

CIPET	Issue No :	3	Rev. No.:		CIPET/QF/7721
	Date:	03.12.2018	Date:		Page No : 1 of 1
Format for Check List for Pre-Delivery Inspection Work					

Document No. CIPET/QF/7721 – Format for Check List for Pre-Delivery Inspection Work

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,	First-Aid, Fire extinguisher, & record of equipments w.r.t. Industrial Safety requirements.			
12.	Copy of other recognition / Certification by any other authority / departments (ISO , TQM or any other certificate)			

Authorized Signatory