Single Asset Identifier (SAID) Policy Implementation Standard

1. Purpose

The purpose of this document is to provide a detailed process for the application of the Single Asset Identifier (SAID) Policy. This Standard will ensure that a single numbering system is observed to uniquely identify all assets, encompassing both Financial Assets and Maintainable Items, that are utilised throughout Queensland Health.

It is important to note that the SAID Policy is to be read in conjunction with this Standard.

2. Abbreviations

A list of common abbreviations that are used throughout this Standard are described in Table 1:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>AMSU</td>
<td>Asset Management Services Unit</td>
</tr>
<tr>
<td>BTS</td>
<td>Biomedical Technology Services</td>
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<tr>
<td>BEMS</td>
<td>Building Engineering and Maintenance Services</td>
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<tr>
<td>CMMS</td>
<td>Computerised Maintenance Management System</td>
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<tr>
<td>FAMMIS</td>
<td>Financial and Materials Management Information System</td>
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<td>FMPM</td>
<td>Financial Management Practice Manual</td>
</tr>
<tr>
<td>HPID</td>
<td>Health Planning and Infrastructure Division</td>
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<tr>
<td>HP Open View</td>
<td>An Asset Management Database used by Information Division</td>
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<tr>
<td>HSD</td>
<td>Health Service District</td>
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<tr>
<td>ID</td>
<td>Information Division</td>
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<tr>
<td>SAID</td>
<td>Single Asset Identifier</td>
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<td>SSP</td>
<td>Shared Service Partner</td>
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</tbody>
</table>

Table 1

3. Definition of Terms

3.1 Accountable Officer

The definition of an Accountable Officer, as applicable to the SAID Policy and Standard, is described in Table 2:

<table>
<thead>
<tr>
<th>Accountable Officer</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>An officer within the HSD’s, the SSP, BTS, ID or an Independent Business Unit that has been delegated the responsibility, and/or it is part of their routine employment duties, to implement and manage the requirements of the Corporate SAID Policy.</td>
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</tbody>
</table>

Table 2
3.2 Financial Asset

Financial Assets are divided into two groups, classified as follows:

- Non-current assets equal to or greater than Queensland Treasury's approved recognition threshold;
- Portable and attractive (P and A) assets which satisfy the criteria outlined in the Queensland Health’s P and A Policy.

All Financial Assets must satisfy the criteria as specified in “The Framework for the Preparation and Presentation of Financial Statements”.

3.3 Maintainable Item

Maintainable Items may include medical devices, plant, equipment and buildings or a component of these. Maintainable Items must meet any of the following criteria:

- Maintenance is required to ensure that the item is kept in good working condition over its useful life and/or to comply with Legislation, Australian standards or Government policy frameworks; and/or
- The recording and tracking of items (eg. Health Technology Equipment) is required for whole of life asset management and replacement.

4. Assigning of SAID Barcode Labels

4.1 General Rules

1. All Financial Assets and Maintainable Items must be recorded in the relevant Information Management System/s and allocated a SAID. The SAID must be unique throughout the whole of Queensland Health and must not relate to a specific organisational unit;

2. Colour coding of the SAID barcode label is used to differentiate between Financial Assets (white) and Maintainable Items (yellow).

3. Only one SAID barcode label is affixed to each individual Financial Asset or Maintainable Item. If an asset is deemed to be both a Financial Asset and a Maintainable Item, the white barcode label takes precedence;

4. The allocated SAID must be affixed in the form of a barcode label issued by the Asset Management Services Unit (AMSU). This label must comply with the following requirements:
   - be comprised of an eight digit numerical code;
   - use a standard “type 39” barcode font;
   - contain the title Queensland Health and be formatted for scanning purposes; and
   - be made of either plastic/polyester or metal with rivet holes

5. Where it is not practical to affix a SAID barcode label to an asset (eg. a rigid scope and surgical instruments) an alternative method, such as etching, may be used. Metal barcodes with rivet holes are used if required to withstand extreme conditions or to satisfy infection control requirements (eg. subject to autoclaving).

6. The SAID barcode label is to be affixed to the Financial Asset or Maintainable Item on receipt;
7. The SAID barcode label is to be affixed in a standardised position wherever practical and must be clearly visible and easily accessible. Appendix 2 provides information to assist with the placement of SAID barcode labels on standard locations for various equipment items;

8. The SAID barcode label must not be removed and/or changed when transferring assets between Asset Controllers. This requirement assists with managing the risks of asset ownership in terms of an asset’s life cycle;

9. If a white barcode label is affixed in error, a yellow film is applied to the white barcode label, to ensure that the original SAID is retained; and

10. All SAID barcode labels will be centrally issued to the Health Service Districts by the AMSU.

4.2 Yellow SAID Barcode Labels

1. Maintainable components of Financial Assets, which are moved between different Financial Assets during normal use, require a separate yellow SAID barcode label. For example, an injector, an unfixed physiological monitor module, a CO2 absorber, an anaesthetic ventilator, multi-system used Transoesophageal Echocardiogram (TOE) probe;

2. Where a maintainable item is a component of a system, it is to be barcoded at the level identified in the governing standard or legislation. For example, sprinklers are to be included as part of the fire system, whilst fire extinguishers are to be barcoded individually; and

3. Components of Health Technology Equipment (whether fixed or otherwise) that are separately mains powered, are required to be affixed with individual SAID barcode labels with a parent/child asset relationship eg. individually powered display monitors within an imaging suite.

4.3 Replacement of Damaged SAID Barcode Label

1. SAID barcode labels are not to be reprinted. This is due to the following reasons:
   - The risk of incorrectly duplicating an existing SAID
   - The risk of not complying with the barcode label requirements as specified in point 4 of Section 4.1 above;

   **Note:** The only exception to this directive is for equipments recorded in the Queensland Health Clinical and Statewide Services (CaSS) Quality Information System (QIS). This is to ensure compliance with the requirements of the International Organisation of Standardisation (ISO), Therapeutic Goods Administration (TGA) and National Association of Testing Authorities (NATA).

2. To overcome the requirement to maintain a unique numbering system, damaged barcode labels can only be replaced with the written approval of the AMSU; and

3. The Master Data Record for the Financial Asset or Maintainable Item must be updated with the new SAID number in the relevant Information Management System/s. It is the Accountable Officers’ responsibility to ensure that all stakeholders (eg. BTS, ID) are advised that a SAID barcode label has been replaced.

4.4 Exceptions

1. Portable BEMS electrical items (eg. television, toaster, microwave oven) are not to be affixed with a SAID barcode label purely for testing and tagging (T & T) purposes. A tag is attached to the appliance in accordance with the Workplace Health and Safety Act (1995), Electrical Safety Act (2002) and AS/NZ 3760.
5. Responsibilities

5.1 Asset Management Services Unit

As the corporate sponsor of the SAID Policy for Queensland Health, the AMSU will oversee and support Accountable Officers in the management and application of this Standard. The AMSU will exercise this responsibility through the following activities:

- Issue SAID barcode labels (60 per sheet) in accordance with the Asset Controllers’ / Equipment Officers’ “Order Request for Supply of Barcodes”;
- Issue yellow film labels (500 per box) in accordance with the Asset Controllers’ / Equipment Officers’ “Order Request for Supply of Barcodes”; 
- Issue metal barcode labels (sold separately) in accordance with the Asset Controllers’ / Equipment Officers’ “Order Request for Supply of Barcodes”; 
- Prepare a journal to transfer the cost of the labels to the relevant cost centre provided by the Asset Controller / Equipment Officer; and 
- Maintain adequate internal control mechanisms to ensure the integrity of the SAID Policy and SAID Standard.

5.2 Accountable Officers

All Accountable Officers are to ensure that the following Standard requirements are followed:

- Ensure that adequate stocks of SAID barcode labels are maintained to meet local operational requirements;
- Complete the AMSU “Order Request for Supply of Barcodes” when additional SAID barcode labels or yellow film labels are required;
- Allocate the appropriate SAID barcode label to the Financial Asset or Maintainable Item in accordance with the requirements of the SAID Policy; 
- Ensure that all local operational practices adhere to the principals, practices and requirements of the SAID Policy; and 
- Ensure that all staff delegated to carry out the roles and responsibilities of the Accountable Officer are advised and updated on the requirements of the SAID Policy and SAID Implementation Standard.

6. Information Management Systems

1. The following Information Management Systems currently utilise the SAID numbering framework to manage, monitor and report on Financial Assets and Maintainable Items:
   - BTS Database;
   - CMMS;
   - Fixed Asset Module of FAMMIS; and
   - HP Open View.

2. Asset Information Management Systems used to manage, monitor and report on Financial Assets or Maintainable Items must not permit duplication of the SAID numbering framework;

3. To ensure that the state-wide standardisation of the SAID numbering framework is maintained, under no circumstances is the numbering code or label format to be changed to suit a design and/or an associated business requirement for an Information Management System without the approval of the AMSU;

4. Only one SAID barcode label is to be affixed to each individual Financial Asset or Maintainable Item, to facilitate a defined linkage between the FAMMIS asset module and other Asset Maintenance Systems eg. CMMS, BTS Database, HP Open View; and
5. Upon retirement of the Financial Asset or Maintenance Item the master data record needs to be deactivated in the relevant Information Management System. The SAID number allocated to the deactivated master data record is not to be reissued.

