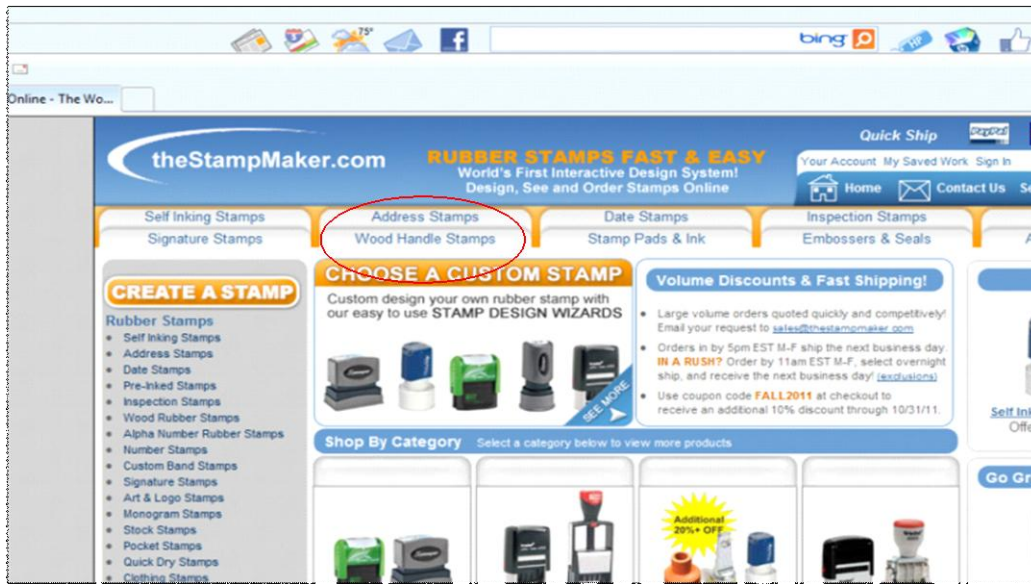


1.0 Scope & Purpose

This work instruction defines the actions to be taken for ensuring the standardization and compliance of MIL-STD-130 purchase of rubber stamps used to identify manufactured components.

2.0 Procedure

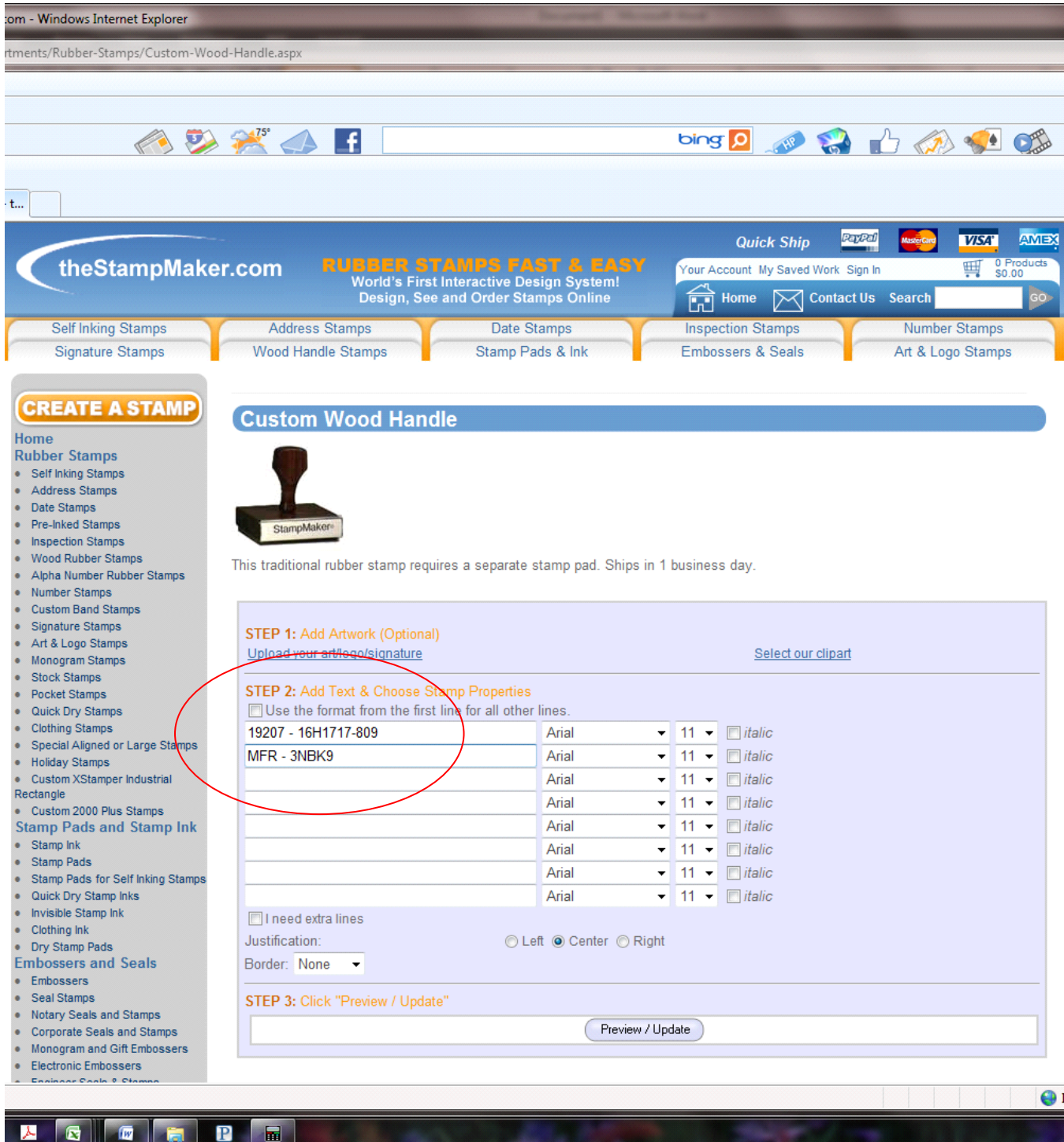
After you log on to the site, you will see this:



