|  |
| --- |
| **Date:** |
| **Supplier No:** |

**Surveillance of Supplier’s Property Management System**

◼ **TOP PORTION TO BE COMPLETED BY PRIME ENTITY**

|  |
| --- |
| SUPPLIER NAME |
| PURCHASE ORDER(s)/ CONTRACT NUMBER(s): |
| SUPPLIER IDENTIFIER (I.E. CAGE CODE, LOCATION, DIVISION, BUSINESS UNIT) |
|  |
| ADDRESS |
|  |
| CITY/STATE/ZIP |
|  |
| PHONE AND FAX NO. | EMAIL ADDRESS |
|  |  |
| **SELF-EVALUATION TO BE COMPLETED BY SUPPLIER** (PLEASE TYPE OR PRINT) |
| ACCOUNTABLE SUPPLIER REPRESENTATIVE | TITLE/PHONE/EMAIL |
|  |  |
| PROPERTY CUSTODIAN (If Different From Above) | TITLE/PHONE/EMAIL |
|  |  |
|  |
| **DIRECTIONS**: THE FOLLOWING QUESTIONS PERTAIN TO THE MANAGEMENT OF CUSTOMER PROPERTY AT YOUR FACILITY. PLEASE COMPLETE THIS SURVEY AND RETURN TO: [**PRIME CONTRACTOR- FILL IN YOUR COMPANY NAME/ADDRESS/ATTENTION**] |
|  |
| **SUPPLIER DIRECTIONS** PLEASE ANSWER EACH AND EVERY QUESTION BY CHECKING THE APPROPRIATE BOX.IF THE ANSWER IS NO, OR WHEN OTHERWISE REQUESTED, PLEASE EXPLAIN IN THE COMMENTS SECTION |
|  |
| **PROPERTY MANAGEMENT** | **YES** | **NO** | **N/A** |
| 1. Do you have a property management plan? If Yes, and if you have not already done so, please provide a copy.
 |  |  |  |
| 1. Do you have written property management system policies and procedures that comply with the purchase order (PO)/subcontract terms and conditions?

 **NOTE: Please check “Yes, No or N/A” for each functional Outcome listed below.** |  |  |  |
| 1. Acquisition
 |  |  |  |
| 1. Receiving
 |  |  |  |
| 1. Records
 |  |  |  |
| 1. Physical Inventory
 |  |  |  |
| 1. Subcontract Control
 |  |  |  |
| 1. Reports
 |  |  |  |
| 1. Relief of Stewardship
 |  |  |  |
| 1. Utilization
 |  |  |  |
| 1. Maintenance
 |  |  |  |
| 1. Property Closeout
 |  |  |  |
| 1. Has an external entity (such as DCMA, NASA, etc) conducted a property management system analysis at your location within the last two years?
 |  |  |  |
|  If YES, What were the results? Adequate Pending Inadequate Other  |
|  If YES, please provide copy of most recent letter |
| 1. Are you currently ISO9001, AS9100, or AS55000 certified? If YES, specify which and the date certified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |  |  |  |
| 1. Have you implemented a Contractor Self Assessment Program?
 |  |  |  |
|  |  |  |  |
|  **ACQUISITION – Outcome 1** | **YES** | **NO** | **N/A** |
| 1. Has customer property been acquired, including transfers, in accordance with the PO/Contract and/or your property procedures?
 |  |  |  |
| 1. Have you acquired any customer property that is not itemized on the attached listing?
 |  |  |  |
|  If YES, attach a listing with authorization documentation |  |  |  |
|  |  |  |  |
| **RECEIVING – Outcome 2** | **YES** | **NO** | **N/A** |
| 1. Do you have a process for reporting discrepancies incident to receipt (transit related, shortages, overages, damages) of customer property?
 |  |  |  |
| 1. Is the Buyer promptly notified of any such discrepancies when impacting costs or schedule?
 |  |  |  |
| 1. Is customer property:
2. Identified or marked in a permanent manner with the appropriate identification number and ownership?

If NO, please explain: |  |  |  |
| 1. Identified in accordance with the PO/contract and/or your property procedures?

