



INCOMING / OUTGOING INSPECTION REPORT



PRODUCT ASSURANCE
Space Science and Technology Department

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP- 001823		
Instrument/Model	DPU / AVM	Issue No	1	REV	0
Subsystem	IFSI	Date	14 April 2003		

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

Inspection Report	Incoming	
--------------------------	-----------------	--

FROM	TO
IFSI-CNR Via Fosso Del Cavaliere 100 I-00133 Rome Italy	RAL

Inspection conducted by		Witnessed by (Product Assurance)	
Name	Signature / Date	Name	Signature / Date
Dave Kelsh	 15/04/03	Dave Kelsh	 15/04/03

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP- 001823		
Instrument/Model	DPU / AVM	Issue No	1	REV	0
Subsystem	IFSI	Date	14 April 2003		

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	Yes	7

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.

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP- 001823		
Instrument/Model	DPU / AVM	Issue No	1	REV	0
Subsystem	IFSI	Date	14 April 2003		

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	EIDP Delivered previously	✓
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.	After formal electrical test TBD	✓
1.4	Additional Remarks		

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP- 001823		
Instrument/Model	DPU / AVM	Issue No	1	REV	0
Subsystem	IFSI	Date	14 April 2003		

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	See EIDP	✓
2.4	Warning labels relating to handling, lifting, stacking limits	None	
2.5	Additional Remarks Check security of container		N/A
	Transport Containers – Internal condition		
2.6	Check environmental monitors such as humidity indicators, shock recorders and record the location and readings on the inspection	No Shock Sensors	✓
2.7	Check mounting fixtures or brackets and screws, padding and packing.		✓
2.8	Additional Remarks Check security of container		✓

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP- 001823		
Instrument/Model	DPU / AVM	Issue No	1	REV	0
Subsystem	IFSI	Date	14 April 2003		

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	HSDPU AVM labelled	
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		N/A
3.6	Fasteners correctly locked	No Locking of Screws	✓
3.7	Check for protective covers on all electrical and fluid connectors and on optical and sensor apertures	No covers fitted. Pins & Sockets O.K.	✓

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP- 001823		
Instrument/Model	DPU / AVM	Issue No	1	REV	0
Subsystem	IFSI	Date	14 April 2003		

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		None
3.8.5	Connector savers in position		None
3.8.6	EMC Covers Fitted		None
3.8.7	RED tag items/covers fitted		None
3.8.8	Any other damage		

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP- 001823		
Instrument/Model	DPU / AVM	Issue No	1	REV	0
Subsystem	IFSI	Date	14 April 2003		

FOLLOWING SECTIONS 5 & 6 NOT APPLICABLE

SECTION 5 CHECK ANY HARNESS AND ASSOCIATED CONNECTORS ASSOCIATED WITH THE HARDWARE

SECTION 6 PRE CLOSURE CHECKS

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP- 001823		
Instrument/Model	DPU / AVM	Issue No	1	REV	0
Subsystem	IFSI	Date	14 April 2003		

SECTION 7: 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	Verify Mech Interfaces TBD. DK to Look at EIDP for report	X
4.2	Electrical Interfaces Verification		