Click on “Wood Handle Stamps”:



Next, click on the red circle marked “Create a Wood Rubber Stamp”:

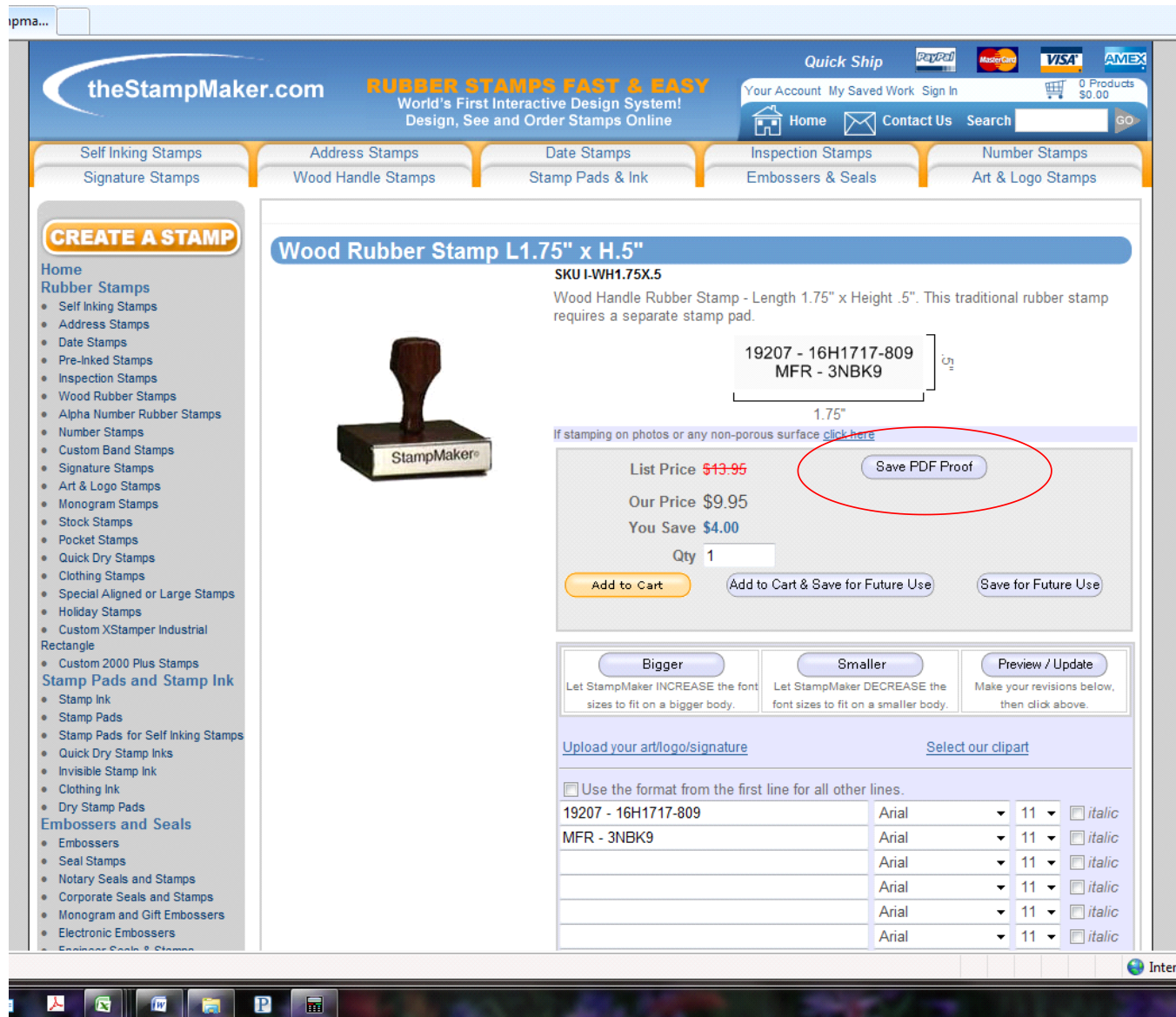


You will notice, “Arial, 11, centered is already the default (.120).

Review Contract, Drawing and MIL-STD-130 for specific details for stamp requirements.

In the preview, you will see the following.

Click the “Save as PDF” and save a copy of the art work in the Master Job PO Folder for future reference.



Complete purchase transaction and log off.

3.0 Responsibility

- The individual Project Manager is responsible for all materials required for parts and/or assembly identification as specified per contract, drawing or MIL-STD-130.
- All stamps should be ordered approximately (1) week prior to product completion.
- Upon contract completion, the stamp must be added to the Stamp Log on the on-line system for future use.
- Exception: If the stamp is unique and only required for a one-time use, the PM is to discard stamp and remove the stamp record from the stamp log,