MARSHALL PROCEDURAL REQUIREMENTS

QD01

INSPECTION AND TEST STATUS

With Change 1 (4/20/16)
<table>
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<tr>
<th>Status (Baseline/ Revision/ Change/ Canceled)</th>
<th>Document Revision/ Change</th>
<th>Effective Date</th>
<th>Description</th>
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<td>Baseline</td>
<td>5/14/99</td>
<td></td>
<td>Document converted from MSFC-P12.1 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.</td>
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<tr>
<td>Revision</td>
<td>A</td>
<td>8/16/99</td>
<td>Updated document to include servicing in the scope. Deleted the first sentence of P.1 since it was redundant to the applicability paragraph, P.2. Changed S&amp;E to Directorate and Quality Assurance to S&amp;MA. Changed paragraphs P.1 and 2.2 to include requirements for engineering to provide status where appropriate. Made other changes due to the reorganization. Changed para. 3.1 to limit S&amp;MA statusing to hardware and software whose configuration is controlled through the MSFC release desk. Modified 3.2.7 to clarify the meaning.</td>
</tr>
<tr>
<td>Revision</td>
<td>B</td>
<td>4/5/00</td>
<td>Added allowance for electronic signature systems in 3.1 and 3.3. Modified 3.2.1 to clarify that S&amp;MA stamps may be issued to S&amp;MA mission services contractors. Added the requirement for an annual stamp audit to paragraph 3.2.3. Corrected the stamp description in paragraph 3.2.6. Corrected the stamp layout in Appendix A. Modified the record retention requirements.</td>
</tr>
<tr>
<td>Revision</td>
<td>C</td>
<td>3/11/03</td>
<td>Updated URL in footer. Add team lead to para. 3.2.4 for voiding a stamp impression. Delete “in Scope” from paragraph 3.1. Clarify 3.2.2 (d). Clarify flow chart. Remove reference to Appendix “A” throughout. Add “and software” to 3.2.</td>
</tr>
<tr>
<td>Revision</td>
<td>D</td>
<td>9/30/2004</td>
<td>Font to Times New Roman. MPG to MPR. QS01 to QD01. Use “shall” to identify requirements statements per HQ Rules Review Action. Change S&amp;MA Office to S&amp;MA Directorate or S&amp;MA throughout. On Table of Contents and Appendix change Inspection Status Stamp “Types” to “Illustrations”. In 2.2 and 3.3 add “Other Directorates” to distinguish from S&amp;MA. In 3.1 address “Paperless systems” and add safety stamps to those that need password control. In 3.2 add “affixed” stamp to clarify text. Correct sentence structures in 3.2.2 sub bullets (a through e). In 3.2.3 prohibit direct stamping of flight hardware unless engineering has authorized. In 3.2.6 add words “documentation or inspected article” for stamp impression clarity. In 3.2.7 (b) move topic sentence to beginning of the paragraph. In 4, change records retention from 2 to 3 years to be consistent with the governing Records Plan.</td>
</tr>
<tr>
<td>Revision</td>
<td>E</td>
<td>9/13/2005</td>
<td>Added the S&amp;MA Mission Services Contractor stamps throughout the document to facilitate closure of RCAR 229. (Reference 1.1, 3.2, 3.2.5, 3.2.6, and Appendix A). Add the word “approved” in 2.2. In 3.2, define stamp usage applicability to STE. In 3.2.3.1, add the requirement that only NASA civil service inspectors can perform final product acceptance on DD Form 250. Remove the S&amp;MA self-imposed requirement for Safety Specialists to utilize stamps throughout [CJR(1)] the procedure. (Reference paragraphs 3.1, 3.2, 3.2.1, 3.2.2, 3.2.3, and 3.2.5 (b)). In 3.2.1, add the stamp request process. In 3.2.2, identify the stamp custodian as a civil servant and add words “or transfer from S&amp;MA” for termination clarity. In 3.2.4, clarify how to void a stamp impression. In 3.2.5 (c), clarify that use of the unreleased stamp has to be defined in project related documentation. Add new Appendix B, Stamp Accountability Sheet Example (generated electronically by the Stamp Database) and text describing the Stamp Database contents in 4.0. Replaced flow chart.</td>
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**DIRECTIVE IS UNCONTROLLED WHEN PRINTED**
Verify current version before use at https://dml.msfc.nasa.gov/directives
