

**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.		

6. DO YOU HAVE A SYSTEM TO PROPERLY UTILIZE CUSTOMER PROPERTY WHICH INCLUDES:

	YES	NO
A. PROPERTY IS UTILIZED ONLY FOR THOSE PURPOSES AUTHORIZED IN THE PURCHASE ORDER, UNLESS AUTHORIZED BY THE BUYER?		
B. REVIEW AND REPORT OF ANY IDLE AND/OR EXCESS PROPERTY TO THE BUYER?		

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(Concluded)

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

7b.	HAVE YOU PERFORMED ANY MAINTENANCE ON CUSTOMER PROPERTY? IF SO, WHAT TYPE OF MAINTENANCE AND WHEN WAS IT PERFORMED?			
	DATE	ACTIVITY	YES	NO
A				
B				
C				
D				

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?			
	B. ACCESS TO STORAGE AREAS ARE LIMITED TO AUTHORIZED PERSONNEL?			
	C. CUSTOMER PROPERTY IS STORED AND SEGREGATED FROM CONTRACTOR-OWNED PROPERTY?			

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

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