

INSPECTION AND TEST PLAN (ITP) FOR THERMOCOUPLE								
Item	Stage/Activity	Reference	Acceptance Criteria	Record / Documentation / Generated	Activity By			Remarks
					M.H/L	CL/L	TP/L	
A BEFORE ORDERING								
A.1	Kick-off Meeting(KOM) & ITP Agreement	Common Practice	MDM/ Report	Approved ITP, MDM	H	H	-	Meeting to finalize inspection procedures and other inspection details
A.2	Complete Datasheet, All Documents and Certificates(Issued by the manufacturer)	Original Request	Original Request	Technical Approval	H	R	-	Includes datasheets, dimensional drawings, parts list, FAT procedure, and certificates.
B PROCUREMENT								
B.1	Factory Acceptance Tests (FAT) / Routine Test report	Project Specs/Available Standard/ Manufacturer Procedure	Complete Factory Acceptance Test (FAT) Report	FAT Report	H	R	R	- Delivery Soft Copies Of Documents - The Serial Number of Each Device Must Be Included
B.2	Performance & Calibration Test		Provide Calibration Certificates	Calibration Certificate and test results included in FAT Report	H	R	R	
B.3	Certificates Verification		- Provide CO Certificates - Material Test Certificates (MTCs)	- CO Certificate Report	H	R	R	- Provide Certificate of Origin for All Items
B.4	Final Visual & Dimensional Inspection		Manufacturer Procedure	FAT Report	H	R	R	
C FINAL INSPECTION & PACKING								
C.1	Pre-Packing Inspection	Project Specs/Available Standard/ Manufacturer Procedure	Project Specs/Available Standard/ Manufacturer Procedure	Pre-Packing Inspection Report, Photos	H	H	H	Secure and suitable packing for transport, protection of sensitive parts, proper labeling
C.2	Packing	Project Specs/Available Standard/ Manufacturer Procedure	Project Specs/Available Standard/ Manufacturer Procedure	Signed Packing List, Photos	H	R	R	
D SUPPLIER'S GOODS RECEIPT & VERIFICATION								
D.1	Verify Performance	Purchase Request, Manufacturer's FAT Report & Packing List	1. Visual inspection for any transit damage from manufacturer to supplier. 2. Serial numbers on units match exactly with manufacturer's FAT report.	Report	H	H	H	
E DOCUMENTATION								
E.1	Final Documentation Review	Document list in Purchase Request	All documents are complete, accurate, and correct as per the request; serial numbers are on all reports	Final Book / Manufacturing Data Record (MDR)	H	RA	RA	- Includes User Manual, FAT Report, Calibration Certificate, MTCs, As-Built drawings, and other required documents. All must be provided in soft and hard copy formats. - All technical documents and test reports must include the correct serial number.
<div><div>M.I: MANUFACTURER INSPECTOR S.I: SUPPLIER INSPECTOR CL.I: CLIENT INSPECTOR TP.I: THIRD-PARTY INSPECTOR H: HOLD POINT R: DOCUMENT REVIEW RA: DOCUMENT REVIEW AND APPROVE W: WITNESS SW: SPOT WITNESS</div><div>NOTE: 1) This ITP indicates minimum extent of inspection to be performed by vendor and client and is to be incorporated in to vendor's own inspection procedure and acceptance tests. 2) The supplier is required to inform client and third-party inspector about hold and witness items at least one month prior. 3) Serial numbers must be mentioned in test reports and certificates, as they are essential for the QC procedure.</div></div>								