



Spacecraft/Project	HERSCHEL	Document No	SPIRE-RAL REP-001592		
Instrument/Model	SPIRE	Issue No	1	REV	0
Subsystem	LAM STM Mirrors	Date	10 April 2003		

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

Inspection Report	Incoming /
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FROM	TO
LAM	RAL

<i>Inspection conducted by</i>		<i>Witnessed by (Product Assurance)</i>	
Name	Signature / Date	Name	Signature / Date
Mark Ferlet		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	Packing list and EIDP supplied	✓
1.2	Is the accompanying documentation compliant with project requirements		✓
1.3	Note DRB/MoM Document Number, minutes and note any discrepancies with respect to agreements recorded. OR attach copy of minutes.		
1.4	Additional Remarks	SMEC (STM) EIDP to follow when delivered items are complete	✓



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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	Foot Print on Label of Yellow case	✓
2.2	Markings for description and destination		✓
2.3	Packing / unpacking instructions		✓
2.4	Warning labels relating to handling, lifting, stacking limits	Only Fragile label	✓
2.5	Additional Remarks Check security of container	OK	✓
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
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No.	Procedure	Remarks (Include any NCR Numbers if Applicable)	Check N/A or ✓
3.1	Check contents against shipping list	Checked against Packing Lists container 1 & 2	✓
3.2	Note external contamination	None	✓
3.3	Inspect the outside for physical damage, cracks, dents, scratches		✓
3.4	Degradation of painting		N/A
3.5	Mounting provisions		✓
3.6	Fasteners correctly locked		✓
3.7	Check for protective covers on all electrical and fluid connectors and on optical and sensor apertures		N/A



INCOMING / OUTGOING INSPECTION REPORT

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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		
3.8.3	Internal debris		
3.8.4	Connector covers fitted		
3.8.5	Connector savers in position		
3.8.6	EMC Covers Fitted		
3.8.7	RED tag items/covers fitted		
3.8.8	Any other damage		



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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	To Be Inspected before Fitting by LAM	✓
3.9.2	Internal / external damage		✓
3.9.3	Internal debris		✓
3.9.4	Protection caps fitted	None	✓
3.9.5	Connector Savers fitted	None	✓
3.9.6	EMC Covers Fitted	None	✓
3.9.7	RED tag items/covers fitted	None	✓
3.9.8	Any other damage	None	✓



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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		
3.10.3	All cabling secure		
3.10.4	No internal debris		
3.10.5	Check packaging is correct		
3.10.6	Shock recorders reset		
3.9.7	Additional remarks	Incoming inspection only	



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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

LABORATOIRE D'ASTROPHYSIQUE DE MARSEILLE

SPIRE Alignment toolsCONTAINER 1PACKING LISTBlack case

Quantity	Designation
✓ 1	Baseplate for Photometer channel
✓ 2	Baseplate for Spectrometer channel
✓ 1	Plastic bag with D-Tools screws
✓ 1	Plastic bag with 3 teflon clamps for D-tools baseplate
✓ 1	White harness with LED in red visible light
✓ 1	Green harness with LED in IR light (2x1) for spectrometer channel
✓ 1	Green harness with LED in IR light (1x5) for photometer channel
✓ 3	Green harnesses for D-Tools interconnections

White case

Quantity	Designation
✓ 1	Apex tool 17 mm
✓ 1	Apex tool 25 mm
✓ 1	CS tool Spectrometer channel
✓ 1	CS tool for photometer channel
✓ 1	Clamp for CS tool photometer channel
✓ 1	Hartmann tool for photometer channel
✓ 1	Hartmann tool for spectrometer channel
✓ 1	C3 tool for telemeter

Plastic Container

Quantity	Designation
✓ 3	Alignment cubes

Four

~~ALL OK EXCEPT D TOOL SCREWS~~

10/04/03 ALL OK

LABORATOIRE D'ASTROPHYSIQUE DE MARSEILLE

STM Mirrors**CONTAINER 2****PACKING LIST****Plastic Container 1**

Mirrors	Id Number
SM7	02
SM12A	01
SM12B	01
PM10	03
PM11	02
TM	01

Plastic Container 2

Mirrors	Id Number
CM3	01
CM5	01
PM6	01
SM6	01
SM8A	01
SM8B	01
SM11A	01
SM11B	01
TM	05

Plastic Container 3

Mirrors	Id Number
PM7	02
PM8	03
PM9	02
SM9A	01
SM9B	03
SM10A	02
SM10B	03
TM	03

OK
10/00/03
OK