

Pre-Inspection Meeting (PIM) Agenda

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. Nonconformances/Concessions
12. Final inspection/Release
13. Inspection visit arrangements
14. Action list for holdpoints 1 to 13 above

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: