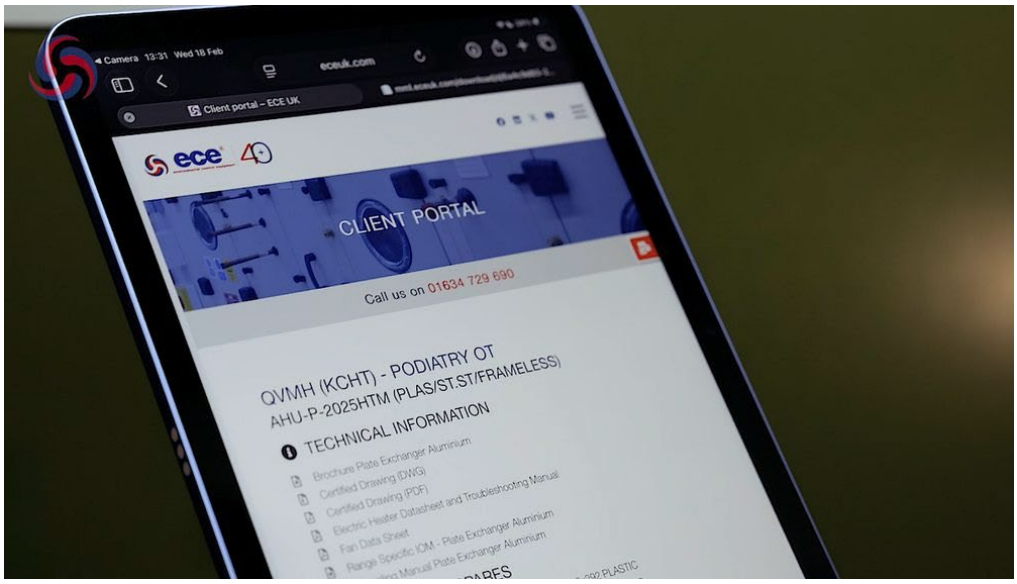

Figure 7. ECE Client Portal page loaded for the identified AHU, showing project-specific technical information.

Available documents may include:

Technical Drawings

- 2D Certified Drawing – DWG
- 2D Certified Drawing – PDF
- 3D Model – DWG
- IFC Model
- STP Model

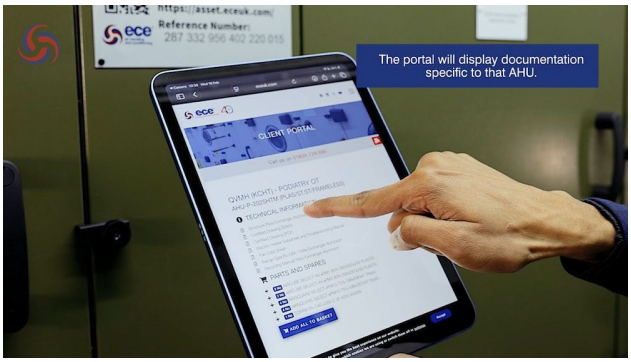

Figure 8. ECE Client Portal showing the document set available for the identified AHU.

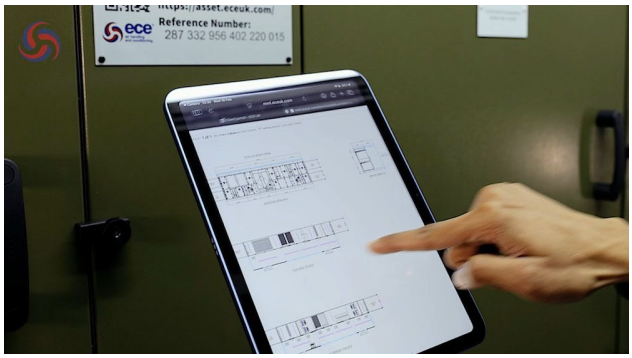

Figure 9. 2D certified drawing displayed on a tablet via the ECE Client Portal.

6.4 Downloading Files

- Select the required document type.
- Click Download.
- Save to your device.
- Forward to consultant, contractor, or estates team as required.

Ensure the correct file format is selected for intended use (e.g., DWG for design teams, PDF for general viewing).

