

# Single asset identifier (SAID)

## Department of Health Guideline

QH-GDL-354-1-1:2017

### 1. Statement

The intent of this guideline is to provide best practice recommendations for use of the single asset identifier (SAID) numbering system for the effective identification and management of the asset base.

This guideline forms part of the Asset Management and Maintenance Policy (QH-POL-354:2015) and Standard (QH-IMP-354 -1:2015).

### 2. Scope

This guideline applies to all employees, contractors and consultants within the Department of Health (DoH) divisions and applies to all assets including health technology and information communication technology equipment.

This guideline can be used by Hospital and Health Services either as it is, by re-branding or as a base for a Hospital and Health Service specific guideline.

### 3. Single asset identifier numbering system requirements

#### 3.1. Overview

The SAID numbering system provides for asset information, resource usage, planning, performance, monitoring and reporting as required by the Financial and Performance Management Standard 2019.

All financial assets and maintainable items are to be allocated a SAID number barcode label, which is to be recorded in the relevant data management system/s (e.g. located in the "Inventory Number" field for financial assets in the S/4HANA Asset Accounting module, and the "Equipment" and "Inventory No." field for maintainable objects in the S/4HANA Enterprise Asset Management (EAM) module). A SAID number is unique throughout the whole of Queensland Health (QH).

The DoH Asset Management Unit (AMU) allocates the range of numbers for SAID labels for all of Queensland Health. Supplies of additional labels within the business area's unique number range can be purchased via standing offer agreements for printing services or reprinted in-house for replacement of damaged/missing labels.

#### 3.2. Which assets should be recorded and labelled

All QH asset types are to be recorded and labelled, except where noted below.

Financial assets are non-current assets equal to or greater than the Queensland Treasury's approved recognition threshold, as well as Portable and Attractive Assets as defined in the DoH *Portable and Attractive Assets Policy* (QH-POL-417:2015).

Maintainable items are those items where:

- 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
- recording and tracking of items is required for asset life-cycle management and replacement. Maintainable items may include medical devices, plant, equipment and buildings or a component of these.

SAID labels are not to be assigned or affixed to items that are not financial or Portable and Attractive Assets purely for testing and tagging purposes (e.g. television, toaster and microwave). In this instance there is no need for a SAID label as a test tag is attached to the appliance in accordance with the *Work Health and Safety Act 2011*, *Electrical Safety Act 2002* and *AS/NZS 3760:2010 – In-service safety inspection and testing of electrical equipment*.

### 3.3. SAID label specifications

SAID labels must meet the specifications as identified in Appendix 1 *Specification Requirements for SAID Barcode Labels*. Examples of SAID labels are also included in Appendix 1.

### 3.4. SAID label colours and numbering

Colour coding of SAID labels is used to differentiate between a financial asset (white label) and a maintainable item (yellow label). White labels have a prefix '1' and yellow labels have a prefix '3' numbering system.

A SAID number with a prefix '5' is to be used where conventional labels will be exposed to weather conditions, harsh chemicals, infectious control requirements or regular cleaning that will affect the longevity and legibility of the label. These labels are generally metal or 'Traffolyte-style'. For example, a barcode plate with fixing holes should be used if required to withstand extreme conditions or to satisfy infection control requirements (e.g. assets subject to autoclaving).

eHealth have adopted a process of allocating and affixing pink labels with a prefixed '4' numbering system to office printers and multifunction devices that are owned by a vendor and have been supplied as part of the printing and imaging as a service (PlaaS) standing offer arrangement. Information relating to the allocation and use of pink labels can be found within the *Asset Administration and Management Guideline – V3.0* (eHealth).

### 3.5. Placement of SAID labels

To ensure the identification and tracking of assets, the SAID label should be affixed to the financial asset or maintainable item upon receipt.

Only one SAID label should be affixed to each individual financial asset or maintainable item. If an asset is deemed to be both a financial asset and a maintainable item, only a white SAID label is used.

Where it is not practical to affix a label to an asset (e.g. a rigid scope and surgical instruments) an alternative method, such as etching, may be used.

The label should be affixed in a standardised position wherever practical and is to be clearly visible and easily accessible. Appendix 2, *Recommended SAID barcode label locations*, provides information to assist with the placement of labels, including standard locations for various equipment items.

### 3.6. Labelling component items

Maintainable components of financial assets, which are moved between different financial assets during normal use, require a separate yellow label. Relevant examples include an injector; an unfixed physiological monitor module; a CO<sub>2</sub> absorber; an anaesthetic ventilator; a multi-system use trans-oesophageal echocardiogram probe.

