



Supplier Property Control System Survey

Supplier Name:

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

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

1. Property Management		YES	NO	N/A
A.	Do you have written Property procedures? If yes, provide a copy of those procedures. If no, describe your Property Control methods under "Comments" below. Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Has any Government agency conducted a Property Management System Audit (PMSA) either limited or on-site within the last three years? If yes, provide the name of the issuing official, date issued and results. Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	
C.	Do you have a Self-assessment Program?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Acquisition		YES	NO	N/A
A.	Has accountable property been acquired in accordance with the AR PO and/or your property procedures? If yes, provide copy of one acquisition document Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Have you been provided furnished property that is accountable to AR PO(s)? Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Receiving		YES	NO	N/A
A.	Do you have a process for reporting discrepancies incident to receipt (transit related, shortages, overages, damage) of property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is all property accountable to the PO physically identified with ownership?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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). Provide screenshot of record for one line-item of material and one line-item of tooling and/or equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Physical Inventory		YES	NO	N/A
A.	What is the frequency for performing physical inventories for material, tooling and equipment? Provide inventory confirmation for the items on the attached listing. Supplier Comments:			



6. Relief of Stewardship Responsibility and Liability		YES	NO	N/A
A.	Do you have a process for reporting to AR any Loss, Theft, Damage or Destruction (LTDD) of property? Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Do you currently have any outstanding LTDD Reports in process with AR? If yes, provide copies of outstanding LTDD Reports. Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	
7. Utilization, Storage, Movement		YES	NO	N/A
A.	Is there any property accountable to AR in your possession that you consider to be excess to your needs? If yes, provide a detailed list of excess property. Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	
B.	Describe controls to ensure that property accountable to AR is only used as authorized. Supplier Comments:			
C.	Describe the storage facility in which accountable property is stored and how access is controlled. Supplier Comments:			
D.	Describe how the movement of property is documented and posted to the property records. Supplier Comments:			
E.	Describe process for the identification and reporting of idle, residual or excess property accountable to AR Purchase Orders? Supplier Comments:			
8. Maintenance		YES	NO	N/A
A.	Describe methods for the disclosure and performance of preventive maintenance and/or calibration, the need for and reporting of Capital-type Rehabilitation and the recording of work performed? Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Property Closeout		YES	NO	N/A
A.	Do you have a process to assure that all accountable property is returned or dispositioned (with authorization) prior to final Purchase Order closure and provide customers with zero balance confirmations? Supplier Comments:	<input type="checkbox"/>	<input type="checkbox"/>	

Printed Name of Preparer:	Signature:	
Title:	Date:	
<i>Aerojet Rocketdyne Use Only:</i>		
Survey Reviewed By:	Adequate/Inadequate:	Date:



Post Survey Comments: