

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP-002027		
Instrument/Model	OGSE	Issue No	1	REV	0
Subsystem	ATC BSM	Date	11 June 2004		

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

Inspection Report	BSM OGSE Incoming inspection Rep	
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FROM	TO
ATC	SSTD 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:

	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.

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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, and 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	Draft EIDP supplied	✓
1.2	Is the accompanying documentation compliant with project requirements	See Above	✓
1.3	Note DRB/MoM Document Number, minutes and note any discrepancies with respect to agreements recorded. OR attach copy of minutes.		N/A
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	<p>Unit delivered and unpacked By Hand by ATC No outer packing was available to check.</p> <p>We are unable to confirm that the Packing unpacking instructions in the EIDP were followed.</p>	X
2.2	Markings for description and destination		X
2.3	Packing / unpacking instructions		X
2.4	Warning labels relating to handling, lifting, stacking limits		X
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	None seen	
2.7	Check mounting fixtures or brackets and screws, padding and packing.		N/A
2.8	Additional Remarks (Check security of container)	Item was not Baked out, received in a sealed plastic Bag with the mirror section wrapped in tissue paper	

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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	SPIRE BSM 022-008 & Shoe 0114	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	No Shipping List with item only ref in EIDP	
3.2	Note external contamination	Unit cleaned with IPA (not the Mirror) Wipe badly soiled when wiping Shoe Particulate Contamination Found using UV Light Vavuumed and re cleaned with IPA.	✓
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		N/A
3.7	Check for protective covers on all electrical and fluid connectors and on optical and sensor apertures		N/A

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REMAINING SECTIONS NOT APPLICABLE

SECTION 4

CHECK ALL CONNECTORS

SECTION 5

**CHECK ANY HARNESS AND ASSOCIATED CONNECTORS
ASSOCIATED WITH THE HARDWARE**

SECTION 6

PRE CLOSURE CHECKS

SECTION 7

VERIFICATION OF INTERFACES