

Spacecraft/Project	HERSCHEL / SPIRE	Document No	SPIRE-RAL REP-002051		
Instrument/Model	Sorption Cooler / CQM	Issue No	1	REV	0
Subsystem	SBT	Date	29 th June 2004		

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

Inspection Report	Incoming /	
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FROM	TO
CEA GRENOBLE	RAL

<i>Inspection conducted by</i>		<i>Witnessed by (Product Assurance)</i>	
Name	Signature / Date	Name	Signature / Date
Alan Pearce	29/06/04		

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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, 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	CQM EIDP AND SAFETY ISSUES	OK
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.		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		OK
2.2	Markings for description and destination	HAND CARRIED	✓
2.3	Packing / unpacking instructions	In EIDP	✓
2.4	Warning labels relating to handling, lifting, stacking limits	NONE	✓
2.5	Additional Remarks Check security of container	TIED WITH STRING THROUH PAD LOCK HOLE	✓
	Transport Containers – Internal condition		
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.		OK
2.8	Additional Remarks Check security of container		N/A

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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	NO LIST (one Item Only Delivered)	✓
3.2	Note external contamination	NONE	✓
3.3	Inspect the outside for physical damage, cracks, dents, scratches		OK
3.4	Degradation of painting		N/A
3.5	Mounting provisions		OK
3.6	Fasteners correctly locked		OK
3.7	Check for protective covers on all electrical and fluid connectors and on optical and sensor apertures	CQM COOLER IN PRESSURISED CONTAINER	OK

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SECTION 4 CHECK ALL CONNECTORS

No.	Procedure	Remarks (Include NCR Number if applicable)	Check N/A or ✓
3.8.1	Bent pins	COOLER IN CONTAINER UNTIL NEEDED	
3.8.2.	Internal / external damage		
3.8.3	Internal debris		
3.8.4	Connector covers fitted	NONE	
3.8.5	Connector savers in position	NONE	
3.8.6	EMC Covers Fitted	NONE	
3.8.7	RED tag items/covers fitted	NONE	
3.8.8	Any other damage	NONE	

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THE FOLLOWING SECTIONS ARE NOT APPLICABLE

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

SECTION 6 PRE CLOSURE CHECKS

SECTION 7: VERIFICATION OF INTERFACES

Note: Item has been integrated and de-integrated prior to this.