If NO, please explain: |  |  |  |
| 1. Do you have a process for reporting discrepancies incident to receipt (transit related, shortages, overages, damages) of customer property?
 |  |  |  |
|  |  |  |  |
| **RECORDS – Outcome 3**  | **YES** | **NO** | **N/A** |
| 1. Do you have a record system, with supporting documentation, for all customer property in accordance with the PO/contract and your property procedures?
 |  |  |  |
| 1. If you have material, do your material records contain the contract #, part#, description, quantity received & issued, unit of measure, balance, posting reference/date, unit acquisition cost, location, and disposition?
 |  |  |  |
| If NO, please explain the reason for missing data |
| 1. If you have special tooling, special test equipment or equipment (tagged assets), do your records contain the contract#, control ID #, part #, description, posting reference/date, unit acquisition cost, location and disposition?
 |  |  |  |
| If NO, please explain the reason for missing data |
| 1. Does your record system provide for traceability/audit trail of transactions from acquisition through disposition?
 |  |  |  |
| 1. Have new records been created for new acquisitions and records updated for disposals of customer owned/supplier acquired or customer/Government furnished?
 |  |  |  |
| If YES, please provide a copy along with the authorization for disposition. |
|  |  |  |  |
| **PHYSICAL INVENTORY – Outcome 4** | **YES** | **NO** | **N/A** |
| 1. Do you perform periodic physical inventories of customer **special tooling, special test equipment or equipment (assets)**?
 |  |  |  |
| If YES to #16, do you use the Inventory By Exception (IBE)/Transaction method? |  |  |  |
| If YES to #16, what is your inventory cycle process (how long)? Annual Within 2 years Within 3 years Other If other, please explain. |
|  If YES to #16, provide the tagged asset physical inventory accuracy rate (%) and date of last inventory for items accountable to this PO/contract(s).Assets physical inventory accuracy rate \_\_\_\_\_% Date of last inventory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 1. Do you perform periodic physical inventories of customer owned **material** in inventory?
 |  |  |  |
| If YES to #17, do you utilize Wall to Wall Cycle Counts Both Other If other, please explain. |  |  |  |
|  If YES, what is your inventory cycle process (how long)? Annual Within 2 years Within 3 years Other If other, please explain. |  |  |  |
|  If YES, provide the material physical inventory accuracy rate (%) and date of last inventory for items accountable to this PO/contract(s).Material physical inventory accuracy rate \_\_\_\_\_% Date of last inventory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
|  If YES, provide a current listing of the material inventory, including part #, description, unit of measure, quantity, unit acquisition cost and extended cost. |
|  |  |  |  |
| **SUBCONTRACTOR CONTROL – Outcome 5** | **YES** | **NO** | **N/A** |
| 1. Do you have customer property located at a sub-tier location? If NO property is located at sub-tier locations,
 |  |  |  |
| If YES, Do you have a process or procedures for the control, protection and maintenance of customer property in possession of your sub-tier suppliers?  |  |  |  |
| If YES, Are sub-tier suppliers required to perform and report inventories? |  |  |  |
|  |  |  |  |
| **REPORTS – Outcome 6** | **YES** | **NO** | **N/A** |
| 1. Do you provide reports in accordance with the PO/contract and/or your property procedures?
 |  |  |  |
| 1. Do you have a process for immediately reporting to the Buyer any loss or damage of customer property in accordance with PO/contract and your property procedures?
 |  |  |  |
|  |  |  |  |
| **RELIEF OF STEWARDSHIP AND LIABILITY – Outcome 7** | **YES** | **NO** | **N/A** |
| 1. Do you have a disposal and/or scrap process?
 |  |  |  |
| 1. Do you currently have any outstanding loss or damage reports in process with our entity?
 |  |  |  |
| 1. Are property shipments/ disposals authorized in accordance with the P.O. or per the Buyerdirection and properly documented?
 |  |  |  |
|  |  |  |  |
| **UTILIZATION – Outcome 8** | **YES** | **NO** | **N/A** |
| 1. Do you have a process to ensure that customer property is only used as authorized?
 |  |  |  |
| 1. Do you have a process that allows you to identify and report idle, residual or excess customer property?
 |  |  |  |
| 1. Is there any customer property in your possession that has not been utilized within the past year and that you consider to be excess to your needs?
 |  |  |  |
| 1. If YES, have you reported it to the Buyer?
 |  |  |  |
| 1. If 25a. (above) is NO, please attach the list of excess property.
 |  |  |  |
| 1. Do you have a process that ensures reasonableness of consumption of customer owned materials?
 |  |  |  |
| 1. Do you have a process to control the movement and protection of customer property?
 |  |  |  |
| 1. Is customer property stored in a secure area where it is preserved and protected in accordance with the PO/contract and your property procedures?
 |  |  |  |
|  |  |  |  |
| **MAINTENANCE – Outcome 9** | **YES** | **NO** | **N/A** |
| 1. Check as applicable your method(s) for maintenance of customer property:

Preventive Maintenance Schedule [ ]  As Used [ ]  Calibration [ ]  Corrective Maintenance [ ]  Not Required [ ]  |
| 1. Is preventive maintenance performed by qualified personnel?
 |  |  |  |
| 1. Do you have a calibration recall system which assures that calibration is performed as scheduled?
 |  |  |  |
| 1. Are maintenance and calibration records available for review?
 |  |  |  |
|  |  |  |  |
|  **PROPERTY CLOSE OUT – Outcome 10** | **YES** | **NO** | **N/A** |
| 1. Do you have a process to assure that all customer property is returned or disposed of prior to final contract completion?
 |  |  |  |
|  |  |  |  |
| **COMMENTS** |
|  |

|  |
| --- |
| **SUPPLIER CERTIFICATION** |
| As an authorized company representative, I hereby certify that the information and documentation provided to is true and accurate to the best of my knowledge and belief. |
| Authorized Representative’s Name | Title |
|  |  |
| Signature | Date |
|  |  |
|  |
| **PERSON COMPLETING FORM (If different than person completing certification above)** |
| Print Name | Title |
|  |  |
| Signature | Date |
|  |  |
|  |

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Version** | **Change** | **Reason** |
| **3/19/2009** | **1.0.0** |  | **Initial Release** |
| **2/19/2015** | **1.0.1** | **Clarified, eliminated duplicate questions & reformatted**  | **Continuous Improvement** |
| **6/17/2015** | **1.0.2** | **Added Disclaimer & Revision History** | **Required** |
| **7/12/16** | **1.03** | **Changed AIA to NDIA** | **Committee under NDIA umbrella** |

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