 definition in 1.2. Remove ambiguity in 2.2 and 3.2.1. Separate requirements by re-numbering sections 3 and 4. Update Safety Status language in 3.3. Capitalize Stamp Custodian in 3.5.6. In 3.6.1, clarify the application of stamps to articles and to the associated documentation. Define GS as General Schedule in 3.7. Utilize acronym MSC in 3.9.1.2 and 3.10.1.2. In 3.9.2.1, clarify language for non-mandatory civil servant Safety stamps and optional MSC Safety stamps. Add title for Directorate Personnel in 3.12. Update NRRS schedule in 4.2. Added a start and stop block to the flow diagram in 5 and changed the font to Times New Roman. In Appendix A, added “Currently not in Use” under the civil servant Safety stamp to reflect non usage at this time. Reflects addition of Directive MPR 1440.2 “MSFC Records Management Program” in P.4. (Applicable Documents), as well as editorial changes. [On 12/2/10, at the request of the OPRD and recommendation of QD01 DCB Member, an administrative change was made at P.1 to add MPD 1280.1 citation and to add 3.5.8 including MPR 1440.2 citation.] Changed S&MA to SMA through entire document. Flow Diagram deleted. P.2.e Change This MPR also applies to all designated MSFC Resident Management Offices (RMOs), who are responsible for status processing of hardware and software as defined in MPR 8730.1 RMO personnel designated with the responsibility for verifying inspection and test status for hardware, software, components, materials, and related documents shall be detailed by the cognizant SMA authority in the applicable AMA plan, project plan, or other approving project documentation. P.3 Authority: Corrected title to MPR 1280.1 to “MSFC Quality Management System Policy”. P.4 Applicable Documents: Corrected title to MPR 1280.1 to “MSFC Quality Management System Policy” and added document NPR 8735.2 “Management of Government Quality Assurance Functions for NASA Contracts”. Under Appendix A Definitions added: 3. MSFC Resident Management Office (RMO) – Sites located at select contractor facilities and/or other NASA Centers where MSFC-managed projects are designed, manufactured, and/or tested. The RMOs are typically staffed by a relatively small contingent of MSFC-badged employees and may also include support contractor personnel. Under Appendix A Definitions 4. SMA Inspection Personnel – Quality Assurance Specialists that support the SMA Quality Assurance Branch (on a limited basis, stamps may be issued to Quality Engineers for limited applicability at RMO sites). Under Appendix A Definitions 5. Cognizant SMA Authority – SMA Manager or CSO with oversight responsibilities for SMA activities at RMO sites. 1. Responsibilities added: 1.4 MSFC SMA Quality Assurance Branch Chief shall appoint a NASA civil servant as the MSFC Stamp Custodian who shall be responsible for issuance, audit, storage, control, and recall of inspection status stamps. Changed 2.5.1 to: Issue stamps to qualified individuals, store stamps, recall stamps as well as maintain the stamp database and the attendant accountability forms and files. (Stamps issued to SMA inspection personnel, including RMO personnel, shall not be used for any operations requiring certification for special processes unless individual’s certification status has been confirmed.) Changed 2.5.2 to: Replace worn or damaged stamps. The stamp number for the worn or damaged stamp shall not be reused and the status shall be classified as “unusable”. Changed 2.5.3 to: Ensure turn in of all status stamps upon termination of employment at MSFC or transfer from SMA. Those stamps shall not be reissued and the status shall be classified as “pending” for a period of 6 months. Changed 2.5.4 to: Track any status stamps reported as lost by logging in the date of the loss in the stamp database and the status shall be classified as “lost”. Changed 2.5.7 to: Conduct an annual audit of issued stamps. 2.9 Removed wording: The three types of status stamps are: Removed all of 2.9.3. In 2.10.1.1 removed wording: (except for the unreleased stamp).
| Change | 04/20/2016 | On 4/2/16, at the request of the OPRD, an administrative change was made to add “and an alternate” to 1.4. |

