

**LIMITED SURVEILLANCE
FOR SUPPLIER PROPERTY CONTROL SYSTEM
SELF-EVALUATION QUESTIONNAIRE**

Supplier: _____	Date: _____
Address: _____	
City: _____	State: _____ Zip: _____
Telephone: _____	
Fax: _____	

2. LIST ALL CONTRACTS YOU CURRENTLY HAVE WITH AEROJET:

	<u>CONTRACT NUMBER</u>	<u>PURCHASE ORDER NUMBER</u>	<u>DOLLAR AMOUNT OF TOOLING/ PROPERTY</u>
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____

3. DO YOU HAVE WRITTEN TOOL/PROPERTY CONTROL PROCEDURES?
 YES NO

IF NO, HOW DO YOU CONTROL TOOLING/PROPERTY FROM CUSTOMERS?

COMMENTS: _____

4. HAS ANY GOVERNMENT AGENCY APPROVED YOUR PROPERTY CONTROL SYSTEM WITHIN A YEAR?
 YES NO

IF YES, PLEASE ATTACH A COPY OF THEIR APPROVAL LETTER.

5. DO YOU HAVE A SYSTEM TO CONTROL AND PROTECT CUSTOMER-OWNED PROPERTY WHICH INCLUDES:

	YES	NO
A. MAINTAINING ACCOUNTABLE PROPERTY RECORDS?		
B. PROPERTY IS CORRECTLY IDENTIFIED PER AEROJET'S SUBCONTRACTOR TOOLING MANUAL SS40908		
C. DO YOUR PROPERTY RECORDS CONTAIN THE FOLLOWING INFORMATION?:		
1. NAME OR DESCRIPTION OF ITEM INCLUDING I.D.-NUMBER		
2. QUANTITY RECEIVED OR FABRICATED.		
3. OWNERSHIP.		
4. LOCATION OF TOOL/PROPERTY.		
5. UNIT COST.		

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(Concluded)

6.	DO YOU HAVE A SYSTEM TO PROPERLY <u>UTILIZE</u> CUSTOMER PROPERTY WHICH INCLUDES:		YES	NO
	A. PROPERTY IS UTILIZED ONLY FOR THOSE PURPOSES AUTHORIZED IN THE PURCHASE ORDER, UNLESS AUTHORIZED BY THE BUYER?		<input type="checkbox"/>	<input type="checkbox"/>
	B. REVIEW AND REPORT OF ANY IDLE AND/OR EXCESS PROPERTY TO THE BUYER?		<input type="checkbox"/>	<input type="checkbox"/>

7	DO YOU HAVE A SYSTEM TO <u>MAINTAIN</u> CUSTOMER PROPERTY WHICH INCLUDES:		YES	NO
	A. MAJOR REPAIR AND REHABILITATION?		<input type="checkbox"/>	<input type="checkbox"/>
	B. REQUESTING APPROVAL FROM THE BUYER BEFORE PROCEEDING WITH REPAIR OR REWORK?		<input type="checkbox"/>	<input type="checkbox"/>
	C. RECORDING ALL REPAIRS PERFORMED?		<input type="checkbox"/>	<input type="checkbox"/>
	D. PERFORMING REGULAR MAINTENANCE OR CALIBRATION (IF REQUIRED)?		<input type="checkbox"/>	<input type="checkbox"/>

8.	DO YOU HAVE A SYSTEM FOR PROPER <u>STORAGE AND PRESERVATION</u> OF CUSTOMER PROPERTY?		YES	NO
	A. STORAGE AREAS PROVIDE ADEQUATE PHYSICAL AND ENVIRONMENTAL SAFEGUARDS?		<input type="checkbox"/>	<input type="checkbox"/>
	B. ACCESS TO STORAGE AREAS ARE LIMITED TO AUTHORIZED PERSONNEL?		<input type="checkbox"/>	<input type="checkbox"/>
	C. CUSTOMER PROPERTY IS STORED AND SEGREGATED FROM CONTRACTOR-OWNED PROPERTY?		<input type="checkbox"/>	<input type="checkbox"/>

9.	ARE PHYSICAL INVENTORIES TAKEN PERIODICALLY IN ACCORDANCE WITH ESTABLISHED FREQUENCIES AND SCHEDULES?			
	DATE OF LAST PHYSICAL INVENTORY: _____			
	A. RECORDS ARE POSTED AND ADJUSTED AS NECESSARY?		YES	NO
	B. RESULTS OF PHYSICAL INVENTORY INCLUDING LISTS OF DISCREPANT ITEMS ARE REPORTED TO THE BUYER?		<input type="checkbox"/>	<input type="checkbox"/>

Authorized Official (Please Print)		Signature	Date
Title	Phone # and Ext.		
Email Address:			