# STAMP ACTION REQUEST

Read instructions on back before completing this form

| 1. NAME OF APPLICANT (Last, First, MI): | | | 2. DATE: |
|---|---|---|---|
| 3. SHOP: | 4. PAYROLL NUMBER: | 5. RATE: | 6. STAMP NUMBER: |
| 7. SHOP SUPERVISOR *(Mandatory for All Actions, See item 13 below)* | | | Date: |
| 8. COGNIZANT QAS *(Mandatory for All Actions, See item 13 below)* | | | Date: |
| *9. QA VERIFICATION DIVISION DIRECTOR (Mandatory for Revocation and Reissue of a Revoked Stamp)* | | | Date: |

10. ACTION REQUESTED

☐ Issue Stamp ☐ Replace Stamp ☐ Reissue Stamp ☐ Surrender Stamp ☐ Redundant Certification

11. TYPE OF STAMP

☐ A. Artisan ☐ B. Quality Assurance ☐ C. Non-Destructive Inspector ☐ D. Calibration

☐ E. Planner Estimator ☐ F. Estimator and Evaluator ☐ G. Other _____

Duplicate Stamps ☐ Yes ☐ No (Give Explanation in item 13)

12. REASON

☐ Lost (eCAM MTR Required) MTR # _____ ☐ Mutilated ☐ 1st Revocation

☐ Retirement ☐ Resignation ☐ 2nd Revocation

☐ Other _____ ☐ Suspension ☐ 3rd Revocation

13. EXPLANATION/COMMENT: *(Ex: Non-compliance with Tech Data xxx pg. #, for Task Description)*
*Supervisor and/or QAS: ATTACH COPIES OF SUPPORTING DOCUMENTATION FOR ALL ACTIONS.*
*Examples: OJT, IQR, Training, Technical Data Training, Stamped Work Order, Reject/DWO History, RFI Tag, and/or QCL.*

## FOR ACTION INVOLVING STAMP ISSUE

| 14. EMMA ENTRY (CODE 6.4.1) ☐<br>Initials _____<br>Date Entered _____ | 15. ISSUING AUTHORITY (*Signature, Stamp Imprint or Payroll #*): | DATE: |
|---|---|---|

I HEREBY ACKNOWLEDGE RECIEPT OF THE CERTIFICATION/VERIFICATION DEVICE. I UNDERSTAND THE RESPONSIBILITES OF A CERTIFIER/VERIFIER AS SET FORTH IN NAVAIRDEPOTINST 4855.8.

| 16. APPLICANT SIGNATURE: | 17. STAMP IMPRINT(S): | DATE: |
|---|---|---|

Complete page 1 of this request in accordance with NAVAIRDEPOTINST 4855.8
*Digital Signatures are authorized.*

**STAMP ACTION REQUEST**
**Supervisor and/or QAS: ATTACH COPIES OF SUPPORTING DOCUMENTATION FOR ALL ACTIONS.**
**Examples: OJT, IQR, Training, Technical Data Training, Stamped Work Order, Reject/ DWO History, RFI Tag, and /or QCL.**

Item 1-6 Applicant Information

**SIGNATURES/DATES**

Item 7 - RESPONSIBLE SUPERVISOR- Signature and Date signed - Mandatory for all Actions.

Item 8 - COGNIZANT QAS - Signature and Date signed -Mandatory for all Actions.

Item 9 - QA DIVISION DIRECTOR - - Signature and Date signed - Mandatory for Revocation and Reissue of a Revoked Stamp

**ACTION REQUESTED**

Item 10 - ACTION REQUESTED - Check Appropriate Block.
Issue Stamp - For Issue of new Stamp
Replace Stamp - For Replacement
Reissue Stamp - To Reissue Stamp (same stamp number) for Applicant in Item 1. Provide explanation in Item 13.
Surrender Stamp - To turn in stamp of Applicant in Item 1 due to conversion, death, detail, job position change, resignation, retirement, temporary/permanent promotion, transferring, loan, revocation, stamp no longer needed, suspension, or termination. Provide explanation in item 13.

Item 11 - TYPE OF STAMP - Check appropriate type of stamp action request for Applicant in Item 1. If duplicate stamp issued - indicate type in Item 13. *(e.g. NDI Accept and Reject, EE with and/or without border, QA with and/or without border.)*

Item 12 - REASON - Check appropriate reason.
Lost Stamp - Indicate Missing Tool Report (MTR) number
Other - Provide explanation in item 13.
Revocation - Provide reason and pertinent information in Item 13.

Item 13 - EXPLANATION/COMMENT - Provide explanation, reason, and/or other pertinent information. (e.g.: Non-compliance with Tech Data xxx, pg. # Task Description.) Supervisor and/or QAS: ATTACH COPIES OF SUPPORTING DOCUMENTATION FOR ALL ACTIONS. Examples: OJT, IQR, Training, Technical Data Training, Stamped Work Order, Reject/DWO History, RFI Tag, and QCL.

**FOR ACTION INVOLVING STAMP ISSUE**

Item 14 - EMMA ENTRY (Code 6.4.1) - Check box when information has been entered in EMMA, Initials of person entering information, Date information was entered.

Item 15 - ISSUING AUTHORITY - Signature, Stamp Imprint, or Payroll # of person issuing stamp.

Item 16 - APPLICANT SIGNATURE - Signature required for Applicant in Item 1.

Item 17 - STAMP IMPRINT - Imprint for Stamp issued to Applicant in Item 1. Date stamp issued.