



Property Control System Surveillance

Survey of Suppliers Property Control System

All property which is accountable to Aerojet Rocketdyne shall be controlled and accounted for in accordance with the terms included in each Agreement/Purchase Order (PO).

Please answer the questions in the survey by checking YES or NO and if a question is not applicable to your operation, check N/A.

Please complete and return this form within 30 calendar days of receipt.

1. Property Management		YES	NO	N/A
A.	Do you have written Property Control System policies and procedures that comply with the PO terms and conditions?			
B.	Do you have Property procedures? NOTE: If yes, please provide a copy of the procedure index.			
C.	Has any Government agency conducted a Property Management system analysis at your location within the last three years? NOTE: If yes, please provide the name of the issuing official, and date issued.			
D.	Have you implemented a Self-Assessment Program?			
E.	Do you currently possess property accountable to Aerojet Rocketdyne?			
2. Acquisition		YES	NO	N/A
A.	Has property been acquired, including transfers, in accordance with the PO and/or your property procedures?			
B.	Have you acquired, or been furnished any property that is accountable to Aerojet Rocketdyne since the last Aerojet Rocketdyne property survey?			
3. Receiving		YES	NO	N/A
A.	Do you have a process for reporting discrepancies incident to receipt (transit related, shortages, overages, damages) of property?			
B.	Is property that is furnished by Aerojet Rocketdyne documented in the PO?			
C.	Is all property accountable to the PO physically identified with ownership?			
4. Records		YES	NO	N/A
A.	Do you have a process to create and maintain records of all property that enables a complete, current, auditable record of all transactions and, contain the data elements in accordance with Federal Acquisition Regulation 52.245-1(f)(iii)(A).			
B.	Does your record system document the repair and maintenance actions associated with the care of special tooling, special test equipment or other maintainable property?			
5. Physical Inventory		YES	NO	N/A
A.	Please provide the date of the last inventory of property accountable to Aerojet Rocketdyne.			
B.	Have inventory results been reported in accordance with the PO?			



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6. Relief of Stewardship Responsibility and Liability		YES	NO	N/A
A.	Do you have a process for reporting to Aerojet Rocketdyne any Loss, Theft, Damage or Destruction (LTDD) of property?			
B.	Do you currently have any outstanding LTDD Reports in process with Aerojet Rocketdyne?			
7. Utilization		YES	NO	N/A
A.	Do you have a process to ensure that property accountable to Aerojet Rocketdyne is only used as authorized?			
B.	Do you have a process that allows you to identify and report idle, residual or excess customer property?			
C.	Is there any property accountable to Aerojet Rocketdyne in your possession that you consider to be excess to your needs? NOTE: If yes, please provide a detailed list of excess property.			
8. Maintenance		YES	NO	N/A
A.	Does your maintenance program provide for the disclosure and performance of preventive maintenance; the need for and reporting of Capital-type Rehabilitation and the recording of work performed? NOTE: If yes, please provide a listing of all scheduled maintenance and dates last performed.			
9. Property Closeout		YES	NO	N/A
A.	Do you have a process to assure that all customer property is returned or disposed of prior to final contract completion and provide customers with zero balance reports?			

Printed Name of Preparer	Address	City, State, ZIP
Email Address	Signature	Date Signed