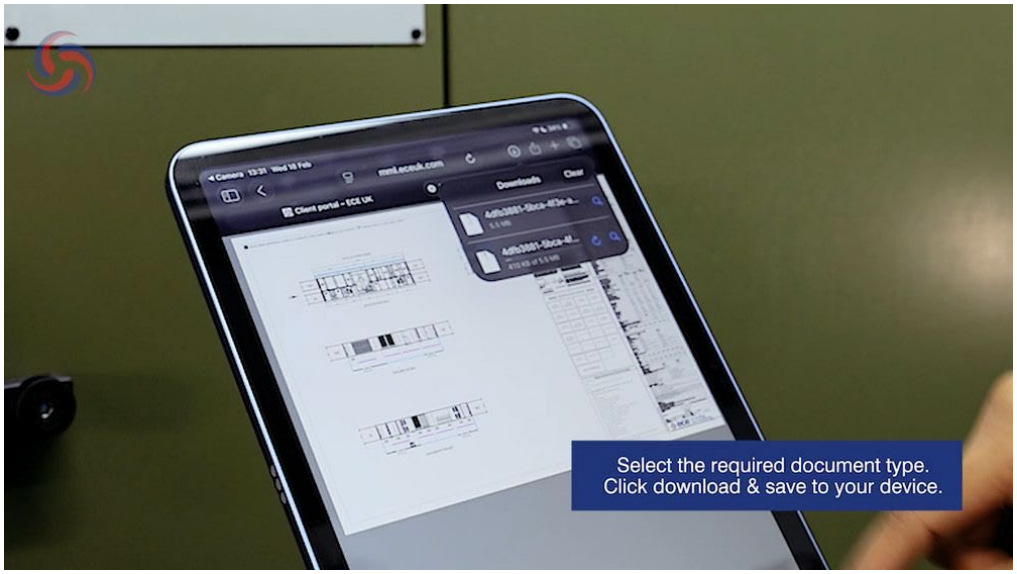

Figure 10. Selecting the required document type and downloading it to the device for forwarding or local use.

6.5 Benefits of the Asset Tag System

- Immediate document retrieval on-site
- Reduces risk of using incorrect drawings
- Eliminates outdated document circulation
- Provides BIM-compatible 3D models
- Supports lifecycle asset management
- Simplifies maintenance and ordering of parts

6.6 Troubleshooting

If the portal does not load:

- Check internet connection.
- Confirm correct website address.
- Re-scan QR code.
- Re-enter reference number carefully.
- Ensure all 18 digits are entered.

If still unsuccessful, contact ECE technical support quoting the reference number.

6.7 Security and Access

- Asset tag access is controlled via unique reference number.
- Do not share reference numbers publicly.
- Use official ECE portal only.

7. Verification / Functional Test

- Correct AHU page opens in the ECE Client Portal.
- AHU reference and 18-digit reference number match the physical asset tag.
- The latest available certified drawing, IOM, controls and operational information can be located.

8. Stop-and-Escalate Conditions

STOP: Stop work or stop the review and escalate to the responsible ECE/project technical contact if any of the following apply:

- The AHU reference, asset tag, certified drawing or document revision cannot be confirmed.
- The information found does not match the physical AHU, installed component or project scope.
- Safe access, safe isolation or required site permits cannot be confirmed.
- A required component technical detail, wiring detail, control signal or manufacturer data sheet is missing.
- The task would block or compromise AHU maintenance access, withdrawal routes, isolators, terminal boxes or emergency access.
- The QR code or web address does not open the expected AHU-specific page.
- The asset tag is damaged, missing or does not match the AHU being reviewed.

9. Final Checks

- Confirm the AHU, component, wiring, control function or approval item has been left in the intended safe and complete condition.
- Confirm access doors, panels, terminal boxes, covers, guards, isolators and labels are secure where applicable.
- Confirm no tools, temporary materials, loose items, debris or packaging remain in or around the AHU.
- Confirm any alarms, faults, abnormal indications or unresolved comments have been recorded and escalated.

10. Records to Complete

Record enough evidence to prove that the task, review or test has been completed using the correct AHU information and by competent personnel.

- AHU reference confirmed
- Client Portal page located
- Document set downloaded or reviewed
- Any missing or unclear information reported

Evidence item	Required entry
AHU reference / asset tag	To be completed
Certified drawing revision / document revision	To be completed
Person completing task / review	To be completed
Date completed	To be completed
Result / status	Pass / fail / comment / not applicable
Outstanding actions	To be completed or marked none

Additional Record Notes

After successful entry, the portal will display documentation specific to that AHU.

Controls Documentation

- Controls Philosophy
- Controls Wiring Diagram
- Controls Points List

Operational Documentation

- Installation, Operation & Maintenance (IOM) Manual
- Recycling Manual

All documents are specific to the serialised AHU referenced by the asset tag.

11. Completion Checklist

[ ] Correct AHU and guide number confirmed.
[ ] Latest asset information and certified drawing checked.
[ ] Relevant IOM, wiring diagram, controls description or manufacturer data checked where applicable.
[ ] Safety and competency requirements confirmed.
[ ] Procedure completed or approval review completed.
[ ] Verification / functional test completed.
[ ] Stop-and-escalate conditions checked and no unresolved stop condition remains.
[ ] Records to Complete section completed.
[ ] AHU returned to safe condition or review status recorded.

12. Task-Specific Completion Checks

[ ] Asset tag located on AHU
[ ] QR code scanned
[ ] Portal opened successfully
[ ] 18-digit code entered correctly
[ ] Documentation accessed
[ ] Required files downloaded

13. Learning Outcome

After completing this guide, the user should be able to complete or review Accessing AHU Technical Information via Asset Tag using the correct AHU information, with clear safety controls, defined verification, completion records and escalation criteria.