



INCOMING / OUTGOING INSPECTION REPORT

PRODUCT ASSURANCE
Space Science and Technology Department

Spacecraft/Project	Herschel	Document No	SPIRE-RAL-REP-002015		
Instrument/Model	SPIRE STM/CQM	Issue No	1	REV	0
Subsystem	STM Sorption Cooler	Date	May 2004		

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

Inspection Report	outgoing	
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FROM	TO
Eric Sawyer STTD RAL	Lionel Duband SAP

<i>Inspection conducted by</i>		<i>Witnessed by (Product Assurance)</i>	
Name	Signature / Date	Name	Signature / Date
Alan Pearce Sections 1 to 3		Eric Clark	
Mike Trower (Section 5 Pre Closure)			

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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	N/A	4
Harnesses	N/A	5
Pre Closure Checks	YES	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.

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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	EIDP Returned with Unit	✓
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.	Unit Being returned to Manufacturer for Subsystem Test At RAL request No DRB / MoM Performed.	✓
1.4	Additional Remarks		

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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		✓
2.4	Warning labels relating to handling, lifting, stacking limits		✓
2.5	Additional Remarks Check security of container		✓
	Transport Containers – Internal condition		✓
2.6	Check environmental monitors such as humidity indicators, shock recorders and record the location and readings on the inspection		✓
2.7	Check mounting fixtures or brackets and screws, padding and packing.		✓
2.8	Additional Remarks Check security of container	Purpose Built Transit container used	✓

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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		✓
3.2	Note external contamination		✓
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	Transit Lock screws fitted to Cooler	✓
3.7	Check for protective covers on all electrical and fluid connectors and on optical and sensor apertures		N/A

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FOLLOWING SECTIONS NOT APPLICABLE

SECTION 4 CHECK ALL CONNECTORS

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

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SECTION 6 PRE CLOSURE CHECKS

No.	Procedure	Remarks (Include NCR Number if applicable)	Check N/A or ✓
3.10.1	All internal units securely fastened locked		✓
3.10.2	All internal connector fasteners locked		N/A
3.10.3	All cabling secure		N/A
3.10.4	No internal debris		✓
3.10.5	Check packaging is correct		✓
3.10.6	Shock recorders reset		N/A
3.9.7	Additional remarks	<ul style="list-style-type: none"> • Internal transit container Pressurised to 0.23 Bar with dry Nitrogen • Original shock sensor in place not tripped. • Perspex Lid on transit container modified to accommodate Tyrap bases and temperature sensor stud. See Photographs attached. 	

SECTION 7: VERIFICATION OF INTERFACES **NOT APPLICABLE**