# **GFNY QR Process Quick Guide**

**Environmental Services – ESFM Tesla GFNY**

## **📌 Purpose**

This guide explains how to properly use **QR codes** for zone tracking, accountability, and compliance with Tesla GFNY standards.

## **📱 QR Rules**

1. **Scan only on exit** – after all work in the zone is fully complete.
2. **Do not scan on arrival** – scans confirm **completion**, not entry.
3. **Skipping scans = compliance review** – missed zones will be flagged in EVS X-Ray.

## **📝 Notes Section**

* Use Notes to log **supply shortages, damages, safety hazards, or unusual conditions**.
* All Notes are flagged as **action items** for Managers and Leads.
* **Urgent issues** (hazards, spills, broken equipment) must also be **reported verbally** to a Manager/Lead.

## **🔒 Accountability**

* Each scan confirms both **completion of tasks** and **exit from the zone**.
* **Missed scans** may result in compliance checks, audits, or corrective action.
* All QR data feeds into **KPI tracking, EVS X-Ray compliance, and audits**.

## **✅ Best Practices**

* Scan **only after completing all assigned work** in the zone.
* Always **use Notes** for details so issues are not overlooked.
* **Double-notify** urgent hazards: log it in Notes + verbal report.
* Treat each scan as a **certification of zone readiness**.

⚠️ **Reminder:**  
 The QR system is your digital proof of work. It ensures zones are covered, managers are alerted, and Tesla GFNY receives the consistent high standards expected.