

<b>CIPET</b>	Issue No :	3	Rev. No.:		CIPET/QF/7741
	Date:	03.12.2018	Date:		Page No : 1 of 1
<b>Format for Inspection Reports</b>					

**Document No. CIPET/QF/7741 – Format for Inspection Reports**

Name of the Inspecting Official:  
Code No. :

W.O. Centre:  
Camp at:

**INSPECTION REPORT**

1.	Ref. No.: CIPET/AAA/YY-YY/XXX [AAA – W.O. Centre Code, YY-YY – FY, xxx – Work Order (W.O.) no. or serial no.]	:	Date: _____
2.	Name of the Indenter / Consignee with detailed address	:	
3.	Indenter Order No. & Date and Extension (if any)	:	
4.	Details of the Consignee	:	
5.	Name of the Supplier / Contractor	:	
6.	Supplier Order No. & Date (if any)	:	
7.	Name and address of the Manufacturer / Inspection site	:	
8.	Manufacturer / Supplier Inspection Call Letter No. & Date	:	
9.	PDI Cell Assignment No. & Date	:	
10.	Date of inspection	:	Initiated on: _____ Completed on: _____
11.	Any other information	:	

**DETAILS OF THE STORES**

Sl. No.	Description of the items	Quantity as per order	Quantity inspected earlier (Cumulative)	Quantity offered for Inspection	Quantity Accepted	Quantity Rejected	Quantity Balance

**Remarks:** All accepted items are stamped thus-

1. Certified that the items as detailed above have been inspected and accepted. The accepted items may be dispatched to the consignee. The Inspection Document Nos. \_\_\_\_\_ dated \_\_\_\_\_ are enclosed.

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

**AUTHORIZED SIGNATORY  
(Name and code of the Inspector)**

CC: 1. All concerned consignees / Supplier  
2. Name of the Manufacturer  
3. CIPET, W.O. Centre