2.10.1.2 Changed to: The SMA MSC Quality Conformance stamps shall contain the “M” designation at the top, a 3- or 4-digit functional alphanumeric identifier (quality or software) in the middle and the MSC designation at the bottom. This is applicable to MSC octagonal Software Stamps and MSC circle Quality Conformance Stamps (see Appendix E). Changed 2.10.2.1 to: Two stamp sizes are authorized, 5/16” and 1/2”. The stamp shall be steel, or plastic/rubber ink stamp depending upon use. 3.1 Changed to: Stamp Accountability Sheets are created to document four categories: issue, turn in, lost, and audit. This sheet contains the following information: Stamp Owner and Organization, Stamp Type, Stamp Size, Stamp Material, Stamp Number and Stamp Impression, Stamp Owner Signature and Date, and MSFC Stamp Custodian Signature and Date (See Appendix F). Moved 3.2 and 3.3 to Appendix D Records. Appendix D Records 1. Changed to: Stamp Accountability Sheets or an electronic copy shall be maintained in the MSFC Quality Record Center by the MSFC SMA Stamp Custodian while a stamp is in active status and for a minimum of 3 years after a stamp is inactive.
TABLE OF CONTENTS

PREFACE

P.1 Purpose
P.2 Applicability
P.3 Authority
P.4 Applicable Documents and Forms
P.5 Measurement/Verification
P.6 Cancellation

CHAPTER 1. Responsibilities
CHAPTER 2. Procedure
CHAPTER 3. Creating Stamp Accountability Sheets

Appendix A Definitions
Appendix B Acronyms
Appendix C (Reserved for Verification Matrix) None
Appendix D Records
Appendix E Inspection Status Stamp Illustrations
Appendix F Stamp Accountability Sheet Example
PREFACE

P.1 PURPOSE

The purpose of this Marshall Procedural Requirements (MPR) is to provide the instructions for the system that will indicate the inspection and test status of hardware and software, components, materials, and related documents. Quality, safety, and where appropriate, engineering status, shall be maintained from receiving inspection through production, testing, servicing, handling, and subsequent shipment from Marshall Space Flight Center (MSFC) in accordance with MPD 1280.1.

P.2 APPLICABILITY

a. This MPR applies to the Center personnel, programs, projects, and activities, including contractors and resident agencies to the extent specified in their respective contracts or agreements. (“Contractors,” for purposes of this paragraph, include contractors, grantees, Cooperative Agreement recipients, Space Act Agreement partners, or other agreement parties.)

b. This MPR applies to the Michoud Assembly Facility (MAF).

c. This MPR applies the following: all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The terms: “may” or “can” denote discretionary privilege or permission; “should” denotes a good practice and is recommended, but not required; “will” denotes expected outcome; and “are/is” denotes descriptive material.

d. This MPR applies the following: all document citations are assumed to be the latest version unless otherwise noted.

e. This MPR also applies to all designated MSFC Resident Management Offices (RMOs), who are responsible for status processing of hardware and software as defined in MPR 8730.1. RMO personnel designated with the responsibility for verifying inspection and test status for hardware, software, components, materials, and related documents shall be detailed by the cognizant Safety Mission Assurance (SMA) authority in the applicable SMA plan, project plan, or other approving project documentation.

This MPR applies to all MSFC personnel who are responsible for status processing of hardware and software as defined in MPR 8730.1.

P.3 AUTHORITY

MPD 1280.1, “MSFC Quality Management System Policy”
P.4 APPLICABLE DOCUMENTS AND FORMS

a. NRSS 1441.1 “NASA Records Retention Schedules”

b. NPR 8735.2 “Management of Government Quality Assurance Functions for NASA Contracts

c. MPR 8730.1, “Inspection and Testing”

d. MPR 1440.2, “MSFC Records Management Program”

e. DD Form 250 “Material Inspection and Receiving Report”

P.5 MEASUREMENT/VERIFICATION

None

P.6 CANCELLATION

MPR 8730.2F, Inspection and Test Status, dated July 2, 2009.

Original signed by

Patrick E. Scheuermann
Director
CHAPTER 1. RESPONSIBILITIES

1.1 MSFC SMA shall implement and maintain the quality status system.

1.2 Other Directorates shall provide inspection and test status in accordance with the approved quality plans, test procedures, work authorizing documents, or organizational issuances (OIs).

