1. Purpose

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.


2. Scope

This guideline applies to all employees, contractors and consultants within the Department of Health divisions and commercialised business units (DoH-CBUs) and applies to all building 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 resource usage, planning, performance, monitoring and reporting as required by the Financial and Performance Management Standard 2009.

All financial assets and maintainable items are to be recorded in the relevant information management system/s (e.g. Computerised Maintenance Management System) and allocated a SAID number and a corresponding barcode label. A SAID number is unique throughout the whole of Queensland Health and does not relate to a specific organisational unit.

The DoH Asset and Facilities Services (Asset Information Management Team) 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.

3.2 Which assets should be recorded and labelled

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

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.

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 – V2.0, April 2017 (eHealth)*.

3.5 **Placement of SAID labels**

To ensure the identification and tracking of assets which have been recorded and assigned a SAID number, the barcode label should be affixed to the corresponding 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, the white SAID label takes precedence.

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. A metal 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).

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 CO₂ 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. For example, sprinklers are to be included as part of the fire system, whilst fire extinguishers are to be labelled individually.

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 label can only be replaced with a new label. Labels should not be reprinted to avoid the risks of duplicating an existing label.

The only exception to this requirement is for equipment recorded in the Health Support Queensland Quality Information System (QIS). This is to ensure compliance with the
requirements of the International Organisation of Standardisation (ISO), the Therapeutic Goods Administration (TGA) and the National Association of Testing Authorities (NATA).

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 responsibility of accountable officers to ensure that all stakeholders (e.g. Biomedical Technology Services and/or eHealth) are advised when a label has been replaced.

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 life cycle.

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 systems

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

- Biomedical Technology Services (BTS) database
- Finance and Materials Management Information System (FAMMIS)
- CMMS
- 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 Assets and Facilities Unit.

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 management system. This is to ensure that the state-wide standardisation of the SAID numbering system is maintained.

Only one SAID barcode label should be affixed to each individual financial asset or maintainable item, to facilitate a defined linkage between the FAMMIS asset module and the asset maintenance systems (e.g. CMMS, 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 numerical code 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 management system/s the SAID should be recorded.
4. Legislation

- Financial Accountability Act 2009
- Financial Accountability Regulation 2009
- Financial and Performance Management Standard 2009

5. Supporting documents

- Asset Administration and Management Guideline – V2.0, April 2017 (eHealth)
- Framework for the Preparation and Presentation of Financial Statements
- Maintenance Management Framework
- Portable and Attractive Assets (QH-POL-417:2015)
- Queensland Health Financial Management Practice Manual

6. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computerised Maintenance Management System (CMMS)</td>
<td>The CMMS (SAP Plant Maintenance Module) is Queensland Health’s corporate asset maintenance system which is used to identify, manage and maintain the buildings and associated infrastructure. It is a module within FAMMIS. The CMMS provides comprehensive reporting on all aspects of maintenance activities and performance.</td>
</tr>
<tr>
<td>Finance and Materials Management Information System (FAMMIS)</td>
<td>A computer based integrated business management solution which utilises SAP enterprise resource planning software and contains financial, asset accounting, materials management and maintenance information.</td>
</tr>
<tr>
<td>Financial assets</td>
<td>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 assets which satisfy the criteria outlined in the DoH Portable and Attractive Assets Policy (QH-POL-417:2015). All financial assets must satisfy the criteria as specified in The Framework for the Preparation and Presentation of Financial Statements.</td>
</tr>
<tr>
<td>Maintainable items</td>
<td>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 • recording and tracking of items (e.g. health technology equipment) is required for whole of life asset management and replacement.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>------</td>
<td>------------</td>
</tr>
<tr>
<td>Single Asset Identifier (SAID)</td>
<td>A unique asset identifier numbering system for the effective identification and management of the DoH-CBU asset base in regard to usage, planning, performance, monitoring and reporting.</td>
</tr>
</tbody>
</table>

### Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>21 November 2017</td>
<td>Version 1 – New document</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>White Barcode Labels</th>
<th>Yellow Barcode Labels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electro-photographic plastic based labels</td>
<td>Electro-photographic plastic based labels</td>
</tr>
<tr>
<td>Must be comprised of an eight digit numerical code</td>
<td>Must be comprised of an eight digit numerical code</td>
</tr>
<tr>
<td>Use a standard “type 39” barcode font</td>
<td>Use a standard “type 39” barcode font</td>
</tr>
<tr>
<td>Label size: 48mm x 15mm</td>
<td>Label size: 48mm x 15mm</td>
</tr>
<tr>
<td>Contain the title “Queensland Health” line above the barcode</td>
<td>Contain the title “Queensland Health” line above the barcode</td>
</tr>
<tr>
<td>Image sequential barcode with human readable translation</td>
<td>Image sequential barcode with human readable translation</td>
</tr>
<tr>
<td>Clear polyester over-laminate to protect image</td>
<td>Yellow polyester over-laminate to protect image</td>
</tr>
<tr>
<td>All Text is imaged in black over white background</td>
<td>All Text is imaged in black over yellow background</td>
</tr>
<tr>
<td>Asset-grade adhesive</td>
<td>Asset-grade adhesive</td>
</tr>
</tbody>
</table>

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

The Metal Barcode Labels

- Metal barcode for items to withstand extreme conditions or for infection control requirements
- 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 background
# Recommended SAID barcode label locations

<table>
<thead>
<tr>
<th>Item</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed, cot, patient trolley, morgue trolley</td>
<td>On the item frame at the foot of the item</td>
</tr>
<tr>
<td>Over bed table</td>
<td>On the lower frame, inside, below the pole</td>
</tr>
<tr>
<td>Bedside locker</td>
<td>Lower left corner on the frame at the front</td>
</tr>
<tr>
<td>Instrument, dressing, crash, medication, fluid, equipment trolley</td>
<td>On the frame in the lower left corner of the front. Preferably above the wheel bumper</td>
</tr>
<tr>
<td>Linen skip</td>
<td>On the left hand edge of the tray</td>
</tr>
<tr>
<td>Linen trolley</td>
<td>Wrapped around the lower left leg, just above the lowest shelf</td>
</tr>
<tr>
<td>Electrical appliance</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>Computer and monitor</td>
<td>On the front of the PC and monitor, on a vertical surface</td>
</tr>
<tr>
<td>Printer</td>
<td>On the top surface near the front</td>
</tr>
<tr>
<td>Electro-medical equipment</td>
<td>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</td>
</tr>
<tr>
<td>Switchboard</td>
<td>On top corner of front panel on the hinge side</td>
</tr>
<tr>
<td>Air-conditioning fan</td>
<td>Near ID plates on the unit. Vertical surface preferred. Not on motor</td>
</tr>
<tr>
<td>Pump</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 door</td>
<td>On left-hand end of pelmet</td>
</tr>
<tr>
<td>Fire extinguisher</td>
<td>On lower part of body, facing front and mounted horizontally</td>
</tr>
<tr>
<td>Fire hose reel</td>
<td>On flat surface of the spool 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 item</td>
<td>Adjacent to manufacturer plate details</td>
</tr>
</tbody>
</table>
SAID Barcode Label Decision Process

Start

Is the item a Financial Asset
e.g. non-current asset
portable & attractive item?

Yes

Is the item a portable & attractive
computer related item
and located within
eHealth?

No

Record the details in
FAMMIS and/or
ServiceNow (eHealth).
Attach a white SAID label
to the item.

Yes

Is the item maintainable and/or recordable for replacement (e.g. HTER Program) and/or a maintainable component of a financial asset?

No

Is the item maintainable and/or recordable for replacement (e.g. HTER Program) and/or a maintainable component of a financial asset?

Yes

Record the details in
ServiceNow (eHealth).
Attach a white SAID label
to the item.

No

Record the details in
CMMS and/or
BTS Database and/or
ServiceNow (eHealth).
Attach a yellow SAID label
to the item.

Yes

Is the item also maintainable and/or recordable for replacement (e.g. HTER Program)?

No

Additionally, record the details in
CMMS and/or
BTS Database and/or
ServiceNow (eHealth).
Note: Only one SAID barcode label per item.
e.g. do not attach a yellow SAID label as well.

Finish