

CIPET corporate	EXECUTIVE PROCEDURES	Issue No. 1
	Format for receiving call letters	Rev. No. 0
		Page No. 1 of 1
		Issue Date August, 2008
		Section. CIPET QP 4102

Format for PDI Call letter

~~Note: The Inspection Call letter (ICL) only sent by fax or mail to CIPET Corporate and all other details and annexure (hard copy) including DD/Cheque shall be submitted at concern centres.~~

Annexure -II

To,

Technical Manager (TBD)
CIPET Corporate
TVK Industrial Estate, Guindy,
Chennai 600 032

Sub:

Ref:

Dear Sir

We are offering the following stores for your Inspection

Sl. No	P.O no. & Date	Validity Of PO	Consignee details	Details of Item	Quantity In mtrs/Pcs	Details of Lots with batch no. Consignee wise	Value in Rs.	PDI Fees In Rs.
			1. 2. 3. 4. 5.					(including Service tax)

We are enclosing herewith the DD/Cheque no.....dated 00-00-0000 for the amount of Rs.....

The stores will be ready by 00-00-0000 at our factory site

This is for your information and necessary action.

Thanking you,

Yours truly,

(Authorized signatory)

M/S.....

CC to The concerned Centre head

For sending details about the company

CIPET corporate	EXECUTIVE PROCEDURES	Issue No. 1
	Maintaining database for the suppliers	Rev. No. 0
		Page No. 1 of 1
		Issue Date August, 2008
		Section. CIPET QP 4107

Annexure -I

1.	Name of the Unit Postal Address along with Telephone, Email, Fax, E-mail, website etc.	
2.	Name of Contact Persons & contact details along with along with Telephone, Email, Fax, E-mail etc.	
3.	Name of Products being manufactured and supplied along with the details of applicable standard.	
4.	Name of Indenters / consignee where the products regularly being supplied and their detailed address, Telephone, Email, Fax, etc.) Name of Contact Person & contact details.	
5.	Details of BIS License along with the validity	
6.	Details of any rate contact with state or central govt. along with the validity	
7.	Lists of machineries and the technical specification including production capacity.	
8.	Any other Certification or accreditation	
9.	Other information (if any)	

(Attach separate Sheets for detail information)

Authorized Signature

1. Check List for Manufacturers / Suppliers


(Will be sent from corporate office only)

Following points are to be verified / assured and made available by the manufacturers for the smooth PDI & the same will be verified by the inspector time-to-time and as on required at the factory site before taking up the inspection work. Set of required documents may be collected for our office file.

Sl. No.	Check Point	Available Yes / No	Documents Enclosed or Not	Remarks
1.	Copy of permanent DIC registration for SSI / MSI, sale / service tax registration etc.			
2.	BIS license details (Cert. no., Size, Class, Grade, Validity etc.)			
3.	Copy of Rate list / Rate contract / agreement with the concern state authority / agency for the materials supplied.			
4.	Complete Details of plant & machinery available with the technical Specification.			
5.	Availability & Details of laboratory equipments / instruments / machines as per defined relevant IS / ISO / ASTM Standards along with make / model, range, accuracy, least count, calibration status etc.			

6.	Copy of Calibration certificates of all instruments / equipments / machineries.			
7.	List of trained manpower / key personnel name / contact nos. etc.			
8.	Copy of at least three months production records, internal testing reports as per relevant IS / ISO / ASTM standards.			
9.	Copy of Type testing reports of Raw Material & Products.			
10.	Copy of test certificate / grade sheet provided by the raw material manufacturers / suppliers for the supplied material.			
11.	Copy of other recognition / Certification by any other authority / departments (ISO , TQM or any other certificate)			

2. Checklist for Inspectors

	<h3>Pre – Delivery Inspection Checklist</h3>
	Name of the Inspectors: 1. 2.

Inspection Site: Address:
Inspection Date:

Descriptions	S	U	Comments
Documents related to the assignments <ul style="list-style-type: none"> Purchase order Work order/Acceptance order Extension letter 			
Documents related to the work <ul style="list-style-type: none"> Valid BIS Licence Rate contract or any approval Calibration details Regular production and testing records 			
Trained and qualified Manpower at Laboratory			
Lots are stacked as per the Instruction			
Lots are having the identity <ul style="list-style-type: none"> Lot Size Batch number D.O.M 			
Visual Inspection <ol style="list-style-type: none"> 1. Surface Finish 2. Workmanship 3. Colour and appearance 4. Marking 5. Others 			
Samples were drawn as per the relevant standard			

