

**INSPECTION STAMP USE & CONTROL WORK INSTRUCTION**  
**UIS-I-04**

**1. Scope of application**

All inspection stamps which are used for identification of inspectors and inspection status.

All other stamps which are used at UIS Head Office in Malta.

**2. Instructions**

*The Technical Manager is responsible for the following:*

1. Manufacturing all required stamps as per Stamps Master List (Form No. UIS-F-42)
2. Defining unique number for each stamp
3. Deliver only one stamp for only person who qualified and authorized to use it, by using a Delivery Stamp Form (UIS-F-43)
4. Record the data of the stamp validation and the recipient by using the same form (UIS-F-43)

*The recipient inspector is responsible for the following:*

1. Realize procedures and situations of using his stamps
2. He is the only one allowed to use the stamp, not others
3. Maintain the stamp
4. In case of lost or deterioration of stamp, immediate information of the Technical Manager is a must
5. Return the stamp to the Technical Manager in case of obsolete or unused.