	INCOMING / OUTGOING INSPECTION REPORT	PRODUCT ASSURANCE Space Science and Technology Department		
Spacecraft/Project	HERSCHEL	**Document No**	**SPIRE-RAL REP-002016**	
Instrument/Model	SPIRE	**Issue No**	**1**	**REV** 0
Subsystem	JPL SLW PFM BDA SN 008	**Date**	**3rd June 2004**	

CCLRC Rutherford Appleton Laboratory

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

Inspection Report	**Incoming**	

FROM	**TO**
JPL **USA**	**RAL** **UK**

Inspection conducted by		*Witnessed by (Product Assurance)*	
Name	Signature / Date	Name	Signature / Date
Dave Smith **Eric Sawyer** **pp Dave Smith**		**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:

	SECTION	No
Documentation	**Yes**	**1**
Containers	**Yes**	**2**
Visual Inspection of Hardware	**Yes**	**3**
Connectors	**TBD at integration**	**4**
Harnesses	**N/A**	**5**
Pre Closure Checks	**N/A**	**6**
Interface Verification	**TBD at integration**	**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	Paper copy of EIDP included Electronic copy sent previously	✓
1.2	Is the accompanying documentation compliant with project requirements	Unpacking instructions for RED Transit box included with EIDP in White Metal Box	✓
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	The BDA is delivered in a large 1m^2 box containing- A smaller White metal box, containing- A smaller Blue metal box, containing- The red transit container with the BDA inside it	✓

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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 to 2.4 check by Dave Smith only**	
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	Item delivered in large 1m^2 box White inner container removed from box and stored in G56 preparation area	✓
2.2	Markings for description and destination		✓
2.3	Packing / unpacking instructions	See above	
2.4	Warning labels relating to handling, lifting, stacking limits		✓
2.5	Additional Remarks Check security of container	All Sealed	✓
	Transport Containers – Internal condition		
2.6	Check environmental monitors such as humidity indicators, shock recorders and record the location and readings on the inspection	Inside Blue box on top of red transit container are three shock monitors 10g, 20g, & 50 g The 10g was tripped in both axis	
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	

No.	Procedure	Remarks (Include any NCR Numbers if Applicable	Check N/A or ✓
3.1	Check contents against shipping list	**Note The BDA is only inspected down to the Red transit container at this stage.**	✓
3.2	Note external contamination		✓
3.3	Inspect the outside for physical damage, cracks, dents, scratches	**Connectors and cleanliness of the BDA will be inspected and comments recorded in the AIT Log when it is integrated**	✓
3.4	Degradation of painting		✓
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		**N/A**

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THE FOLLOWING SECTIONS ARE N/A OR WILL BE RECORDED IN THE AIT LOG DURING INTEGRATION AS INDICATED

SECTION 4   **CHECK ALL CONNECTORS**   **AIT LOG**

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

SECTION 6   **PRE CLOSURE CHECKS**   **NOT APPLICABLE**

SECTION 7   **VERIFICATION OF INTERFACES**   **AIT LOG**