

Keysight Management Plan for the Control of Government Property

Most Recent Document Revision

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1. Purpose

This document outlines Keysight Technologies Inc. (“Keysight”) guidelines for the management, control, and accountability of U.S. Government-owned property.

The plan aligns with ASTM E2279-20 and complies with [FAR 52.245-1](#) (Sep 2021), ensuring Government property is properly controlled, used, safeguarded, maintained, and reported throughout its lifecycle in Keysight’s possession.

2. Scope and Applicability

This property management plan details the processes, procedures, and record-keeping systems that Keysight uses to ensure effective control of Government property under its custody. The plan applies to all Government-owned assets handled by Keysight.

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Keysight does not acquire property on behalf of the Government (“contractor-acquired property”). Internal systems are in place to ensure that Government property is strictly utilized for its contracted purpose.

All property is moved and stored with proper contractual authority, adequate protection, appropriate documentation, and prompt record updates./

3. Introduction

Keysight Technologies is a global leader in electronic measurement solutions, supporting design, simulation, validation, manufacturing, and optimization across various industries, including communications and electronics. With over 80 years of innovation and a customer base of approximately 30,000 companies worldwide, Keysight is committed to delivering high-quality solutions and services.

The Keysight Business Management System governs the company’s core operational functions, ensuring consistent compliance with customer and regulatory requirements. This system supports our ability to deliver accurate, reliable services and products.

Within this framework, the Keysight Global Services Organization (KGSO) manages service delivery, including calibration, repair, asset management, and training. Calibration and repair activities are performed in accordance with the Keysight Calibration Systems Manual, which outlines procedures for maintaining the performance and accuracy of test and measurement instruments.

Keysight is the world's leading electronic measurement company. Keysight provides electronic design and test solutions used in simulation, design, validation, manufacture, installation, optimization, and secure operation of electronics systems in the communications, networking, and electronics industries.

Our electronic measurement business originated in 1939. Our legacy encompasses over 80 years of innovation, measurement science expertise, and deep customer relationships. We conduct business annually with approximately 30,000 customers around the world. [Keysight Technologies’ Business Management System](#) describes the high-level functions of the company.

These functions function as a resource while providing support and direction and are critical to the success of the overall business. The company implements the business management system to ensure customer requirements are met through the consistent execution and maintenance of our internal operations, which directly affects Keysight’s ability to produce high quality solutions, products, and services.

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4. Practices

In addition to serving a broad commercial market, Keysight provides services to Government customers. Federal Acquisition Regulation [FAR 45.103](#), encourages contractors to apply voluntary consensus standards and industry-leading practices (ILPs) in managing Government property. It also discourages imposing separate systems when existing contractor procedures are sufficient.

Keysight regularly reviews voluntary consensus standards and ILPs to stay aligned with best practices in property management. Our objective is to strike an effective balance between cost and risk while adapting our property management system to meet evolving internal needs and external regulatory requirements

5. Ownership and Responsibility

Keysight is responsible for the control, utilization, preservation, protection, repair, and maintenance of Government property in its possession, ensuring full compliance with all applicable contractual provisions.

Any significant modifications to Keysight's property management system that could affect compliance with contractual requirements will be communicated to the assigned Government Property Administrator prior to implementation.

Our property management system is purposefully designed to ensure effective and efficient oversight of Government assets, promoting accountability and operational integrity. System performance is routinely evaluated through internal reviews and audits. All audit results, including any corrective actions, are documented and maintained in accordance with the Keysight Business Management System Manual.

Responsibility for the implementation and oversight of this plan rests with the Global Quality Operations Manager or designated individuals under the KGSO Director of Engineering and Customer Experience. However, all employees share accountability for proper use, care, and control of Government property. Department heads ensure adherence to policy, and this plan will be reviewed and updated periodically as needed.

Reference: Keysight Organizational Charts –

<https://keysighttech.sharepoint.com/sites/intranet/Organizations/Pages/Organizational-Charts.aspx>

6. Acquisition of Government Property

Keysight does not acquire Government property. Keysight does perform calibration and repair of Government property. The Government property handled by Keysight is defined in industry as Test and Measurement instruments, such as oscilloscopes, power supplies, spectrum analyzers, etc.

The calibration and/or repair of test and measurement instruments is defined in the Keysight Calibration System Manual <https://www.keysight.com/us/en/assets/9922-01384/exhibits/Keysight-CSM.pdf>

7. Receipt of Government Property

Keysight maintains a comprehensive inventory of all Government property under its control. Each item is tracked through electronic systems that document receipt, inspection, location, service history, and return.

Incoming shipments are documented upon arrival. Any damage or discrepancies are promptly reported in accordance with FAR 52.245-1 and contract requirements.

Only authorized personnel—determined by job responsibilities—are permitted to handle Government property. Any incidents involving damage or loss are reported immediately to the recorded owner.

Property Receipt Process Overview:

- Items arrive via scheduled delivery.
- Property is manually unloaded, unpacked, and inspected.
- Electronic records are created to log receipt.
- A physical “traveler” document is attached to the item.
- Items are transferred to service teams for calibration or repair.
- Service activity is recorded electronically (e.g., calibration certificate).
- Items are cleaned, packaged, and moved to the dispatch area.
- Final delivery is scheduled, and property is shipped via courier to the customer.

When applicable, the Keysight Americas business center will input information in the Government’s Procurement Integrated Enterprise Environment (PIEE) GFP Module in accordance with DFARS 252.245-7005.

8. Government Property Records

Keysight utilizes the Salesforce Service Delivery Console (SDC) to manage Government property records. This system maintains complete, current, and auditable documentation of all handling and service transactions within 24 hours of activity.

Each property record includes the following minimum data elements:

- Item name, part number, description, and relevant contract-specific details
- Quantity received
- Unique-item identifier or equivalent tracking reference
- Accountable contract number or internal designation
- Current physical location
- Service history including calibration, repair, and handling records
- Date of return to the customer

9. Government Property Reports

Keysight ensures timely and accurate submission of all required reports concerning Government property. Established procedures support reporting for the following scenarios:

- Discrepancies in expected shipments or deliverables
- Loss, damage, or destruction of Government property
- Internal audit or self-assessment findings with major nonconformances
- Corrective actions addressing significant issues
- Any other property-related reporting required by contract

Keysight integrates a number of data management and control tools to manage Government, customer, and company-owned property. These include:

- SDC (Salesforce Service Delivery Console)
- TME, STE, ETMS (electronic calibration systems)
- CATS (Calibration Asset Tracking System)
- Procurement Integrated Enterprise Environment (PIEE) GFP Module, where required under DFARS 252.245-7005

If there is a loss of Government property, Keysight uses the Government Furnished Property (GFP) module of the Procurement Integrated Enterprise Environment (PIEE) to report the loss of Government property in accordance with DFARS 252.245-7005 and paragraph (f)(1)(vii) of the FAR 52.245-1 clause of the applicable contract.

10. Government Property Identification and Inventory

Government property is logged in Keysight's Salesforce system and assigned a unique identifier that matches its corresponding electronic record. Physical traveler documents, attached to the property, serve as a paper snapshot of the electronic record and include checkboxes to distinguish Government-owned items from others.

Physical inventories are conducted by exception. Inventory status is monitored via time-based workflow events—such as inbound logistics, calibration, repair, and outbound logistics. The inventory system operates under a zero-loss policy.

Supervisors and managers of the service delivery teams are accountable for compliance, with performance monitored through Key Process Indicators (KPIs) and metrics.

11. Utilization of Government Property

Government property received by Keysight is used exclusively for calibration and/or repair services as authorized by the property owner. No other use is permitted.

Authorization is verified before any work begins. The Calibration Asset Tracking System (CATS) includes built-in controls to ensure property is only used for the designated contracted services.

Any parts removed during repair, rework, or testing are handled according to internal policy, either repaired, stocked, or scrapped, as appropriate.

Completed equipment is returned to the customer in protective packaging. Shipments to international locations must comply with the International Traffic in Arms Regulations (ITAR) and must be pre-authorized by the customer.

