

Effective: 1 May 2016

---

## Government Property Control Plan Overview

### Purpose

Keysight Technologies has implemented and maintains a system of internal controls to manage (control, use, preserve, protect, repair, and maintain) Government property in its possession, per United States Government [FAR 52.245-1](#) (April 2012).

### Scope and Limitations

The Keysight management system is comprised of processes, procedures, records, and methodologies for effective and efficient control of Government property. This system is applicable and limited to instruments returned to Keysight for service, and all Service/Support locations at Keysight Technologies.

### Responsibility

Keysight managers ensure compliance with the management system.

### Management System

The Keysight management system utilizes methodologies for effective and efficient control of Government property, including reports of discrepancies, loss of Government property, physical inventory results, audit and self-assessments, corrective actions, and other property-related reports.

Keysight assumes control of customer instruments from the time of receipt at a Keysight facility to shipment back to the customer. Receipt and shipment of customer instruments is recorded in the Keysight electronic system.

During Service, Keysight owned instruments are utilized to service customer instruments. Any modifications to customer instruments sent in for service are completed only with the approval of the contracting customer. Modifications may include hardware, software, and firmware upgrades. While instruments are under Keysight control, Anti-Virus protocols are in place.

All customer instruments at Keysight locations are accompanied by an indication of the Service Order. The Service Order Number is used to track customer instruments at all points during the service event at all Keysight locations.

Keysight flows down handling requirements to sub-contractors via Purchase Order Terms and Conditions.

Keysight maintains applicable records per the Keysight management system requirements.

References:

- [Keysight Quality Policy & Resources](#)
- [ISD Global – Control of Customer Property](#)
- [Keysight Computer Virus Control Policy](#)

## **Management System Review**

Customers may request at any time an audit of their owned equipment only. Any findings will follow the standard corrective action process including coordination with the customer.

As a standard practice during quality systems audits, handling of customer instruments is included. Discrepancies such as, but not limited to, lost instrument, mishandled instrument, or placing customer instruments at risk are documented and handled through the standard corrective action process including coordination with the customer.

Should you have further questions, please contact the Keysight Customer Compliance Response team at: [ccr.keysight@keysight.com](mailto:ccr.keysight@keysight.com).