

**FORMS & LIST**

Issue No : 4

Issue No : 01.06.2021

**CONTROLLED DOCUMENTS**

Rev. No. 01

Dt.: 20.04.2023

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**FORMAT FOR ACCEPTANCE NOTE**

Section. CIPET/QF/7743

Prepared By :



Technical Manager

Approved By :



Quality Manager

**Document No. CIPET/QF/7743 - Format for Acceptance Note****ACCEPTANCE NOTE (only issued as on need basis)**

Ref: CIPET/ AAA/YY-YY/xxx

Date:

To

**Sub: - Pre-delivery Inspection of .....**

- Ref. (i) Work Order No :  
(ii) Consignee :  
(iii) Manufacturer's /  
Supplier's Name :  
(iv) ICALL Letter :  
reference No.

Dear Sir,

With reference to the above mentioned details the items were inspected and accepted during PDI on DD/MM/YYYY at M/s. .... as mentioned below.

| Sl.No | Description of Items | Quantity offered for Inspection | Quantity Accepted | Quantity Rejected | Remarks |
|-------|----------------------|---------------------------------|-------------------|-------------------|---------|
|       |                      |                                 |                   |                   |         |

The accepted materials are stamped thus :-

Thanking you

Yours faithfully,

**Authorized Signatory**

- Cc: 1.  
2.  
3.