


CIPET	Issue No :	3	Rev. No.:		CIPET/QF/7722
	Date:	03.12.2018	Date:		
Format for Inspector's Check List					

Document No. CIPET/QF/7722 – Format for Inspector's Check List

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 requirements				
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				

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All tests (acceptance test) as per relevant standards were covered			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Safety precautions at site/laboratory			
Laboratory atmosphere Temperature & relative Humidity			
overall the lot meets all the requirements			
All the items were stamped clearly			
Dispatch plan 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			

Summary of Unsatisfactory Items

Checklist Item	Unsatisfactory Aspect

Signature of the Inspection Team

S - Satisfactory
U - Unsatisfactory