Automatic Data Collection – Bar Coding
Checklist for Developing a Corporate Bar Code Quality Policy
Information Sheet 2, June 1, 2006

Your quality documentation should include:

- ✓ Minimum acceptable scan grade average (SGA)
- ✓ Bar code inspection interval (how often bar codes are inspected)
- ✓ Steps taken if a bar code fails (including supervisor requirements)
- ✓ Define contents of the bar code quality log
- ✓ Required staff initial and recurrent training
- ✓ Document required storage of calibration and inspection logs
- ✓ Define staff responsibilities
- ✓ Document intervals for calibration and service
- ✓ Define proper bar code verifier usage
- ✓ Requirement of NIST traceable calibration standards
- ✓ Requirement of ISO 15426-1 compliant bar code verifiers

The best way to protect your company is to:

- ✓ Have a documented bar code quality process
- ✓ Establish the bar code inspection interval
- ✓ Maintain a log of bar code inspection results and have the Quality Control department collect and store logs on a daily basis
- ✓ Calibrate and service bar code verifiers on recommended intervals
- ✓ Label all inspection instruments with the last and next calibration dates
- ✓ Maintain a log of inspection instrument calibrations