

**FORMS & LIST**

Issue No : 4

Issue No : 01.06.2021

Rev. No. 01

Dt.: 20.04.2023

CONTROLLED DOCUMENTS

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FORMAT FOR INSPECTOR'S CHECK LIST

Section. CIPET/QF7722

Prepared By :

Approved By :

Technical Manager

Quality Manager

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 / **Date of Visit:**

Descriptions	S	U	Comments
Documents related to the assignments <ul style="list-style-type: none">• I Call Letter (QF/7724)• Batch No declaration (QF 7726)• Purchase order(Indenter/Contractor/Supplier)• Work order/Acceptance order/QAP• Extension letter (If any)			
Documents related to the work <ul style="list-style-type: none">• Valid BIS License• Rate contract or any approval• Calibration status details (QF/7728)• Copy of Type Test Report• 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• Marking• Stacking• Additional Marking (If any)			

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Visual Inspection			
a. Surface Finish / Workmanship			
b. Colour and appearance			
c. Marking			
d. Others			
Samples were drawn as per the relevant standard			
All tests (acceptance test) as per relevant standards were covered			
1			
2			
3			
4			
5			
Safety precautions at site/laboratory			
Laboratory atmosphere Temperature & relative Humidity			
overall the lot meets all the requirements			
All the items were stamped clearly			
Despatch 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 members			
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