12. ITAR Control

Keysight complies with the International Traffic in Arms Regulations (ITAR), administered by the U.S. Department of State's Directorate of Defense Trade Controls (DDTC). ITAR governs the export, handling, and transfer of defense-related articles, services, and technical data listed on the United States Munitions List (USML) under 22 CFR §§ 120–130.

Keysight maintains ITAR-compliant protocols for managing sensitive data and equipment on behalf of U.S. defense customers. These controls form part of a broader regulatory compliance framework that aligns with international export control standards.

The Keysight broader regulatory compliance framework is detailed on the [Product Compliance page](#).

13. Maintenance

Keysight provides calibration and repair services for Government-owned property. Calibration ensures that instruments operate within specified accuracy limits by comparing them to recognized standards and adjusting where necessary.

All calibration procedures are traceable to national or international standards and comply with Keysight's internal calibration policy, as outlined in the Keysight Calibration Systems Manual. Records of maintenance activities are retained in accordance with the Keysight [Records Retention Policy](#).

14. Storage

Keysight does not offer storage of Government property as part of our standard commercial offering. If a non-standard arrangement for storage of Government property is agreed, the controls in this document will apply.

15. Subcontractor Control

Keysight does not subcontract services for government-owned property under our standard practices. Any exception must first be reviewed and approved by KGSO management and will require:

- Flow down of the relevant federal clauses (including FAR 52.245-1)
- A written process to oversee the subcontractor's Government property management practices.

16. Contract Closure

Upon completion of contracted calibration or repair services, all Government property is returned to the originating Government entity. The customer and other relevant parties are notified of service completion.

All supporting records are retained in accordance with applicable contract terms and Keysight's Records Retention Policy.

17. Compliance and Audits

Keysight will perform risk assessments in the form of internal audits to assess the effectiveness and efficiency of its property management.

Internal audits are conducted on a periodic basis to ensure compliance with the requirements herein; this will be conducted as a constituent part of the Keysight Internal Audit program for all applicable locations.

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These audits help identify risks and deficiencies early, support corrective actions, and promote continuous improvement. The internal audits aim for objectivity; they are conducted by personnel not directly involved in the functions being reviewed. As a result of these self-assessments, improvements may be made, and significant deficiencies corrected and documented.

The frequency of physical onsite audits will not exceed 3 years.

Report of findings and/or results of such audits are made available to Government property customers as required by contract or as requested.

18. References

- a) Aerospace Industries Association, Government Property Systems Committee Property Management Industry Leading Practices (ILP) and Guideline
- b) ASTM E2279 Standard for Establishing the Guiding Principles for Property Management
- c) ASTM E2936-13 Standard Guide for Contractor Self-Assessment for U.S. Government Property Management Systems
- d) FAR 52.245-1 Government Property
- e) DFARS 252.245-7003 Contractor Property Management System Administration, when applicable
- f) DFARS 252.245-7005 Management and Reporting of Government Property, when applicable
- g) DCMA Guidebook for Government Contract Property Administration

19. Document Control

Follow the document control process defined in the Quality Document Control Requirements, Document #E100. Companywide documents (centrally controlled documents) and local documents (locally controlled documents) must comply with Document Control Requirements unless they have local documentation identification processes.

20. Document revisions

Rev No.	Summary	Document Owner	Approver	Date Approved
0	Initial release	Kevin Fawl	Rick Chapman	July 10 th , 2025

21. Appendix 1 – Terms and Definitions

Term	Definition
KGSO	Keysight General Services Organization
CATS	Calibration Asset Tracking System
TME	Test and Measurement Environment
STE	Software Test Environment
ETMS	Electronic Test and Measurement System
SDC	Service Delivery Console
FAR	Federal Acquisition Regulation
ASTM	American Society for Testing and Materials
DCMA	Defense Contract Management Agency
ILP	Industry Leading Practices
KPI	Key Process Indicator
ITAR	International Traffic and Arms Regulations
PIEE	Procurement Integrated Enterprise Environment
GFP	Government Furnished Property