


Checklist for Inspectors Doc. No: CIPET/QF/7722

Pre – Delivery Inspection Checklist			
	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 <ul style="list-style-type: none"> • Required Qualification • Experience • Competency Level 			
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			
Laboratory atmosphere			
Temperature & relative Humidity			
overall the lot meets all the requirements			
All the items were stamped clearly			
Despatch plane is prepared by party			
Data / Observation sheets are updated			
Declaration/Undertaking if any (deviation from the standards, use of rework materials)			
Signed by all inspection team			
Adhering to the time estimated for Completion of the assignment			