

Justification	
This Procedure is written because:	<input type="checkbox"/> Of the lengthiness of the process.
	<input type="checkbox"/> Of the complexity of the process.
	<input checked="" type="checkbox"/> The process is routine, but it's essential that everyone strictly follows the rules.
	<input checked="" type="checkbox"/> The process demands consistency.
	<input checked="" type="checkbox"/> The process involves documentation.
	<input type="checkbox"/> The process involves significant change.
	<input checked="" type="checkbox"/> The process has serious consequences if done wrong.

Project Details	
Project Name	
Contract Number	
Client	
Client's representative	
Main Contractor	
Project Address	

Purpose and Scope
The purpose of this inspection procedure is:
<ul style="list-style-type: none"> - Compliance with contractual specifications. - Fulfilment of stakeholder requirements and expectations. - Adherence with agreed methodologies. - Use of approved materials.
Thus defects and it's impacts shall be minimized, non-conformities shall be avoided and finally client satisfaction shall be achieved.

Input(s)
Common inputs to inspections are:
<ul style="list-style-type: none"> - Applicable Standards (BS etc., usually reflected in drawings ...), - Contractual Specifications, - Approved Drawings, - Method Statements, - Material and other approvals, - Formal instructions, - ...

Output(s)
Outputs of inspections are:
<ul style="list-style-type: none"> - Acceptance of certain features, - Records, - Recommendations and updates, - ...

Inspection Process
<ul style="list-style-type: none"> - Brief the executor(s) and involved key-staffs prior first execution of a new activity, - Check aspects of the executed feature, - Request for Inspection, - Inspect the executed feature, - Verify compliance with applicable specifications and requirements, - Accept, - ...

Responsibilities
<ul style="list-style-type: none"> - The quality, technical and safety managers brief the executing staffs. - The executing supervisor with the help of specialized team checks the works and requests for inspection, - Quality control staffs inspect, - The QC manager or his designee verifies compliance, - The client accepts, - ...

