Rutherford Appleton Laboratory	INCOMING / OUTGOING INSPECTION REPORT	PRODUCT ASSURANCE Space Science and Technology Department

Spacecraft/Project	**HERSCHEL**	**Document No**	**SPIRE-RAL-REP-001591**		
Instrument/Model	**SPIRE**	**Issue No**	**1**	**REV**	**0**
Subsystem	**JPL BDA's STM**	**Date**	**9 April 2003**		

Report at receipt/delivery or other major movement of instrument/hardware and associated GSE.

Inspection Report	**Incoming**

FROM	**TO**
Gerald Lillenthal **JPL** **MS169-323** **4800 Oak Grove** **Passadena, CA91104** **USA**	**Eric Sawyer** **Rutherford and Appleton Laboratory** **SSTD** **Chilton** **OXON** **OX11 0QX**

Inspection conducted by		***Witnessed by (Product Assurance)***	
Name	Signature / Date	Name	Signature / Date
Bruce Swinyard		**Eric Clark**	

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INTRODUCTION

This inspection report shall be completed for formal transfers of hardware between RAL and customers, agencies or collaborating organisations
The following must be inspected:

Documentation	**SECTION**	**1**
Containers		**2**
Visual Inspection of Hardware		**3**
Interface Verification		**4**

Each section contains a checklist that shall be completed.

Unused boxes should have N/A entered.

Deviations e.g. items not delivered or incomplete documentation must be noted in the comments column.

For previously agreed deviations refer to the Delivery Review Board (DRB) minutes of meeting (MOM) or similar.

NCR's must be raised for other deviations, damage or defects noted.

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SECTION 1: DOCUMENTATION

Documentation shall be checked for completeness, any items not received or to be delivered later should be noted.

Note 1: The delivery review board minutes should list outstanding items, e.g. open work, open NCRs and Waivers etc. A copy should accompany or form part of the EIDP. If there is no EIDP then it should be referenced on this report.

Note 2: All items dispatched from the Laboratory must have a Dispatch Note completed and signed, with a copy filed in the appropriate section of the EIDP.

No.	Procedure	Comments (Include NCR Number if applicable)	Check N/A or ✓
1.1	Is the documentation complete	**No see note below**	
1.2	Is the accompanying documentation compliant with project requirements	**No Email to Gerry Lillenthal 9th April 2003 detailing omissions and requirements.**	
1.3	Note DRB/MoM Document Number, minutes and note any discrepancies with respect to agreements recorded. OR attach copy of minutes.	**No Delivery review board undertaken to date**	
1.4	Additional Remarks		

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SECTION 2: INSPECTION OF CONTAINERS

No.	Procedure	Remarks (Include NCR Number if applicable)	Check N/A or ✓
	Transport Containers – External condition.		
2.1	Inspect the outside of the containers for obvious mechanical damage: Cracks, fasteners/locks clips, physical damage, dents or scratches etc. Handling provisions, Other damage		✓
2.2	Markings for description and destination		✓
2.3	Packing / unpacking instructions	**Partial instructions supplied**	
2.4	Warning labels relating to handling, lifting, stacking limits	**May have been on outer packaging removed when cases placed in clean room prep area**	
2.5	Additional Remarks Check security of container		✓
	Transport Containers – Internal condition		✓
2.6	Check environmental monitors such as humidity indicators, shock recorders and record the location and readings on the inspection		**N/A**
2.7	Check mounting fixtures or brackets and screws, padding and packing.		✓
2.8	Additional Remarks Check security of container		

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SECTION 3: VISUAL INSPECTION OF HARDWARE

Insert one copy of the following section for each configuration item, OR Individual unit.

Note: Section 3 when used with the front sheet may be used as a complete report for small units prior to final closure, if this is done confirm unit interior check carried out before closure Interior check will be limited to visible items.

CI NUMBER		**SERIAL NUMBER**	

No.	Procedure	Remarks (Include any NCR Numbers if Applicable	Check N/A or ✓
3.1	Check contents against shipping list		✓
3.2	Note external contamination		✓
3.3	Inspect the outside for physical damage, cracks, dents, scratches	**Part no 10217670-2 Antistatic Bag torn on top of item . Type not listed thought to be Photometer PMW Drwg no 10209727-2 RX 2** **Part no 10217670-3. Type not listed thought to be Photometer PSW Drwg no 10209727-3 RX 2** **Part no 10217670-4. Some discolouration and spots on top surface.Type not listed thought to be SLW Drwg no 10209727-4 RX 2** **Part no 10217670-5. Scratched and Glue residue etc Drwg no 10209727-5 RX 2**	

		Part no 10209800-9 RX 5 NO Unpacking instructions **Photographs taken of all observed items listed above will be attached to report when available.**	
3.4	Degradation of painting		**N/A**
3.5	Mounting provisions		**N/A**
3.6	Fasteners correctly locked		**N/A**
3.7	Check for protective covers on all electrical and fluid connectors and on optical and sensor apertures		**N/A**

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Check All Connectors

No.	Procedure	Remarks (Include NCR Number if applicable)	Check N/A or ✓
3.8.1	Bent pins		**N/A**
3.8.2.	Internal / external damage		**N/A**
3.8.3	Internal debris		**N/A**
3.8.4	Connector covers fitted		**N/A**
3.8.5	Connector savers in position		**N/A**
3.8.6	EMC Covers Fitted		**N/A**
3.8.7	**RED** tag items/covers fitted		**N/A**
3.8.8	Any other damage		**N/A**

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Check any harness and associated connectors associated with the Hardware

No.	Procedure	Remarks (Include NCR Number if applicable)	Check N/A or ✓
3.9.1	Bent pins		**N/A**
3.9.2	Internal / external damage		**N/A**
3.9.3	Internal debris		**N/A**
3.9.4	Protection caps fitted		**N/A**
3.9.5	Connector Savers fitted		**N/A**
3.9.6	EMC Covers Fitted		**N/A**
3.9.7	**RED** tag items/covers fitted		**N/A**
3.9.8	Any other damage		**N/A**

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Pre Closure Checks

No.	Procedure	Remarks (Include NCR Number if applicable)	Check N/A or ✓
3.10.1	All internal units securely fastened locked		**N/A**
3.10.2	All internal connector fasteners locked		**N/A**
3.10.3	All cabling secure		**N/A**
3.10.4	No internal debris		**N/A**
3.10.5	Check packaging is correct		**N/A**
3.10.6	Shock recorders reset		**N/A**
3.9.7	Additional remarks		**N/A**

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SECTION 4: VERIFICATION OF INTERFACES

Confirm all required interface-checking activities have been carried out.

4.1 **Mechanical interface** dimensions specified in the interface control documents such as mass, flatness of surfaces, location of fixing holes and overall dimensions should be measured accurately and recorded. **Record Test Report Number**, or confirm that measurement result is included in delivery documentation, (EIDP).

4.2 **Electrical interfaces:** verifying the location and types of connectors against interface control document is normally carried as part of mechanical verification, confirm this has been done.
Functional testing: final functional test report number should be noted.

No.	Procedure	Remarks (Include NCR Number if applicable)	Check N/A or ✓
4.1	Mechanical Interfaces Verification		**N/A**
4.2	Electrical Interfaces Verification		**N/A**