

Perform Air International Inc.
Quality Control Manual
Section II

Procedure: II.16 Procedure for Controlling Inspector Stamps

Revision	Revision Date	Revision Change
N/I	07/01/13	Initial Release/Re-release
1	07/31/19	Revised 1.0, 3.6 Added 5.5.
2	06/27/25	Revised 5.1.3.1

1.0 Purpose:

To provide instruction on acquiring new inspection stamps, in case one is lost/stolen, and securing the inspection stamp, for Quality Control Inspectors.

2.0 Scope:

To ensure control and security of Quality Control inspection stamps.

3.0 Responsibility:

3.1 The maintenance of this procedure is the responsibility of the Quality Control Manager.

3.2 It is the responsibility of the Quality Control Manager to issue the stamps used to indicate the inspection process within the repair station. This position is also responsible for revision of this procedure and for maintenance and control of inspection stamps.

3.3 The Quality Control Manager is responsible for training the inspection personnel on the system used within the repair station to ensure stamp security.

3.4 It is the responsibility of the Quality Assurance Department to maintain the Roster of Inspection Personnel.

3.5 It is the responsibility of the Purchasing Department to order inspection stamps upon receipt of a Purchase Requisition.

3.6 It is the responsibility of anyone issued an inspection stamp to ensure the stamp's condition and that it remains secured at all times.

4.0 Definitions: No Definitions Required

5.0 Procedure:

5.1 New Stamp

5.1.1 If a new Quality Control Inspector is hired or an existing employee is promoted to the position of Quality Control Inspector, the following procedure will be applied.

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- 5.1.2 The Quality Control Manager will be notified by Human Resources Department via the Employee Status Change Form (form 62.31); that a new inspection stamp is needed.
- 5.1.3 The Quality Control Manager will complete a Purchase Requisition designating the number of stamps required.
 - 5.1.3.1 Stamp Inspection numbers will be in ascending order and never be duplicated/re-issued (*except under the conditions of 5.2 of this procedure*).
- 5.1.4 The Purchase Requisition will be forwarded to the Purchasing Department for processing. (see Purchasing Procedure III.03).
- 5.1.5 Upon receipt of the new inspection stamps, the Quality Control Manager will be notified.
- 5.1.6 The Quality Control Manager will then complete a Manual Change Request Form and submit to the Quality Assurance Department for revision to the applicable Rosters (see Authority and Roster of Authorized Personnel Procedure I.02).

5.2 Replacement of an Existing Stamp

- 5.2.1 If a Quality Control Inspector stamp becomes illegible or damaged, he will notify the Quality Control Manager of stamp condition.
 - 5.2.1.1 If the stamp is found to be illegible, it will be immediately removed from use and destroyed.
- 5.2.2 The Quality Control Manager will complete a Purchase Requisition designating the number of stamps required re-using the original stamp number.

NOTE: This is the only situation a stamp number may be re-used.

- 5.2.3 The Purchase Requisition will be forwarded to the Purchasing Department for processing. (see Purchasing Procedure III.03).
- 5.2.4 Upon receipt of the new inspection stamps, the Quality Control Manager will be notified.
- 5.2.5 The Quality Control Manager will then issue the new stamp to the Quality Control Inspector and take possession of the illegible/damaged stamp. The illegible/damaged stamp will be destroyed to preclude any future use.

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5.3 Lost or Stolen Stamp

- 5.3.1** If a stamp is lost or stolen, a new stamp and number must be issued.
- 5.3.2** The Quality Control Manager will be notified by the Quality Control Inspector who has lost his/her stamp within 24 hours of the loss.
- 5.3.3** The Quality Control Manager will complete a Purchase Requisition for the required stamp.
 - 5.3.3.1** Stamp Inspection numbers will be in ascending order and never be duplicated/re-issued.
- 5.3.4** The Purchase Requisition will then be forwarded to the Purchasing Department for processing. (see Purchasing Procedure III.03)
- 5.3.5** Upon receipt of the new inspection stamp(s), the Quality Control Manager will be notified.
- 5.3.6** The Quality Control Manager will then complete a Manual Change Request Form and submit to the Quality Assurance Department for revision to the applicable Rosters (see Authority and Roster of Authorized Personnel Procedure I.02).
 - 5.3.6.1** The lost or stolen stamp number will be identified as such on the roster, with dates of authorized use referenced. Refer to SL.03 Record of Revision.
- 5.3.7** If a lost stamp is later found, the stamp will be destroyed by the Quality Control Manager.

5.4 Stamp Surrender

- 5.4.1** In the event a Quality Control Inspectors transfers within the organization and no longer requires an inspection stamp, or their employment is terminated; their inspection stamp will be surrendered to the Quality Control Manager.
 - 5.4.1.1** It is acceptable for the Human Resource Manager to accept the surrendered stamp from the employee and forward it to the Quality Control Manager.

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- 5.4.2** Upon receipt of the surrendered inspection stamp, the Quality Control Manager will then complete a Manual Change Request Form and submit to the Quality Assurance Department for revision to the applicable Rosters (see Authority and Roster of Authorized Personnel Procedure I.02).
- 5.4.3** The surrendered stamp will be destroyed by the Quality Control Manager. The destruction of the stamp will be documented on the Employee Status Change Form.
- 5.4.4** In the event an inspection stamp has not been surrendered when required, the stamp number will be identified as such on the roster, with dates of authorized use referenced. Refer to SL.03 Record of Revision.

5.5 Stamp Security

- 5.5.1** Upon receipt of the inspection stamp, each employee must ensure the stamp is either secured on their person at all times, or stored in a secure location.

5.6 Quarterly Stamp Audit

- 5.6.1** The Quality Control Manager will perform quarterly inspection of each issued stamp to ensure legibility. This will be documented on QC Stamp Audit Form.
- 5.6.2** If receipt of the new stamp or surrender of an existing stamp is between quarterly stamp audits, the Quality Control Manager may comply with an additional stamp audit to indicate the change, however it is acceptable to address through the next quarterly stamp audit.

6.0 Records:

- 6.1** Purchase Requisition (Form 54.07)
- 6.2** Employee Status Change Form (Form 62.31)
- 6.3** QC Stamp Audit Form (Form 60.13)
- 6.4** Manual Change Request Form (Form 63.01)