

## Procedure PR-PRO-005

### Control of Third-Party Property

#### 1. SUMMARY

- 1.1. The purpose of this procedure is to define the requirements for controlling, using and protecting property owned by customers, suppliers or subcontractors.
- 1.2. Such property includes materials, product, equipment and tooling, as well as intellectual property.
- 1.3. The Director/s are responsible for implementation and management of this procedure.

#### 2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	01/01/16	Original issue.	Kyle Devine
2	24/11/2021	Updated document number and formatting.	Kyle Devine

#### 3. PROCEDURE

- 3.1. Pure Rail occasionally works with items provided by customers, suppliers or subcontractors. These may include:
  - Products
  - Tooling
  - Measurement equipment
  - Intellectual property, such as drawings, specifications
- 3.2. 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.
- 3.3. If the property requires calibration and/or preventive maintenance, the responsibilities and methods for such will be negotiated with the customer and documented.
- 3.4. If the amount of third party property stored in-house becomes significant, the Director/s will develop and maintain a log of customer property to maintain an accurate inventory.
- 3.5. Such third party property shall be preserved as if the items were owned by Pure Rail.
- 3.6. For “soft” property (intellectual property, documentation, software, etc.) these are maintained to ensure ongoing legibility and good condition.



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- 3.7. Such intellectual property is stored on the server and identified by the customer name, and protected from accidental deletion or alteration, as well as protected from unauthorized access.
  - 3.8. Electronic versions of customer-provided intellectual property are maintained on secure, backed-up company servers.
  - 3.9. In all cases, damage or loss of customer property will be promptly reported to the customer for disposition or instructions.