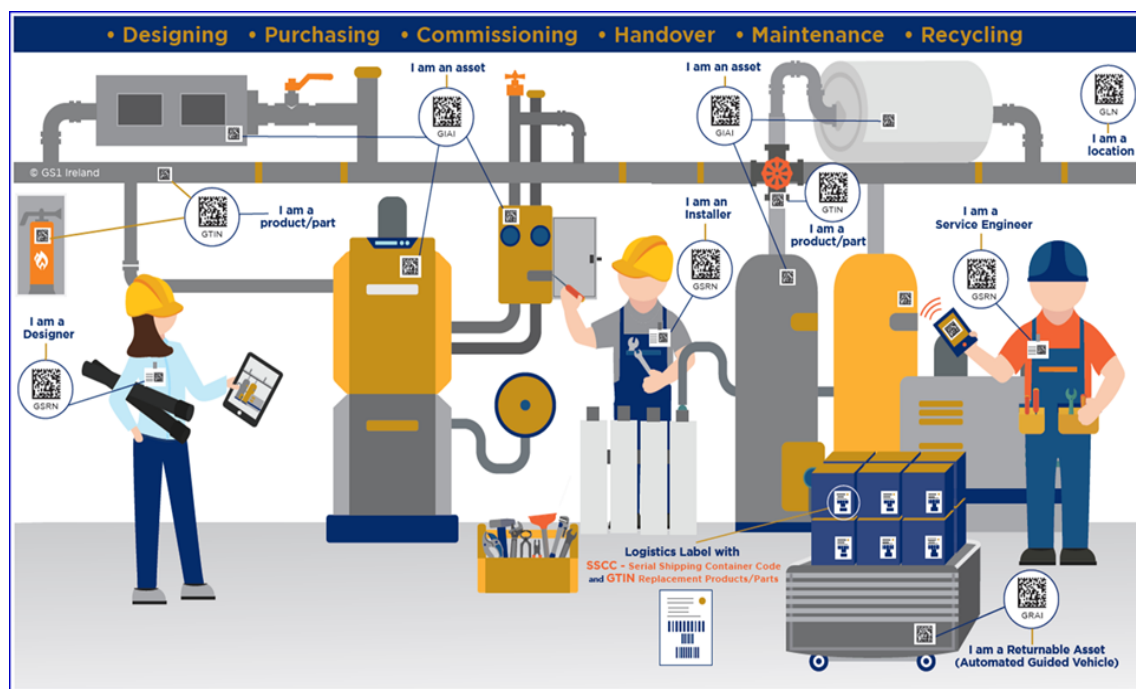


Place – Global Location Numbers (GLNs) for location management: initial steps to get started

- 1. Identify a senior responsible officer (SRO) to lead Scan4Safety for estates and facilities**
This role will support location management involving both the mapping and placement of physical labels across the estate. Ensure there are sufficient resources in place to deliver the project.
- 2. Update policy and procedures**
Ensure procedures are updated and reflect the new changes in place across both systems and people for the mapping and placement of GLNs. Include regular reviews and provide training and awareness sessions where relevant. The documents must reference the changes in practice for both physical and function GLNs.
- 3. Perform an audit of all physical locations**
Undertake an audit to confirm physical locations across the estate; site, building, floor, room (levels 2-5)
- 4. Update CAD drawings**
Ensure all CAD (Computer-Aided Design) drawings, CAFM (Computer-Aided Facility Management) systems, and BIMs (Building Information Modelling) are up to date and held electronically
- 5. Identify the number of locations**
Determine how many locations are required to complete the mapping exercise across all 5 levels: organisation, site, building, floor, room or space
- 6. Obtain your organisation's GS1 Company Prefix (GCP) and allocate GLNs**
[Contact GS1 UK](#) to confirm your GCP. An NHS organisation may have multiple GCPs available depending on the number of GLNs required. Access [GS1 UK My Numberbank](#) and download allocated numbers to begin mapping a GLN to a location.
- 7. Placement of physical location labels**
Identify printers and agree labelling format and approach. Print a test label and [submit to GS1 UK](#) for validation purposes before printing for placement. Agree who is responsible for the placement of physical labels and when and where this is undertaken. Find a GS1 UK approved printer provider [here](#).
- 8. Identify relevant systems**
Identify trust systems which hold space records. Determine all affected systems where a GLN could be identified, captured or shared and explore potential system integrations.
- 9. Update GS1 UK LocationManager**
Import GLNs to [GS1 UK LocationManager](#) and [My Numberbank](#). As a minimum, upload Function (Ship to and Bill to) GLNs and upload Physical GLNs where relevant.
- 10. Explore further use cases**
Expand the use of GLNs across further use cases such as asset management, inventory management and point of care scanning, surgical instrument tracking, patient flow, blood tracking and medicines management (see use cases diagram below)

GS1 standards for estates and facilities



"Global Location Numbers have been vital in ensuring accuracy at point of care and inventory management. All storerooms and theatres on our inventory management system are assigned a GLN which allows us to easily identify where our products and implants are kept and used, for improved traceability and visibility over stock. Locations can be identified with a quick scan of a barcode, reducing administrative tasks for our ordering staff and clinicians."

Sukhpreet Doal, Scan4Safety systems manager, Sandwell and West Birmingham NHS Trust

"Global Location Numbers are vital to support colleagues in the adoption of GS1 standards, they are utilised in identifying locations, for example, by the maintenance team who can scan the GLN to confirm they are in the correct location to carry out their work."

Cecilia Crump, estates and facilities specialist compliance manager, South West Yorkshire Partnership Teaching NHS Foundation Trust

"The benefits of the Global Location Number are that it fits easily with the geographical record already in use across the organisation and facilitates easy integration to other systems. Having proper governance and procedures around the data is essential to a successful implementation of Global Location Numbers."

Tim Hawkes, estates and facilities head of technical development, Leeds Teaching Hospitals NHS Trust

Use cases diagram

