

REVISIONS

Letter	ECO No.	Description	Checked	Approved	Date
A		Initial Release			

NAME	DATE	MASSACHUSETTS INSTITUTE OF TECHNOLOGY CENTER FOR SPACE RESEARCH			
Drawn: Brian Klatt	4/2/93	<h3>INSPECTION STAMPS</h3>			
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INSPECTION STAMPS

1.0 SCOPE

This procedure provides specific instructions for the type, issuance, use, care, and control of inspection stamps at MIT/CSR.

2.0 SCOPE

2.1 This procedure applies to inspection stamps used to indicate the status of incoming material or parts being fabricated, assembled, tested, or inspected.

3.0 GENERAL

3.1 The Performance Assurance Manager controls the issuance and use of all stamps.

3.2 An assignment log of all stamps is maintained by Performance Assurance. Stamps are issued to each qualified inspector performing inspection operations.

3.3 The design of each stamp is unique, indicating inspector and accept or reject. Imprints of each stamp are shown in figure 1.

3.4 Use of a stamp indicates accept or reject status of the hardware.

3.5 Stamps are self inking and are red for reject and blue for accept.

3.6 Terminating or transferring employees must return stamps to Performance Assurance.

3.7 Stamps which are lost must be reported promptly to the Performance Manager.

3.8 Each inspector must insure that stamps are kept clean and their impression is clear and legible. Worn or damaged stamps will be replaced.

3.9 Inspection personnel must use only those stamps assigned directly to them; these stamps are not used by other personnel. No exceptions are made. When not in use, the stamps are locked up or controlled by the individual responsible for the stamps.

3.10 If a stamp is applied in error or applied before a discrepancy is discovered, the inspector voids the stamp by drawing a line through the impression and writing "VOID". the date, the inspectors initials, and the reason for voiding the stamp.

4.0 PROCEDURE

4.1 Performance Assurance Manager

4.1.1 Issues inspection stamps to qualified personnel.

4.1.2 Maintains the stamp assignment log, recording:

- stamp number
- name and identification number
- date issued
- date returned, lost, destroyed, or reissued

4.2 Inspector receiving stamps

4.2.1 Signs, acknowledging receipt of stamps

4.2.2 Uses the assigned stamps only on those items personally witnessed or inspected.

4.2.3 Applies the "accept" stamp only when the inspected item meets all specification and quality standards. Applies the stamp in the correct location, implying that:

- inspected item quantity corresponds with the accompanying documentation.
- the operations performed on the inspected item correspond with accompanying documentation
- the sequence of operations correspond with the accompanying documentation.
- the operators are certified to perform the specified operation.
- where required, the equipment is calibrated.

4.2.4 The inspector must apply the date beside the stamp impression.

4.2.5 Maintains control of stamps at all times.

4.2.6 Notifies the Performance Assurance Manager when stamps are lost or damaged.

5.0 FORMS

5.1 Stamp Assignment Log

STAMP NUMBER	ISSUED TO	IDENT. NUMBER	DATE ISSUED	DATE RETURNED	DATE LOST	DATE DESTROYED	DATE REISSUE

5.2 Stamp Receipt Acknowledgement

THE STAMPS INDICATED BELOW HAVE BEEN ISSUED TO ME ON THIS DATE.

I FULLY UNDERSTAND THE RESPONSIBILITY AND MEANING OF THE USE OF THESE STAMPS AND AM AWARE OF THE PERFORMANCE ASSURANCE PROCEDURES PERTAINING THERETO.

THE STAMPS ARE TO REMAIN IN MY POSSESSION AT ALL TIMES AND ARE NOT TO BE LENT TO ANYONE. THE LOSS OR DAMAGE TO THESE STAMPS WILL BE REPORTED IMMEDIATELY TO THE PERFORMANCE ASSURANCE MANAGER.

STAMPS:

SIGNATURE _____

IDENT. No. _____

DATE _____

BLUE

RED

FIGURE 1

STAMP IMPRESSIONS

Stamp A1 (blue)

Stamp R1 (red)

Stamp A2 (blue)

Stamp R2 (red)

STAMPS:

SIGNATURE _____

IDENT. No. _____

DATE _____

BLUE

RED