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|  | **Property Management System Survey** Ref. Raytheon policy [RP-SCM-028](http://onertn.ray.com/resources/cs/groups/internal/@pfg/documents/document/rp-scm-028.pdf)  10-3680PC (09/18) | | | | | | | |
| **Date** | **Raytheon Business** | | | | | | | |
| **Seller Data** | | | | | | | | |
| **Seller Name** | **Enterprise Supplier Data (ESD) Number** | | **Vendor Code** | | **Date** | | | |
| **Address** | | | **City** | | **Number of Employees** | | | |
| **State** | **Zip Code** | | **Telephone Number** | | | | | | |
| **Checklist Completed By** | | | | | | | | | |
| Name of Person Completing Survey Checklist | **Title** | | | | | | | | |
| **Please Answer Each Question By Checking Yes, No or N/A. For No or N/A answers, please provide an explanation in the Comments Section.** | | | | | | | | | |
| **Property Management** | | | | | | **Yes** | **No** | **N/A** | |
| 1. Does your organization have a documented Property Management Plan? | | | | | |  |  |  | |
| 2. Does your organization have adequate, written procedures and an established system for the effective management, control, protection, and maintenance of Buyer (Raytheon / Customer) property (Special Test Equipment (STE), Special Tooling (ST), Equipment, and Material)? | | | | | |  |  |  | |
| 2a. Procedure Number / Title | | | | 2b. Last Update | | | | | |
| 3. Does your organization have a copy of the Raytheon Purchase Order (PO) Attachment –Property In Possession of Seller, (PT-001)? | | | | | |  |  |  | |
| 4. Does your organization have a process to enable the prompt recognition, investigation, disclosure, and reporting of loss of Buyer (Raytheon / Customer) property including losses that occur at subcontractor or alternate site locations? | | | | | |  |  |  | |
| 5. Does your organization have prime contracts directly with the Department of Defense or other U.S. Government agencies? | | | | | |  |  |  | |
| 5a. If yes to 5, does your organization have Government owned property in support of those contracts? | | | | | |  |  |  | |
| 5b. If yes to 5 and 5a, please provide a copy of your latest Government Property Management System Analysis (PMSA) letter. Please provide a copy of the DCMA out brief if available. | | | | | | **Please attach copy with return of survey** | | | |
| 6. Does your organization have a procedure and plan for conducting internal self-assessments of your Property Management System? | | | | | |  |  |  | |
| 6a. Please provide the date & results of the latest self-assessment. | | Results: | | | | Date: | | | |
| 6b. Are significant findings resulting from question 6 reported to Buyer (Raytheon / Customer)? | | | | | |  |  |  | |
| 6c. If Yes to 6, please provide a copy of your latest Contractor Self-Assessment (CSA) Report. Please provide a copy of the CSA out brief if available. | | | | | | **Attach copy with survey** | | | |
| 7. Has your organization had any losses of Buyer (Raytheon / Customer) property in the previous 2 years? | | | | | |  |  |  | |
| 7a. If yes, have the losses been reported to Raytheon? | | | | | |  |  |  | |
| 7b. If yes, please list and break out by year? | | | | | | **Attach copy with survey** | | | |
| **Acquisition** | | | | | | **Yes** | **No** | **N/A** | |
| 8. Are items of property acquired including transfers, in accordance with terms and conditions of the PO? | | | | | |  |  |  | |
| 9. Have you acquired any property that hasn’t been reported to Raytheon and / or accounted for in your last Physical Inventory Certification? | | | | | |  |  |  | |
| **Receiving / Identification** | | | | | | **Yes** | **No** | **N/A** | |
| 10. Does your organization maintain documents evidencing receipt and issuance of property (including material)? | | | | | |  |  |  | |
| 11. Do you have a system for reporting discrepancies upon receipt of property (i.e., transit related, shortages, overages, damages)? | | | | | |  |  |  | |
| 12. Are items, which have been furnished, fabricated or acquired, clearly identified in accordance with PO instructions? | | | | | |  |  |  | |

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| **Records** | **Yes** | **No** | **N/A** |
| 13. Does your organization maintain property records which include, at a minimum, each of the following data elements: | | | |
| 13a. Property Identification Number. |  |  |  |
| 13b. Description. |  |  |  |
| 13c. Accountable Contract number (or equivalent code) and / or PO number. |  |  |  |
| 13d. Location of property. |  |  |  |
| 13e. Cost of each item of property (including Government Furnished Material (GFM) and material acquired on Cost Type P.O.). |  |  |  |
| 13f. Date of record creation and / or date of last transaction. |  |  |  |
| 13g. Ownership Buyer (Raytheon / Customer). |  |  |  |
| 13h. Disposition (date of disposition and supporting reference number and / or documentation). |  |  |  |
| 13i. UID, or equivalent, if required by contract terms and conditions. |  |  |  |
| 14. Do records of Special Tooling include the part number on which used? |  |  |  |
| 15. Are Special Test Equipment / Equipment components identified as part of a higher level top assembly? |  |  |  |
