

Subcontractor Property Survey

THE UNIVERSITY OF ARIZONA

| | |
|--------------------|-------------|
| Subcontract Number | Fiscal Year |
|--------------------|-------------|

Subcontractor Data

| | | |
|--------------------|---------------------|------------------|
| Subcontractor Name | Date | |
| Address | Number of Employees | |
| City, State | ZIP | Telephone Number |

Survey Completed By

| | | |
|----------------------------------|-------|-------|
| Name of Person Completing Survey | Title | Email |
|----------------------------------|-------|-------|

Please answer each question by checking Yes, No, or N/A. Include any references to remarks in the comments section.

| Property Management | Yes | No | N/A |
|--|-----|----|-----|
| 1. Does your organization have written procedures for the control, protection, and maintenance of contractor and/or Government property? | | | |
| a. If yes, please provide the last revision date: | | | |
| 2. Does your organization have an established system to address property control? | | | |
| 3. Does your organization have contracts directly with the Federal Government? | | | |
| a. If yes, does your organization have property in direct support of those contracts? | | | |
| b. If yes, please provide your latest Government letter approving your property control system. | | | |
| 4. Does your organization adhere to contract requirements for reporting loss, damage or destruction of Contractor and/or Government property in the subcontractor's custody? | | | |
| Acquisition | Yes | No | N/A |
| 5. Are items of property acquired, including transfers, in accordance with contract terms and conditions? | | | |
| Receiving | Yes | No | N/A |
| 6. Does your organization maintain a file of documents evidencing receipt and issuance of property? | | | |
| 7. Do you have a system for reporting discrepancies incident to receipt (i.e. transit related, shortages, overages, damages) of property? | | | |
| Identification | Yes | No | N/A |
| 8. Are items, which have been furnished, fabricated or acquired, clearly identified in accordance with contract instructions? | | | |
| Storage and Movement | Yes | No | N/A |
| 9. Is storage adequate to provide for the protection of the property? | | | |
| 10. Is adequate protection provided during movement, such as packaging, covering, skidding, proper handling equipment, procedures, techniques, and safety precautions? (i.e. between labs/buildings) | | | |
| 11. Does your organization have a locator system or technique used to locate property within a reasonable amount of time? | | | |

| Utilization/Consumption | Yes | No | N/A |
|---|-----|----|-----|
| 12. Is property used/consumed only as authorized by the subcontract? | | | |
| a. If no, is written authorization on file? (Please provide a copy of authorization) | | | |
| Maintenance/Calibration | Yes | No | N/A |
| 13. Does your organization have an adequate preventative maintenance program? | | | |
| 14. Does your organization maintain adequate calibration records? | | | |
| Records | | | |
| 15. Does your organization maintain records to include, at minimum, the following: | Yes | No | N/A |
| a. Property identification number | | | |
| b. Description | | | |
| c. Accountable contract (or equivalent code) and/or Purchase Order | | | |
| d. Location | | | |
| e. Cost of each item of property (including GFM and material) on-hand | | | |
| f. Origination date and/or date of last transaction with supporting documentation | | | |
| g. Ownership | | | |
| h. Disposition | | | |
| 16. Do records of special tooling include the part number on which used? | | | |
| 17. Are general-purpose components of special test equipment/plant equipment identified as part of a top assembly? | | | |
| Physical Inventory | | | |
| 18. How often does your organization perform periodic inventories? | | | |
| | Yes | No | N/A |
| 19. Are inventory results reported in accordance with the terms and conditions of the subcontract? | | | |
| 20. Are you requiring your sub-tier contractors to perform physical inventories? | | | |
| 21. Does your organization have Contractor/Government owned sensitive property (arms, ammunition, explosives) in your custody? | | | |
| a. If yes, is sensitive property physically inventoried as frequently as necessary, but in no case less than annually, to obtain continuous control and agreement between physical inventories and record balances? | | | |

| Subcontractor Control | Yes | No | N/A |
|--|------|----|-----|
| 22. Does your organization have residual property from any University of Arizona subcontract which has not been reported as excess? | | | |
| a. If yes, please provide a list of excess property with Property Survey. | | | |
| Comments (Please reference section number) | | | |
| | | | |
| Subcontractor Certification | | | |
| As a representative authorized to sign for the organization, I hereby certify that the information provided above is true and accurate to the best of my knowledge and belief. | | | |
| Signature | Date | | |

*Please send completed form to Jennifer Brown at brownjj@email.arizona.edu