



INCOMING / OUTGOING INSPECTION REPORT

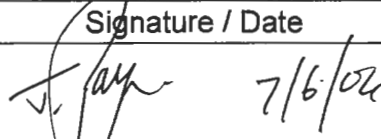
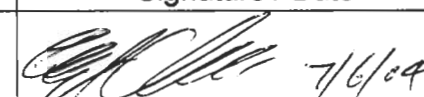
PRODUCT ASSURANCE
Space Science and Technology Department

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP-001804		
Instrument/Model	EGSE	Issue No	1	REV	0
Subsystem	DRCU /DPU Simulator	Date	10 th April 03		

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

Inspection Report	Incoming Inspection	
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FROM	TO
Stockholm Observatory Sweden	SPIRE SSTD RAL

<i>Inspection conducted by</i>		<i>Witnessed by (Product Assurance)</i>	
Name	Signature / Date	Name	Signature / Date
Jeff Payne	 7/6/04.	Eric Clark	 7/6/04

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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:

	SECTION	No
Documentation	Yes	1
Containers	Yes	2
Visual Inspection of Hardware	Yes	3
Connectors	Yes	4
Harnesses	N/A	5
Pre Closure Checks	N/A	6
Interface Verification	N/A	7
List of delivered items	Yes	

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		✓
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.		N/A
1.4	Additional Remarks		None

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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	Supplied as software &.Cards in PC's	N/A
2.4	Warning labels relating to handling, lifting, stacking limits		✓
2.5	Additional Remarks Check security of container		None
	Transport Containers – Internal condition		N/A
2.6	Check environmental monitors such as humidity indicators, shock recorders and record the location and readings on the inspection	None fitted	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	See List at end of this document	✓
3.2	Note external contamination		✓
3.3	Inspect the outside for physical damage, cracks, dents, scratches		✓
3.4	Degradation of painting		✓
3.5	Mounting provisions		✓
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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SECTION 4 CHECK ALL CONNECTORS

No.	Procedure	Remarks (Include NCR Number if applicable)	Check N/A or ✓
3.8.1	Bent pins		✓
3.8.2.	Internal / external damage		✓
3.8.3	Internal debris		✓
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		None

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SECTION 5 CHECK ANY HARNESS AND ASSOCIATED CONNECTORS ASSOCIATED WITH THE HARDWARE NOT APPLICABLE

SECTION 6 PRE CLOSURE CHECKS NOT APPLICABLE

SECTION 7: VERIFICATION OF INTERFACES NOT APPLICABLE

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LIST OF ITEMS DELIVERED.

Parts	SN.	Qty	Model	Subsystem	Date	Description.
DRCU /DPU Simulator				Stockholm Observatory		
Dell GX110 Optiplex Desk top PC	34SG00 J	1	EGSE		10-Apr-03	DPU Simulator
Dell Precision 340 PC	728380 J	1	EGSE		10-Apr-03	DRCU Simulator
Mouse		2	EGSE		10-Apr-03	
Keyboards		2	EGSE		10-Apr-03	
Power Cables		2	EGSE		10-Apr-03	
Computer controlled PS Load		1	EGSE		10-Apr-03	
4M Screened cable 9pin M/F		1	EGSE		10-Apr-03	
IDC to 3off 25pin M		2	EGSE		10-Apr-03	
100Ω 25pin M/F Terminators		3	EGSE		10-Apr-03	
25pin F/F Screened cables (7m)		3	EGSE		10-Apr-03	