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<b>Approved By:</b> Mark Blumenfeld	

## CONTROL OF INSPECTION STAMPS

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### Purpose

This procedure describes how Inspection Stamps are issued, controlled, maintained, and retired.

### Scope

This procedure covers all inspection stamps issued and controlled by INSCO, and stamps that are issued to INSCO personnel by Partnership Customers.

### Definitions

**Partnership Program** Agreement between INSCO and Customer that assures quality of delivered products through delegation of inspection and process control responsibilities to the supplier/distributor.

### Responsibilities

**QUAL MGR** Quality Manager

**QUAL INSP** Quality Inspector

**PROD OPER** Production Operator

**WHP** Warehouse Person

### Procedures

#### QUAL MGR Controls Use and Issuance of Stamps

- The QA Manager or his or her designee controls the use and the issuance of all Insko stamps in accordance with related work instructions.
- The QA Manager controls the use and issuance of all partnership inspection stamps in accordance with each customer's required work instructions.
- The QA Manager withholds stamps for a minimum of six months prior to reissue.

#### QUAL INSP Uses Stamps to Document Inspection Activities

- The inspection status of materials, parts and assemblies is recorded by one of the following methods: On a control label or tag affixed to product packages and/or on the accompanying paper work with stamps or initial and dates.
- Inspector holding controlled partnership stamps affixes as stated in customer program.

**PROD OPER Inspects And Stamps Material Buy-Off, First Article, And In Process Production Orders**

- Inspects and applies stamp to traveler when accepting material for production orders.
- Inspects and applies stamp to customer furnished material report.
- Inspects and applies stamp to traveler package when accepting first article.
- Inspects and applies stamp to traveler package when accepting in-process orders.
- Applies stamp to product labels affixed to packages ready for shipment.

**QUAL MGR Calibration Manager for Inspection Equipment**

Inspects and applies calibration sticker and/or label to calibrated equipment.

**WHP Inspects And Labels Incoming Material**

Inspects and applies stamp to control labels of incoming product.

**References**

**Related Procedures**

Inspection Equipment Control, Maintenance and Calibration QSP-7.6.102

Process Setup QSP-7.5.103

Product Identification, Traceability and Status QSP-7.5.106

**Records**

Stamp Assignment Master QA LOG

Retain - Indefinite

**Revision Notes**

- Changed reference from obsolete procedure QSP-4.09.103 to current procedure QSP-7.5.103