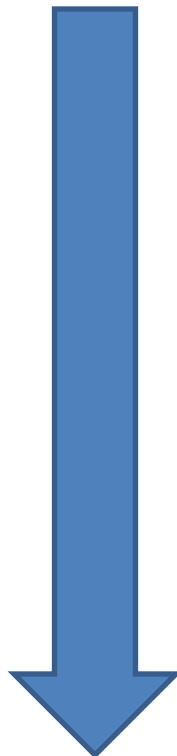# New NEE-04 sticker and label control form user direction

Part of the new forms we released with the Rev3 of Quality Assurance Manual is *NEE-04 Sticker and label control form* with new layout that allows you to track your sticker usage for almost unlimited pages. Below is a filled out sample picture with notes on how to use it. Please read carefully and let us know if you have any question.

This is a record to track each sticker that has been issued to you. Any voided stickers must be returned to Accreditation Department, in Port Coquitlam office.

Hit this button when requesting a new stickers batch

Inspector Technician (IT) Name:					Inspector Technician (IT) #:			A0023000	

Inspection Date	ORA Certificate Number	Number of Initial/Received MC Inspection Stickers	Number of Initial/Received Official Stickers	Receiving Date (If applicable)	Number of Used/ Broken MC Inspection Sticker	Number of Used/ Broken Official Sticker	Number of Remaining MC Inspection Stickers	Number of Remaining Official Stickers
		50	50	Sep30-2017				
Oct1-2017	10243312				2	2	48	48
Oct1-2017	10387573				3		45	48
Oct2-2017	10380952				10		35	48
Oct3-2017	10398756				15	4	20	44
10/4/2017	10388752				11	5	9	39
10/4/2017	10398745	50	50	Oct6-2017	2	2	57	87
10/5/2017	10457873				4	1	53	86
10/5/2017	10487845				6	2	47	84
10/06/2018	broken				1		46	83

leave the "Receiving date" blank. Only fill with the date you received the stickers.

enter either date formats works

when you are down to 10-15 stickers/ official seals request a new batch

these numbers are auto calculated depending on the usage and received