

Date: 11.10.2002

Subject: Biannual Safety and Functionality Inspection for Printing and Scanning Equipment

Issued by: Department of Technical Infrastructure and Workplace Safety

All local offices involved in fine processing, traffic violation notices, or public correspondence are reminded of the mandatory **biannual safety inspection** of all multifunction printing, scanning, and fax machines.

The inspection window for Q4 begins on **October 14th** and ends **November 1st**. During this period:

- All devices must be tested for electrical safety compliance (DIN VDE 0701-0702)
- Toner ventilation filters must be cleaned or replaced
- Device firmware must be updated to current approved versions

Offices must use Form STI-2 for inspection confirmation and log submission.

Note: These inspections are **preventative in nature** and unrelated to any broader digital infrastructure projects or process changes. Devices not certified by November 5 will be marked for replacement.

Contact the Technical Safety Liaison for your region to book a time slot.