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| **Document Revision Chart** | | | |
| # | Section Modified and Revision Description | Date | Author |
| 1 | Taken from Global Format & changed to Newcastle Specific Document to incorporate use of Barcodes | 22/10/2018 | L Parkin/ E Henderson |
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| **PURPOSE :** | | **This instruction identifies the process for control and issue of uniquely numbered inspection stamps to designated functions with BHGE Newcastle** | | | |
| **1.0** | Definitions | | | | |
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| **2.0** | Stamp/ Barcode Control | | | | REFERENCES **None** DOCUMENTATION **QC-N-1019A**  **QC-N-1019B** |
| **2.1** | **Issue** | | Stamps and Barcodes may be issued to QC personnel in the following locations;  Newcastle upon Tyne, UK  Issuance should be in accordance with completed competencies (QAC-N-003 for PI’s & QAC-N-013 for QC Tech’s) | **Quality Manager, QC Group Lead or QC Technician** |
| **2.2** | **Inspection Stamp & Barcode Log** | | A register (QC-N-1019A) of all stamps and (QC-N-1019B) of all Barcodes issued shall be maintained to identify;  Stamp/Barcode #, Stamp/Barcode holder and signature, date of issue, date when stamp/ barcode withdrawn from service, reason and any applicable quarantine period. | **QC Group Lead** |
| **2.3** | **Withdrawn, Lost or Misplaced stamps** | | If at any time a stamp is lost or misplaced, then details must be passed issuing authority immediately – these stamp #’s shall not be re-used for a period of 12 months.  Stamps withdrawn because of employee transfer or leaving the business shall not be re-issued for a period of 3 months | **Stamp User**  **QC Group Lead** |
| **2.4** | **Withdrawn, Lost or Misplaced Barcodes** | | If at any time a barcode is lost or misplaced, then details must be passed issuing authority immediately – these Barcode #’s shall not be re-used.  Barcodes withdrawn because of employee transfer or leaving the business shall not be re-issued. | **Stamp User**  **QC Group Lead** |
| **2.0** | Stamp/Barcode Use | | | |
| **2.1** | **Verifying records, witnessing test/inspection activities** | | The recipient is the only person permitted to use the assigned stamp/ barcode to indicate acceptance of product/tests, verification to test/inspection process, internal calibration of equipment or identification of nonconforming items. | **Stamp User** |
| **2.2** | **Stamp Condition** | | Stamps and barcodes must be kept clean and legible;  Worn stamps and barcodes must be returned to the issuing authority for replacement. | **Stamp User** |
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