1.3 When deemed necessary by organizational management, line organizations shall document additional instructions for controlling the status processing of articles.

1.4 MSFC SMA Quality Assurance Branch Chief shall appoint a NASA civil servant as Stamp Custodian and an alternate.

1.5 MSFC Stamp Custodian shall be responsible for issuance, audit, storage, control, and recall of inspection status stamps.
CHAPTER 2. PROCEDURE

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<tr>
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<th>2.1 General</th>
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<td>Responsible</td>
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<td>2.1.1 Hardware and software whose configuration is controlled through the MSFC release desk shall be status-processed by SMA including parts/materials that become a part of fabricated hardware.</td>
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<td>2.1.2 The inspection and test status of other products shall be identified by either quality stamps, legible safety signatures, or where engineering personnel provide test status, by legible/authorized signature and date.</td>
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<td>2.1.3 In paperless systems, inspection, safety, and test status shall be identified by using electronic signature systems that are password-controlled.</td>
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<td>2.1.4 Where necessary, additional requirements for inspection and test status shall be maintained in the quality plan, test procedures, or OIs.</td>
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<td></td>
<td>2.2.1 The quality status shall be identified by the use of NASA and/or the SMA Mission Services Contractor (MSC) quality status stamps.</td>
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<td>2.2.2 Quality status stamps shall be used to certify the processing of flight and ground support equipment (GSE) articles and materials and software in accordance with the program/project quality plan and approved work authorizing documents.</td>
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<td>2.2.3 Quality status stamps shall also be used to certify processing of Special Test Equipment (STE) and selected items of development hardware as defined by applicable test plans, quality plans, hazard analyses or OIs.</td>
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<td>2.2.4 The affixed stamp signifies completion of specific inspections, witnessing, verification, tests, and monitoring of mandatory requirements as required in the quality plan or task agreement.</td>
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SMA/MSC/ISB Personnel

2.3 Safety Status. The safety status, when required for operations identified as hazardous, shall be identified by the use of legible signature and date by authorized SMA Industrial Safety Branch (ISB) representatives to indicate the operation was conducted and completed in accordance with approved operating procedures and satisfied MSFC NASA requirements.

SMA/MSC/Inspection Personnel

2.4 Issuance and Traceability.

2.4.1 Status stamps shall be issued and traceable to individual personnel responsible for verifying the quality of the article(s) or related document(s) so stamped.

2.4.2 Only one stamp of each design, size, and material shall be issued to a given person.

2.4.3 A written request for stamp issuance shall be forwarded to the Stamp Custodian by the SMA Supervisor or an SMA Team Lead. (Note: An e-mail request is acceptable.)

SMA/MSFC Stamp Custodian

2.5 Control of Stamps. MSFC shall control the issuance and application of status stamps as follows:

2.5.1 Issue stamps to Quality Personnel, store stamps, recall stamps as well as maintain the stamp database and the attendant accountability forms and files. (Stamps issued to SMA inspection personnel, including RMO personnel, shall not be used for any operations requiring certification for special processes unless individual’s certification status has been confirmed.)

2.5.2 Replace worn or damaged stamps. The stamp number for the worn or damaged stamp shall not be reused and the status shall be classified as “unusable”.

2.5.3 Ensure turn in of all status stamps upon termination of employment at MSFC or transfer from SMA. Those stamps shall not be reissued and the status will be classified as “pending” for a period of 6 months.

2.5.4 Track any status stamps reported as lost by logging in the date of the loss in the stamp database and the status shall be classified as “lost”.

2.5.5 All stamp numbers recorded as lost shall not be replaced with a new stamp bearing the same stamp number.
2.5.6 A new stamp number shall be issued to replace any reported lost stamp.

2.5.7 Conduct annual audit of issued stamps.

2.5.8 Manage stamp records in accordance with MPR 1440.2.

### Applications of Stamps

2.6.1 Quality status stamps shall be applied directly to the articles(s) and/or to the test, inspection, or other related documentation traceable to the individual article(s).

2.6.2 The stamps shall be applied on the related documentation and tags to be attached to the article (e.g., proof load tags).

2.6.3 Direct stamping on flight hardware shall not be allowed unless specifically authorized by engineering documentation.

