

Spacecraft/Project	HERSCHEL	Document No	SPIRE-RAL REP-001829		
Instrument/Model	SPIRE	Issue No	1	REV	0
Subsystem	JPL JFET Modules & JFET Back Harnesses	Date	8 th October 2003		

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

Inspection Report	Incoming
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FROM	TO
JPL	SPIRE RAL

<i>Inspection conducted by</i>		<i>Witnessed by (Product Assurance)</i>	
Name	Signature / Date	Name	Signature / Date
Doug Griffin		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	JFET Modules JFET Back Harnesses	EIDP's delivered with items to be Checked for compliance
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	Harnesses are recorded as NON-FLIGHT However these are to be used as FLIGHT Spares so this is incorrect	

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SECTION 2: INSPECTION OF CONTAINERS JFET

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	None supplied	
2.4	Warning labels relating to handling, lifting, stacking limits		✓
2.5	Additional Remarks Check security of container		
	Transport Containers – Internal condition	Black Case	
2.6	Check environmental monitors such as humidity indicators, shock recorders and record the location and readings on the inspection	None Found	
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 2: INSPECTION OF CONTAINERS HARNESSES

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	None Supplied	
2.4	Warning labels relating to handling, lifting, stacking limits		
2.5	Additional Remarks Check security of container		
	Transport Containers – Internal condition	Beige Case	
2.6	Check environmental monitors such as humidity indicators, shock recorders and record the location and readings on the inspection	None Found	
2.7	Check mounting fixtures or brackets and screws, padding and packing.		N/A
2.8	Additional Remarks Check security of container		

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SECTION 3: VISUAL INSPECTION OF HARDWARE (JFET'S)

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		✓
3.2	Note external contamination	SEE HR-SP-JPL-NCR-005	
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	Protective Covers fitted on all connectors	✓

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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	SEE HR-SP-JPL-NCR-005	
3.8.3	Internal debris	SEE HR-SP-JPL-NCR-005	
3.8.4	Connector covers fitted	YES	
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	SEE HR-SP-JPL-NCR-005	

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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		✓
3.9.2	Internal / external damage	Part No 10209786-1 Lacing loose	
3.9.3	Internal debris		✓
3.9.4	Protection caps fitted		✓
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		

Parts supplied

BS Spectrometer Harness	10209784 Rev B -- S/N 001	Mass 179gm
BS Photometer Harness	10209785 Rev B -- S/N 001	Mass 250.5gm
Photometer Long & Med Wave Harness	10209786 Rev B - S/N 001	Mass 241.6gm

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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	To be checked at Integration	
4.2	Electrical Interfaces Verification	To be checked at Integration	