

Inspection / Expediting Assignment

ref: RB25013

Assigned to: _____

Prime Order No.:

Report No.:

Assignment Date:

Prime Vendor:

Shop Order No.:

Client:

Sub Vendor:

Shop Order No.:

Jobsite Location:

Shop Location:

Authority Inspection:

Item No.:

Description:

Person to be Contacted:

Position:

Issuing Office:

Inspector:

The above order has been placed by Company and forwarded for outside coverage as follows:

- Expediting Final Inspection Progressive inspection Authority Inspection
 Preliminary meeting required Pre-inspection meeting required

Special Instructions:

SAMPLE

Assigned by _____

Signature _____

The above order has been received and will be covered per your instructions except as noted below:

Inspector/Expediter _____

Pre-Inspection Meeting (PIM) Agenda

ref: RB25014

Project :	Place of meeting :
Client :	Date of meeting :
Purchase order No. :	Purchase order title :
Vendor :	

Participants:

Representing:

We would like to discuss the following points during the PIM

1. Vendor's organization
2. Purchase order status
3. Company document status
4. Standards and codes, availability
5. Vendor furnished document status
6. Materials status
7. Workscope breakdown between Vendor/subvendors
8. Inspection and Test Plan, review, holdpoints
9. Manufacture, processes and testing
10. a. Model inspection and test record forms
 b. Manufacturing data book
11. Non-conformances/Concessions
12. Final inspection/Release
13. Inspection visit arrangements
14. Action list for holdpoints 1 to 13 above

SAMPLE

All parties are requested to prepare for the PIM to ensure its success and usefulness. (A visit should be arranged to the work areas as required for better understanding of points discussed.)

For Company Inspection Department

Name:

Signature:

Date:

Inspection Report

ref:RB25009

Prime Order No.:	Report No.:	Visit Date:
Prime Vendor:	Shop Order No.:	Client:
Sub Vendor:	Shop Order No.:	Jobsite Location:
Shop Location:	Authority Inspection:	
Contacts:	Estimated date next visit:	
Issuing Office:		
Inspector	Name:	Signature:

Action/ Clarification Required	<input type="checkbox"/> No. <input type="checkbox"/> Yes/QC Memo attached	Vendor rating		
Non-conformities this visit	<input type="checkbox"/> No. <input type="checkbox"/> Yes/Non-conformance report issued	Organ.	Quality	Delivery
Vendor's QC Performance Unsatisfactory	<input type="checkbox"/> No. <input type="checkbox"/> Yes/QC Memo attached			

Vendor's Promised Dates

Item No.:	Description:	Shop Ref. No.:	Original:	Last:	Current:	Insp. Assm't
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Type of Inspection

<input type="checkbox"/> Materials	<input type="checkbox"/> Final	<input type="checkbox"/> Progressive	<input type="checkbox"/> Pre-inspection meeting
<input type="checkbox"/> Documentation	<input type="checkbox"/> Procedures	<input type="checkbox"/> Workmanship	<input type="checkbox"/> Tests
	<input type="checkbox"/> Dimensions per DWG No.:		<input type="checkbox"/> Issue

Results:

SAMPLE

Non - Conformance Report

ref: RB25010

Prime Order No.:	NCR No.:	Date:
Prime Vendor:	Shop Order No.:	Client:
Sub Vendor:	Shop Order No.:	Jobsite Location:
Shop Location:	Authority Inspection:	
Item No.:	Description:	
Person Contacted:	Position:	
Issuing Office:	Inspector:	

Document Reference:

Non-conformance description:

Proposed resolution:

Action by:

Corrective action:

SAMPLE

Prepared by:

Approved by:

Impact on delivery schedule:

Close Out:

Date:

Signature:

ref: RB25015

Project
Vendor Non Conformance Log

Rev.:

Date:

Page of

Vendor	P.O. No	NCR No	Originator	Description of Non conformance	Corrective Action	Prepared By	Dates		Remarks
							Issued	Closed out	
SAMPLE									

Quality Control Memorandum

ref: RB25012

Prime Order No.:	Report No.:	Visit Date:
Prime Vendor:	Shop Order No.:	Client:
Sub Vendor:	Shop Order No.:	Jobsite Location:
Shop Location:	Authority Inspection:	
Item No.:	Description:	
Person Contacted:	Position:	
Issuing Office:	Inspector:	

This memorandum is issued to confirm the following:

- Company Hold Points - Notification required per purchase order instructions
- Additional work required
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SAMPLE

It is understood that nothing contained herein relieves the vendor of any purchase order commitment.

Company Inspector _____

Vendor Representative _____

Inspection Release Note

ref:RB25011

Prime Order No.:	Report No.:	Visit Date:
Prime Vendor:	Shop Order No.:	Client:
Sub Vendor:	Shop Order No.:	Jobsite Location:
Shop Location:	Authority Inspection:	
Item No.:	Description:	
Person Contacted:	Position:	
Issuing Office:	Inspector:	

Order: Incomplete Complete Manufacturing Data Book
Purpose of Note: Release for Shipment Release to Continue Fabrication
 Non-conformance report dated closed out
No.:
Material Description:

SAMPLE

The above itemized material has satisfactory passed inspection as noted. It is understood that nothing contained herein relieves the vendor of any purchase order commitment.

Company Inspector _____

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Inspection Status Report BN-9820

PO/Req. No.	Qty.	Description	Vendor	Official PO	Delivery PUR	Inspection		PIM		Third Party Requir.	Databooks Certs Rec'd	Release Note	Remarks Inspection
						By	Categ	Y/N	Date				
CD1001		CARBON STEEL PILE					NO	N					
CD1001A		ERW CS PIPE											
CD1003		CS NIPPLES											
CD1005		CARBON STEEL FITTINGS											
CD1006		FORGED C S FTT											
CD1010		CARBON STEEL FLANGES											
CD1011		CARBON STEEL O-LETS											
CD1012		CS LINE BLINDS											
CD9001		CS GALV. PIPE											
CD9006		FORGED CS GALV. FITTINGS											
CD9010		CS GALV. FLANGES											
CD0018		BALL VALVES					F						
CD0019		BUTTERFLY VALVES					F						

SAMPLE