| 16. Is quantity received (or fabricated), issued, balance on hand and unit of measure included in material records? |  |  |  |
| **Physical Inventory** | **Yes** | **No** | **N/A** |
| 17. How often does your organization perform periodic physical inventories? (Example: Annually, Biannually, Daily Cycle Count) |  | | |
| 18. Are physical inventory results reported in accordance with Raytheon Purchase Order (PO) Attachment –Property In Possession of Seller, (PT-001)? |  |  |  |
| 19. Does your organization have Buyer (Raytheon / Customer) owned sensitive property as defined in FAR 52.245-1 in your custody accountable to the Raytheon business unit requesting this survey? |  |  |  |
| 19a. If yes to 19, is sensitive property physically inventoried as frequently as necessary, but in no case less often than annually, to obtain continuous control and agreement between physical inventories and record balances? |  |  |  |
| 20. Please provide the date the last inventory was performed. | D Date: | | |
| 21. Please report material inventory adjustments by error rate in line item & dollar value. If not applicable, indicate “N/A”. | **Attach copy with survey** | |  |
| 22. Please provide a listing of additional non-sensitive property not included on your inventory certification, if applicable. If not applicable, indicate “N/A”. | **Attach copy with survey** | |  |
| 23. Please provide a listing of sensitive property not included on your inventory certification if applicable. If not applicable, indicate “N/A”. | **Attach copy with survey** | |  |
| **Utilization (Use, Consumption, Storage and Movement)** | **Yes** | **No** | **N/A** |
| 24. Is property (Special Test Equipment (STE), Special Tooling (ST), Equipment, and Material) used / consumed and stored only as authorized by the Raytheon Purchase Order, or otherwise approved in writing by Raytheon? |  |  |  |
| 24a. Provide a list active Purchase Order numbers and Name of Buyer, if applicable: | **Attach copy with survey** | | |
| 25. Do storage areas provide adequate security and protection of property? |  |  |  |
| 26. Is adequate protection provided to the property during movement; for example blocking, bracing, dunnage, etc.? |  |  |  |
| 127. Does your organization promptly report property as excess after completion of the PO that provided the property or authorized its use? |  |  |  |
| 27a. Are periodic reviews conducted to determine current or future use requirements? |  |  |  |
| 27b. Does your organization have property currently not in use? If Yes, please provide a justification in the comments section. |  |  |  |
| 28. Is property used / consumed and stored only as authorized by the Raytheon PO? If No, please provide an explanation in comments section. |  |  |  |
| **Maintenance / Calibration** | **Yes** | **No** | **N/A** |
| 29. Does your organization have an adequate preventative maintenance program? |  |  |  |
| 30. Does your organization maintain adequate maintenance / calibration records? |  |  |  |

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| **Subcontractor Control** | | | **Yes** | | **No** | | **N/A** | |
| 31. Does your organization have subcontractors / repair vendors with property accountable to the Raytheon business unit requesting this survey? | | |  | |  | |  | |
| 31a. If yes to 31, are you requiring your subcontractors / repair vendors with Raytheon accountable property to perform physical inventories? | | |  | |  | |  | |
| 31b. If yes to 31, are applicable property management requirements being flowed down to your subcontractors / repair vendors? | | |  | |  | |  | |
| 31c. If yes to 31, are your subcontractors / repair vendors reviewed for compliance to Buyer (Raytheon / Customer) and Government Property requirements? | | |  | |  | |  | |
| **Relief of Stewardship (Disposition)** | | | **Yes** | | **No** | | **N/A** | |
| 32. Is disposition of Buyer (Raytheon / Customer) property accomplished after written direction is received from Raytheon Property Management? | | |  | |  | |  | |
| 33. Is documentation of disposition available, complete and reflects authority, disposal action, date of disposal, and is promptly posted to the property record? | | |  | |  | |  | |
|  | | | | | | | | |
| **Reports** | | | **Yes** | | **No** | | **N/A** | |
| 34. Does your organization adhere to PO requirements for prompt reporting of losses and damages of Buyer (Raytheon / Customer) property? | | |  | |  | |  | |
| 35. Does your organization’s procedures provide for prompt reporting of lost sensitive property to Raytheon? | | |  | |  | |  | |
| 36. Do you have the ability to generate FAR compliant reports? (e.g., ability to include all FAR records data elements, produce inventory reports, etc.) | | |  | |  | |  | |
| **Comments** (Please Reference Section Number) | | |  | |  | |  | |
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| **Seller Certification** | | | | | | |
| As a Representative Authorized to Sign for the Company, I Hereby Certify that the Information Provided Above is True and Accurate to the Best of My Knowledge and Belief. | | | | | | |
| Signature | Date | | | | | |