



Designation: E2671 – 10 (Reapproved 2016)

Standard Practice for Defining Movements, Shipments, and Transfers of Tangible Property¹

This standard is issued under the fixed designation E2671; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice defines and clarifies the differences between movements, shipments, and transfers of tangible property to support the goals and mission of the entity.

1.2 This practice is intended to be applicable and appropriate for tangible property holding entities.

1.3 This practice contains information on movements, shipments, and transfers as defined herein and includes other terms from Terminology E2135.

1.4 This practice enables effective and consistent communication across entities through standard use of the terminology.

1.5 This practice does not include actual instructions or directions on how to complete or conduct movements, shipments, or transfers.

1.6 For the purpose of clarification and communication, shipment and movement are considered two different activities in this practice.

1.7 The values stated in SI units are to be regarded as standard. No other units of measurement are included in this standard.

1.8 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 *ASTM Standards*:²
E2135 Terminology for Property and Asset Management

¹ This practice is under the jurisdiction of ASTM Committee E53 on Asset Management and is the direct responsibility of Subcommittee E53.01 on Process Management.

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² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

3. Terminology

3.1 *Definitions*—For definitions relating to property and asset management, refer to Terminology E2135.

3.1.1 *movement, n*—act or process of physically relocating tangible property from one location, internal area, or person to another within an entity's site, generally regarded as an onsite location change.

3.1.2 *movement document, n*—any document created to record the movement of tangible property with proper authorization, for example, internal entity specific forms, move order, hand receipt, etc., used to update and support records established and maintained for management and audit purposes.

3.1.3 *shipment, n*—act or process of transporting tangible property from one person, organization, or entity to an offsite location.

3.1.4 *shipping document, n*—any document created to accomplish the shipment of tangible property, for example, entity specific forms, commercial or government bills of lading, client specific forms, government specific forms, etc., and used to update and support records established and maintained for management and audit purposes.

3.1.5 *transfer, n*—conveyance of right, title, interest, or obligation in tangible property from one person, organization, or entity to another and can occur with or without financial obligation or physical movement.

3.1.6 *transfer document, n*—any document created to authorize or reference proper authorization for a transfer and record the transfer of tangible property, for example, entity specific forms, client specific forms, customer specific forms, etc., and used to update and support records established and maintained for management and audit purposes.

4. Summary of Practice

4.1 This practice establishes definitions and clarification about property movements, shipments, and transfers both within an entity and externally to other entities while supporting the goals and mission of any entity responsible for tangible property.