



BECHTEL MARINE PROPULSION CORPORATION

Property Management System
Self-Evaluation Questionnaire

P-310
04/2012

NAME OF ORGANIZATION	COMPLETED BY: (print name and title)
DATE COMPLETED:	SIGNATURE or E-MAIL ADDRESS:

Instructions:

1. Indicate **Yes**, **No**, or **N/A** in the left-hand column
2. Explain all **No** and **N/A** responses in the right-hand column (mandatory)
3. Return transmittal form and completed questionnaire via mail, fax, or e-mail

POLICIES AND PROCEDURES	
A.	Have property management functions been assigned to an organization or an individual?
B.	Are operating policies and procedures sufficient to assure effective Property Management?
ACQUISITIONS	
C.	Do invoices itemize assets acquired and reference appropriate subcontract number?
D.	Do your subcontractors properly report all acquisitions, especially capital and sensitive property, or other subcontract acquired Government Property?
RECEIVING	
E.	Does documentation indicate that government property is appropriately checked for quantity received, condition, and transit-related discrepancies?
F.	Is Government property protected while in the receiving process?
IDENTIFICATION	
G.	Does a system exist to properly identify and tag government property?
H.	Does a system exist to identify and tag/flag personal property requiring special handling (i.e., sensitive, high risk, nuclear-related, proliferation-sensitive, contaminated, or hazardous property)?
RECORDS	
I.	Is a system in place for maintaining records of government property?
J.	Does the system track the following:
	a. Contract number
	b. Description
	c. Manufacturer
	d. Model number
	e. Serial number
	f. Acquisition cost
	g. Acquisition date
	h. Physical location
	i. Disposition document reference and date

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K.	Are property records updated when changes occur?	
L.	Does the system track movement of government property?	
M.	Does the system provide for reporting, redistribution, and disposal of excess and surplus personal property?	
INVENTORY		
N.	Are physical inventories of property performed and reconciled to the Property Records?	
O.	Does the reconciliation process include analyzing unidentified equipment located during the inventory to determine if it is government owned?	
REPORTS		
P.	Are required reports (i.e., physical inventory reports that include acquisition cost of government property) filed on time?	
Q.	Does a system exist to account for and report lost, stolen, abandoned, damaged, worn out, or destroyed property?	
R.	Is a prompt and thorough investigation conducted of lost, damaged, destroyed, or stolen Government property?	
UTILIZATION		
S.	Is there assurance that your subcontractors use property only for those purposes authorized by the contract?	
T.	Is idle property periodically identified and reported?	
U.	Has a maintenance program been established that will assure continuing satisfactory operation, prevent abnormal deterioration, and document the maintenance history of government property?	
ADDITIONAL COMMENTS		

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To be completed by BMPC Property Management

Does the contractor answer "Yes" to all questions for

- Policies and Procedures
- Acquisitions
- Receiving
- Identification
- Records
- Inventory
- Reports
- Utilization

Does the contractor sufficiently explain all No and N/A responses?

Do the contractor's responses indicate compliance with minimum requirements of FAR 52.245-1?

Reviewed by: _____

Date: _____

Deficiencies Noted (Y/N; explain all 'Y' responses below:) _____

Corrective Action Due: _____