Where a maintainable item is a component of a system, it should be barcoded at the level identified in the governing standard or legislation. However, some system components should not be labelled, such as fire extinguishers and sprinklers, as part of a fire system.

Components of health technology equipment that are separately mains powered (whether fixed or otherwise), should be affixed with individual SAID labels with a parent/child asset relationship (e.g. individually powered display monitors within an imaging suite).

### 3.7. Replacement of damaged SAID labels

To maintain the unique numbering system, a damaged or missing label is to be replaced with a new label with the same SAID number as was recorded on the damaged or missing label and as recorded in the relevant information management system/s. Care is required when reprinting labels to avoid the risks of duplicating existing label/s.

### 3.8. Transfer of assets

The SAID label should not be removed and/or changed when transferring assets between asset controllers. This requirement assists with managing the risks of asset ownership throughout an asset's lifecycle.

### 3.9. Responsibilities of accountable officers

Accountable officers are responsible for the optimal operation of the SAID numbering system and should ensure that the following requirements are followed:

- adequate stocks of SAID labels are maintained to meet local operational requirements
- appropriate SAID labels are allocated to financial assets or maintainable items in accordance with the SAID numbering system requirements

- all local operational practices adhere to the principles, practices, and requirements of the SAID numbering system
- all staff delegated to carry out the roles and responsibilities of accountable officers are advised and updated on the requirements of the SAID numbering system.

### 3.10. Information management system

The following information and asset management systems currently utilise the SAID numbering system to manage, monitor, and report on financial assets and maintainable items:

- Biomedical Technology Services (BTS) database
- S/4HANA
- Service Now.

Duplication of the SAID numbering system should not be permitted in the asset management information systems used to manage, monitor, and report on financial assets or maintainable items. To prevent duplication and ensure numbering consistency, all SAID number range allocations are to be endorsed and/or provided by DoH AMU.

The numerical code or label format should not be changed under any circumstances to suit a design and/or an associated business requirement for an information or asset management system. This is to ensure that the state-wide standardisation of the SAID numbering system is maintained.

Only one SAID label should be affixed to each individual financial asset or maintainable item, to facilitate a defined linkage between the S/4HANA and other information and asset maintenance systems (e.g. BTS Database and/or Service Now).

Upon retirement of the financial asset or maintenance item, the master data record needs to be de-activated in the relevant information management system. The SAID number allocated to the deactivated master data record should not be re-issued.

### 3.11. SAID label decision-making

The SAID Barcode Label Decision Process flowchart, available at Appendix 3, may assist with the process of affixing SAID labels and determining in which information and asset management system/s the SAID should be recorded.

## 4. Legislation

- *Financial Accountability Act 2009*
- *Financial Accountability Regulation 2019*
- *Financial and Performance Management Standard 2019.*

## 5. Supporting documents

- *Asset Administration and Management Guideline – V3.0 (eHealth)*
- *Asset Management and Maintenance Policy (QH-POL-354:2015)*
- *Asset Management and Maintenance Standard (QH-IMP-354-1:2015)*
- *Framework for the Preparation and Presentation of Financial Statements*
- *Health Service Directive, Enterprise Architecture (QH-HSD-015:2014)*
- *Maintenance Management Framework*
- *Portable and Attractive Assets (QH-POL-417:2015)*
- *Queensland Health Financial Management Practice Manual.*

## 6. Definitions

Term	Definition
Asset	A resource controlled by the entity as a result of past events and from which future economic benefits are expected to flow to the entity.
Financial assets	<p>Financial assets are divided into two groups, classified as follows:</p> <ul style="list-style-type: none"> <li>• non-current assets equal to or greater than Queensland Treasury’s approved recognition threshold</li> <li>• portable and attractive assets which satisfy the criteria outlined in the DoH <i>Portable and Attractive Assets Policy</i> (QH-POL-417:2015).</li> </ul> <p>All financial assets must satisfy the criteria as specified in the <i>Framework for the Preparation and Presentation of Financial Statements</i>.</p>
Health technology	Health technology assets and equipment which will be “ <i>Medical Equipment</i> ” class assets within the register for financial life reporting in S/4HANA.
Maintainable items	<p>Maintainable items may include medical devices, plant, equipment and buildings or a component of these. Maintainable Items must meet any of the following criteria:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• recording and tracking of items (e.g. health technology equipment) is required for whole of life asset management and replacement.</li> </ul>

Term	Definition
Single Asset Identifier (SAID)	A unique asset identifier numbering system for the effective identification and management of the DoH divisions asset base in regard to usage, planning, performance, monitoring and reporting.

