

Appendix A – Materiel Management Terminology

Audit: an inspection or examination of an organization, system, process or product.

CBN: Canadian Bank Note Company Limited, manufactures and warehouses our passports.

Cycle count: inventory auditing process, that counts small portions of inventory on a continuous schedule on a preset frequency.

Inventory: materiel held in stock at storage facilities, including materiel that is undergoing repair or is in the supply system.

Inventory control: the control of materiel by means of established materiel accounting and management methods and procedures.

Life cycle management: the effective and efficient management of assets along the entire continuum from the identification of a requirement to the disposal and replacement of the asset acquired to meet the requirement. The phases of life cycle management include assessing requirements; analyzing options; planning acquisition; acquiring; operating, using, and maintaining; and disposing and replacing.

Materiel: all movable assets, excluding money and records, acquired by Her Majesty in right of Canada.

Materiel management: all activities necessary to acquire, hold, use and dispose of materiel, including the notion of achieving the greatest possible efficiency throughout the life cycle of materiel assets.

Secure area: refers to production room or secure room, as defined by the standards of PPTC's Corporate Security and Facilities. These are used by PPTC when materiel with security classification "Secret" is to be stored or handled.

Secure container: any totally enclosed storage place for classified assets, designed to resist force and surreptitious attack on six (6) sides; e.g. a safe, security cabinet, strongbox, permanent and demountable vaults or Secure Room 1 or Secure Room 2.¹

Stocktaking: the procedure of counting and reconciling actual holdings against automated or manual records for stocking accounts. The aim is to resolve discrepancies, update computer and manual records regarding the balance of stock on hand, identification, condition and location of materiel.

¹ RCMP, Physical Security Guide Lead Agency Publication G1-029, revised April 2006, p2.