2.6.4 Any required precautionary stamping instructions shall be provided on drawings or in inspection instructions.

### Final Quality Acceptance

2.7 Final Quality Acceptance. Only NASA civil service quality stamps, in the possession of NASA civil servant inspection personnel, shall be used to execute block 21 on DD Form 250, Origin or Destination as applicable, to make final product acceptance for deliverable items being submitted for Government acceptance.

### Voiding a Stamp Impression

2.8 Voiding a Stamp Impression. Plastic stamp impressions shall only be voided by the stamp owner, SMA supervisor, or SMA team lead by striking through the impression with ink and legibly signing or initialing and dating next to the voided impression and then writing the word “VOID” adjacent to the stamp impression.

### Stamp Description

2.9.1 Conformance Stamp.

2.9.1.1 A **triangle stamp** to be used by NASA Civil Service personnel to indicate that articles and/or accompanying documents satisfy MSFC requirements and conform to prescribed criteria including design intent.

2.9.1.2 A **circle stamp** to be used by SMA MSC personnel to
indicate that articles and/or accompanying documents satisfy MSFC requirements and conform to prescribed criteria including design intent.

2.9.1.3 An **octagonal (8-sided) stamp** to be used by the SMA Mission Services Contractor personnel to indicate software acceptance in accordance with approved procedures and satisfy MSFC requirements.

2.9.2 **Safety Acceptance Stamp.**

2.9.2.1 The civil service and MSC safety stamps depicted in Appendix E are currently not mandatory for use at MSFC. These stamps remain in the possession of the MSFC Stamp Custodian except the ones issued to MSC safety personnel who opted to utilize the available stamps.

SMA 2.10 **Stamp Identification, Size, and Material.**

2.10.1 **Identification**

2.10.1.1 The NASA Civil Service stamps shall be divided into 3 areas: the top contains the MSFC designation “M,” the middle contains the NASA designation “NASA”, and the bottom contains a 3-character functional alphanumeric number (see Appendix E).

2.10.1.2 The SMA MSC Quality Conformance status stamps shall contain the “M” designation at the top, a 3- or 4- digit functional alphanumeric identifier (quality or software) in the middle and the MSC designation at the bottom. This is applicable to MSC octagonal Software Stamps and MSC circle Quality Conformance Stamps (see Appendix E).

2.10.2 **Size and Material.**

2.10.2.1 Two stamp sizes are authorized, 5/16” and 1/2”. The stamp shall be steel, or plastic/rubber ink stamp depending upon use.

2.10.3 **Stamp Imprint Visual Clarity/Color and Contrast.**

2.10.3.1 The stamp imprinted on the documentation or inspected article shall be visible, clear, and of sufficient contrast to readily allow an unmistaken identification of all aspects of the imprint.
2.11 Stamp Usage and Warranty.

2.11.1 Usage.

2.11.1.1 Stamp owners shall take responsibility for the use and control of the status stamps issued to them in accordance with this procedure.

2.11.1.2 Stamps shall not be loaned to another person, left unattended or transferred directly from the owner to another.

2.11.1.3 The loss of any stamp shall be reported immediately to line management and the MSFC Stamp Custodian.

2.11.1.4 Stamp impressions shall be clear and legible.

2.11.1.5 Stamps shall be kept clean and free of debris.

2.11.1.6 If a stamp becomes worn, the user shall notify the Stamp Custodian for a replacement.

2.11.2 Warranty.

2.11.2.1 The stamp user’s signature on the stamp issuance form shall signify acceptance of the requirements for stamp use and warranty.

2.11.2.2 When using a stamp to accept any work or operation, remember it is the same as a signature. The stamp impression establishes a personal warranty by the user that the user has personally observed the status or condition of the item, and the processing activity was performed to the specified requirements and was based on physical and/or objective evidence.

2.12 Directorate Personnel.

2.12.1 Directorate personnel, when required, shall provide test status by legible/authorized signature or password controlled electronic signature.