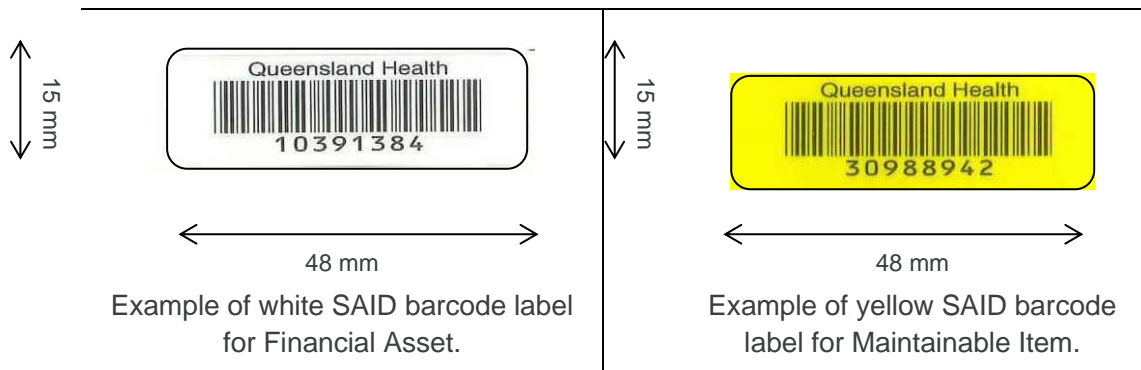
## Version Control

Version	Date	Comments
1.0	21 November 2017	New document
2.0	30 April 2021	Guideline reviewed and S/4HANA references incorporated
3.0	15 July 2021	Section 3.7 removed paragraph on exception

# Appendix 1

## Specification Requirements for SAID Barcode Labels

The SAID barcode labels need to be long life and high readability to outlast conventional barcode labels and comply with the following requirements.



Important Note: These examples do not represent the actual number to be printed on the barcode label.

### White Barcode Labels

- Electro-photographic plastic based labels
- Must be comprised of an eight digit numerical code
- Use a standard “type 39” barcode font
- Label size: 48mm x 15mm
- Contain the title “Queensland Health” line above the barcode
- Image sequential barcode with human readable translation
- Clear polyester over-laminate to protect image
- All Text is imaged in black over white background
- Asset-grade adhesive
- Barcode to be formatted for scanning purposes
- 0.063" radius corners.

### Yellow Barcode Labels

- Electro-photographic plastic based labels
- Must be comprised of an eight digit numerical code
- Use a standard “type 39” barcode font

- Label size: 48mm x 15mm
- Contain the title "Queensland Health" line above the barcode
- Image sequential barcode with human readable translation
- Yellow polyester over-laminate to protect image
- All Text is imaged in black over yellow background
- Asset-grade adhesive
- Barcode to be formatted for scanning purposes
- 0.063" radius corners.

### **The Metal or 'Traffolyte-style' Barcode Labels**

- Metal Barcode for items to withstand extreme conditions or for infection control requirements
- May contain rivet holes
- Must be comprised of an eight digit numerical code
- Use a standard "type 39" barcode font
- Label Size: 57mm x 16mm
- Contain the title "Queensland Health" line above the barcode
- Image sequential barcode with human readable translation
- Barcode to be formatted for scanning purposes
- Gauge: 0.012" 0.063" radius corners
- Asset-grade Adhesive
- All text is black on a natural silver or white background.



## Appendix 2

### Recommended SAID barcode label locations

Item	Location
Bed, cot, patient trolley, morgue trolley	On the item frame at the foot of the item
Over bed table	On the lower frame, inside, below the pole
Bedside locker	Lower left corner on the frame at the front
Instrument, dressing, crash, medication, fluid, equipment trolley	On the frame in the lower left corner of the front. Preferably above the wheel bumper
Linen skip	On the left hand edge of the tray
Linen trolley	Wrapped around the lower left leg, just above the lowest shelf
Electrical appliance	On an external vertical surface, near the appliance stickers, not in an area that is handled nor that may get hot. Not on the cord
Computer and monitor	On the front of the PC and monitor, on a vertical surface
Printer	On the top surface near the front
Electro-medical equipment	On or 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
Switchboard	On top corner of front panel on the hinge side
Air-conditioning fan	Near ID plates on the unit. Vertical surface preferred. Not on motor
Pump	On a suitable flat surface that is clean and dry. Not on motor
Other equipment	Generally, barcodes should be to the front in an easily visible location. Accessible, left lower. Vertical surfaces are preferred
Auto door	On left-hand end of pelmet
Fire hose reel	On flat surface of the spool away from edge
Fire door	On head stop at left hand end opposite to doors
Large fixed item	Adjacent to manufacturer plate details

# Appendix 3

## SAID Barcode Label Decision Process

