

TITLE – Inspection of goods and services

SCOPE –

This work instruction covers the steps to be following while inspection of material, services include and any other purchases

RESPONSIBILITY –

This document is prepared and approved by Directors and to be used by Inspector / user or any individual other than Purchaser

DESCRIPTION -

This work instruction is for inspection of the items and services that are required for in house manufacturing, spares for stocks and resale to customers, and any other goods and services required for facility maintenance. In carrying out these tasks, following are the steps to be followed –

- Receive the inspection notification / information / Specifications / drawings from Purchaser
- Carefully study the requirements for inspections from specifications and drawings
- Carry out the quantitative inspection and visual inspections
- Carry out the dimensional inspection as per drawings and note the actual results
- Prepare the inspection report clearly mentioning the deviations w.r.t requirements
- Prepare rejection report of goods if applicable
- Inform completion of inspection and release of goods and services to Purchaser with inspection / deviation or rejection report as the case may be

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