All tests (acceptance test) as per relevant standards were covered			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
overall the lot meets all the requirements			
All the items were stamped clearly			
Despatch plane is prepared by party			
Data / Observation sheets are updated			
Signed by all inspection team			
General Criteria			
	S	U	Comments
Housekeeping in the laboratory, inspection site, Storage Areas etc.,			
Indoor / Outdoor Environment			
Access / Egress of the entire inspection site including lot			
Safety			
First Aid and Hygiene			
Hand Tools			
Plant / Machinery/laboratory equipments			
Personal Protective Equipment (PPE)			
Any other comments from Inspector for further improvements			

4. Inspection Report Format

Draft

(IN LETTER HEAD PRINTED FORMAT)

*** inspector code name

000 work order no or serial no.

Inspection Report

1.	Ref no: CIPET/ AAA/***/08-09/ 000	:	DATED: 00-00-0000
2.	Name of the indenter/Consignee with detailed address	:	
3.	Supply order no & date Extension if any	:	
4.	Name of the consignee	:	
5.	Name and address of the manufacturer/supplier/inspection site	:	
6.	PDI call letter no & Date	:	
7.	Date of inspection	:	
8.	Any other information	:	

Details of the stores

Sl. No	Description of the items	Quantity offered for inspection	Quantity accepted	Quantity rejected	Remarks
					All accepted materials are stamped thus:

Certified that the items as detailed above have been inspected and accepted, the items may be dispatched to the consignee. The Test Report No. *..... Dated are enclosed.
(* The format for test Report should be as per the documented and approved NABL Quality Manual.)

This inspection report is valid for 30 days and any dispute /discrepancies/ claims may be brought to the notice of undersigned within 30 days from the date of issues of this report.

AUTHORISED SIGNATORY
(Name and code of the inspector)

Cc to:

1. All consignees concerned
2. Supplier
3. CIPET

5. Test Report Format

Draft

CIPET/ AAA/***/08-09/ 000

(IN LETTER HEAD PRINTED FORMAT)

AS PER NABL TEST REPORT FORMAT ONLY

Issued to :

Ref.No. : Your letter No.

Dated

TEST REPORT AS PER IS :

REPORT NO:

Date

PART A : PARTICULARS OF SAMPLE SUBMITTED

- a) Nature of sample :
- b) Grade /Variety/Type/Size/Class, etc :
- c) Declared values, if any : Nil.
- d) Quantity :
- e) Any other information : Nil.

PART B: SUPPLEMENTARY INFORMATIONS:

- a) Reference to sampling procedure :

PART C: TEST RESULTS

Sl.No.	Clause	TESTS	Specified requirements	Results obtained

PART D : REMARKS :

Nil.

NB: - 1.The result stated above relate only to the items tested.

- 2. This Test Certificate shall not be reproduced except in full without the written approval of the laboratory.

Authorized Signatory
CAMP AT:



CIPET Corporate, PDI Cell, Technology Business Development Department,
 (Ministry of Chemicals & Fertilizers, Govt. of India)
 TVK Industrial Estate, Guindy, Chennai – 600 032.
 Phone : +91- 44-2225 4781 / 64629018 Fax : +91- 44-2225 4787
 Email : pdicipet@gmail.com / pdicipet@rediffmail.com Web : www.cipet.gov.in



Name of the Inspecting official : Center :
 Code no : Camp at :

Inspection Report

1.	Ref no: CIPET/ AAA/***/08-09/ 000 *** inspector code name 000 work order no or screen no	:	DATED: 00-00-0000
2.	Name of the indenter/Consignee with detailed address	:	
3.	Supply order no & date Extension if any	:	
4.	Name of the consignee	:	
5.	Name and address of the manufacturer/supplier/inspection site	:	
6.	PDI call letter no & Date	:	
7.	Date of inspection	:	
8.	Any other information	:	

Details of the stores

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Any dispute /discrepancies/ claims may be brought to the notice of Technical Manager, PDI Cell, CIPET Corporate within 30 days from the date of issues of this report.

AUTHORISED SIGNATORY
 (Name and code of the inspector)

Cc to:

1. All consignees concerned
2. Supplier
3. CIPET



CIPET Corporate, PDI Cell, Technology Business Development Department,

(Ministry of Chemicals & Fertilizers, Govt. of India)

TVK Industrial Estate, Guindy, Chennai – 600 032.

Phone : +91- 44-2225 4781 / 64629018 Fax : +91- 44-2225 4787

Email : pdicipet@gmail.com / pdicipet@rediffmail.com Web : www.cipet.gov.in



Name of the Inspecting official :

Center :

Code no :

Camp at :

Sample letter head