

Spacecraft/Project	HERSCHEL	Document No	SPIRE-RAL REP-001894		
Instrument/Model	SPIRE	Issue No	1	REV	0
Subsystem	UWC Black Tiles	Date	04/Dec/03		

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

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

FROM	TO
UWC Cardiff	SPIRE RAL

<i>Inspection conducted by</i>		<i>Witnessed by (Product Assurance)</i>	
Name	Signature / Date	Name	Signature / Date
Eric Clark		Eric Clark	

Spacecraft/Project	HERSCHEL	Document No	SPIRE-RAL REP-001894		
Instrument/Model	SPIRE	Issue No	1	REV	0
Subsystem	UWC Black Tiles	Date	04/Dec/03		

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	N/A	4
Harnesses	N/A	5
Pre Closure Checks	N/A	6
Interface Verification	N/A	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	Document No	SPIRE-RAL REP-001894		
Instrument/Model	SPIRE	Issue No	1	REV	0
Subsystem	UWC Black Tiles	Date	04/Dec/03		

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	None seen at inspection	
1.2	Is the accompanying documentation compliant with project requirements	No See Above	
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	Sample Items Delivered By Hand, No Documentation supplied	

Spacecraft/Project	HERSCHEL	Document No	SPIRE-RAL REP-001894		
Instrument/Model	SPIRE	Issue No	1	REV	0
Subsystem	UWC Black Tiles	Date	04/Dec/03		

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	Delivered by Hand no Containers available for inspection	
2.2	Markings for description and destination		N/A
2.3	Packing / unpacking instructions		N/A
2.4	Warning labels relating to handling, lifting, stacking limits		N/A
2.5	Additional Remarks Check security of container		N/A
	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		N/A
2.7	Check mounting fixtures or brackets and screws, padding and packing.		N/A
2.8	Additional Remarks Check security of container		N/A

Spacecraft/Project	HERSCHEL	Document No	SPIRE-RAL REP-001894		
Instrument/Model	SPIRE	Issue No	1	REV	0
Subsystem	UWC Black Tiles	Date	04/Dec/03		

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	No Shipping List available 2 off type 1 & 4 off type 2 Tiles delivered	
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	None Tiles are Glued in position	
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

Spacecraft/Project	HERSCHEL	Document No	SPIRE-RAL REP-001894		
Instrument/Model	SPIRE	Issue No	1	REV	0
Subsystem	UWC Black Tiles	Date	04/Dec/03		

SECTION 4 CHECK ALL CONNECTORS NOT APPLICABLE

SECTION 4 CHECK ANY HARNESS AND ASSOCIATED CONNECTORS ASSOCIATED WITH THE HARDWARE NOT APPLICABLE

SECTION 5 PRE CLOSURE CHECKS NOT APPLICABLE

SECTION 6: VERIFICATION OF INTERFACES NOT APPLICABLE