7. Single Asset Identifier Barcode Label Decision Process

The “Single Asset Identifier Barcode Label Decision Process” flow chart (Appendix 1) is to assist with the process of affixing SAID barcode labels and determine which system/s the SAID should be recorded in.

8. Review

This Standard is due for review at least every two years.

9. History

<table>
<thead>
<tr>
<th>Date of new / revised SAID policy</th>
<th>Supersedes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 October 2009</td>
<td>SAID Policy August 2005</td>
</tr>
</tbody>
</table>

10. Standard Custodian

Odette Pagan, A/Director Asset Management Unit, Health Planning and Infrastructure Division
Approval Date: 11/01/10
Implementation Date: 11/01/10

Appendix 1: Single Asset Identifier Barcode Label Decision Process
Appendix 2: Recommended SAID Barcode Label Locations
APPENDIX 1

Single Asset Identifier (SAID) Barcode Label Decision Process

Start

Is the item a Financial Asset? i.e. Non-current assets Portable & Attractive Items

No

Is the item Maintainable? and/or Recordable for replacement? (eg HTER Program) and/or A maintainable component of a Financial Asset?

No

Is the Asset a Portable & Attractive computer related item and located within Information Division (ID)?

Yes

Record the details in HP Open View (ID)
Attach a white SAID barcode label to the item.

Finish

No

Record the details in FAMMS and/or HP Open View (ID)
Attach a white SAID barcode label to the item.

Finish

Record the details in CMMS and/or BTIS Database and/or HP Open View (ID)
Attach a yellow SAID barcode label to the item.

Finish

Is the Asset also Maintainable? and/or Recordable for replacement? (eg HTER Program)

Yes

Additionally, record the details in CMMS and/or BTIS Database and/or HP Open View (ID).
Note: Only one SAID barcode label per item, i.e. do not attach a yellow SAID barcode label as well.

Finish

No

Finish
**Recommended SAID Barcode Label Locations**

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beds, cots, patient trolleys, morgue trolleys</td>
<td>On the item frame at the foot of the item.</td>
</tr>
<tr>
<td>Over bed tables</td>
<td>On the lower frame, inside, below the pole.</td>
</tr>
<tr>
<td>Bedside lockers</td>
<td>Lower left corner on the frame at the front.</td>
</tr>
<tr>
<td>Instrument, dressing, crash, medication, fluid, equipment trolleys</td>
<td>On the frame in the lower left corner of the front. Preferably above the wheel bumper.</td>
</tr>
<tr>
<td>Linen skips</td>
<td>On the left hand edge of the tray.</td>
</tr>
<tr>
<td>Linen trolleys</td>
<td>Wrapped around the lower left leg, just above the lowest shelf.</td>
</tr>
<tr>
<td>Electrical appliances</td>
<td>On an external vertical surface, near the appliance stickers, not in an area that is handled. Not on the cord.</td>
</tr>
<tr>
<td>Computers &amp; Monitors</td>
<td>On the front of the PC &amp; monitor, on a vertical surface.</td>
</tr>
<tr>
<td>Printers</td>
<td>On the top surface near the front.</td>
</tr>
<tr>
<td>Electro-medical equipment</td>
<td>Near or on the front in a readily visible position not obstructing the operation of the unit. Left side is preferred. Vertical surface is preferred.</td>
</tr>
<tr>
<td>Switchboards</td>
<td>Top corner of front panel on the hinge side.</td>
</tr>
<tr>
<td>Pumps</td>
<td>On a suitable flat surface that is clean and DRY. Not on motor.</td>
</tr>
<tr>
<td>Other equipment</td>
<td>Generally barcodes should be to the front in an easily visible location. Accessible, left lower. Vertical surfaces are preferred.</td>
</tr>
<tr>
<td>Auto Doors</td>
<td>On left hand end of pelmet.</td>
</tr>
<tr>
<td>Fire extinguisher</td>
<td>Horizontally on lower part of body, facing front.</td>
</tr>
<tr>
<td>Fire hose reel</td>
<td>Horizontally on drum, away from edge.</td>
</tr>
<tr>
<td>Fire door</td>
<td>On head stop at left hand end opposite to doors.</td>
</tr>
<tr>
<td>Large fixed items</td>
<td>Adjacent to manufacturer details.</td>
</tr>
</tbody>
</table>