2.12.2 The applicable portions of the stamp warranty above shall apply to directorate personnel when providing test status.
3. Creating Stamp Accountability Sheets

3.1 Stamp Accountability Sheets are created to document four categories: issue, turn in, lost, and annual audits. This sheet contains the following information: Stamp Owner and Organization, Stamp Type, Stamp Size, Stamp Material, Stamp Number and Stamp Impression, Stamp Owner Signature and Date, and MSFC Stamp Custodian Signature and Date. (See Appendix F.)
Appendix A  Definitions

**Responsible Personnel.** Personnel from SMA or other Directorates chartered with the responsibility to provide inspection and test status.

**Hazardous Operation.** Any operation involving the use of energy, materials, or equipment that poses a reasonable potential for loss of life, serious injury to personnel, or significant damage to property and the environment, and (at management’s direction) requires SMA ISB oversight during the performance of the operation. The term Safety Critical is sometimes used interchangeably with the term Hazardous Operation.

**MSFC RMO.** Sites located at select contractor facilities and/or other NASA Centers where MSFC-managed projects are designed, manufactured, and/or tested. The RMOs are typically staffed by a relatively small contingent of MSFC-badged employees and may also include mission services contractor personnel.

**SMA Inspection Personnel.** Quality Personnel that have been issued a quality status stamp.

**Cognizant SMA Authority.** SMA Manager or Chief Safety Officer (CSO) with oversight responsibilities for SMA activities at RMO sites.
Appendix B  Acronyms

CSO  Chief Safety Officer
DD  Department of Defense
GSE  Ground Support Equipment
ISB  Industrial Safety Board
MAF  Michoud Assembly Facility
MPD  Marshall Policy Directive
MPR  Marshall Procedural Requirements
MSC  Mission Services Contractor
OI  Organizational Instructions
QRC  Quality Record Center
RMO  Resident Management Office
SMA  Safety Mission Assurance
STE  Special Test Equipment
Appendix C
(Reserved for Verification Matrix)

None
Appendix D  Records

D.1 Stamp Issuance Documents or an electronic copy are maintained in the MSFC Quality Record Center (QRC) by the MSFC SMA Stamp Custodian while a stamp is in active status and for a minimum of 3 years after a stamp is placed in an inactive status; then destroyed in accordance with NRRS 1441.1, schedule 8/36.5/C/2/(b)/i and ii.

D.2 Stamp Audit Documents, or an electronic copy, are maintained in the MSFC QRC by the MSFC SMA Stamp Custodian for a minimum of 10 years; then destroyed in accordance with NRRS 8/36.5/C/2/(a).
Appendix E  Inspection Status Stamp Illustrations

NASA CIVIL SERVICE INSPECTION STATUS STAMP ILLUSTRATIONS

Safety Acceptance Stamp
Currently Not in Use

Quality Conformance Stamp

SMA MISSION SERVICES CONTRACTOR INSPECTION STATUS STAMP ILLUSTRATIONS

Software Stamp

Safety Acceptance Stamp

Quality Conformance Stamp
APPENDIX F  Stamp Accountability Sheet Example

STAMP ACCOUNTABILITY SHEET EXAMPLE

MSFC STATUS STAMPS ACCOUNTABILITY

ACTION:  [ ] ISSUE  [ ] TURN IN  [ ] LOST  [ ] AUDIT

COMMENTS: Our records list you as owner of the following MSFC Status Stamps. Please confirm by applying each listed stamp to the indicated section, then sign and return this form to the SMA Stamp Custodian.

Stamp Number:  Material:  Size:  Type:

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<th>STAMP OWNER</th>
<th>STAMP CUSTODIAN</th>
</tr>
</thead>
<tbody>
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<td>SIGNATURE</td>
<td>DATE</td>
</tr>
<tr>
<td>PRINTED NAME</td>
<td>ORG</td>
</tr>
<tr>
<td>SIGNATURE</td>
<td>DATE</td>
</tr>
<tr>
<td>PRINTED NAME</td>
<td>ORG</td>
</tr>
<tr>
<td>TELEPHONE:</td>
<td></td>
</tr>
</tbody>
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STAMP MATERIAL:
P—PLASTIC
S—STEEL

STAMP TYPE:
T—TRIANGLE (CONFORMANCE)
O— OCTAGON (MSC SOFTWARE)
S—SQUARE (SAFETY STAMP)
P— PENTAGON (MSC SAFETY ACCEPTANCE)
C— CIRCLE (MSC CONFORMANCE)