Procedure: [Customer Property Proc. Title]

1. SUMMARY
   1. The purpose of this procedure is to define the requirements for controlling, using and protecting property owned by customers, suppliers or subcontractors.
   2. Such property includes materials, product, equipment and tooling, as well as intellectual property.
   3. The [who?] is responsible for implementation and management of this procedure.
2. REVISION AND APPROVAL

|  |  |  |  |
| --- | --- | --- | --- |
| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| [Rev Number] | [Date of Issue] | Original issue. | [Procedure Approver Name] |
|  |  |  |  |
|  |  |  |  |

1. PROCEDURE
   1. [Short Client Name] occasionally works with items provided by customers, suppliers or subcontractors. These may include:

* List types of third party property here; typically include:
* Products
* Tooling
* Measurement equipment
* Intellectual property, such as drawings, specifications
* More
* More
  1. For “hard” property (physical items) these are identified with the customer name and any applicable identifiers. Where deemed appropriate, such property may be physically secured in locked, limited-access areas.
  2. If the property requires calibration and/or preventive maintenance, the responsibilities and methods for such will be negotiated with the customer and documented.
  3. If the amount of third party property stored in-house becomes significant, the [who?] will develop and maintain a log of customer property to maintain an accurate inventory.
  4. Such third party property shall be preserved as if the items were owned by [Short Client Name], in accordance with the procedure ***[Preservation Proc. Title].***
  5. For “soft” property (intellectual property, documentation, software, etc.) these are maintained to ensure ongoing legibility and good condition.
  6. Such intellectual property is stored on the server and identified by the customer name [<- modify as necessary], and protected from accidental deletion or alteration, as well as protected from unauthorized access.
  7. Electronic versions of customer-provided intellectual property are maintained on secure, backed-up company servers.
  8. In all cases, damage or loss of customer property will be promptly reported to the customer for disposition or instructions.