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| <http://quality-management.magt.biz> | Saturday, October 11, 2014 |

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| **Justification** | |
| **This Procedure is written because:** | 🞎 Of the lengthiness of the process. |
| 🞎 Of the complexity of the process. |
| 🗷 The process is routine, but it's essential that everyone strictly follows the rules. |
| 🗷 The process demands consistency. |
| 🗷 The process involves documentation. |
| 🞎 The process involves significant change. |
| 🗷 The process has serious consequences if done wrong. |

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| **Project Details** | |
| **Project Name** | EKO ENERGY ESTATE PROJECT |
| **Contract Number** | - |
| **Client** | Satellite Oil & Gas International Limited - SOGIL |
| **Client’s representative** | Norman Nadera |
| **Main Contractor** | Cobel Construction Services Nigeria Ltd. - CCS |
| **Project Address** | Victoria Island – Lagos Nigeria |

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| **Inspection Process** |
| * Receive material documentation, * Review material documentation, * Receive material, * Inspect material for damages and specifications, * Verify compliance with applicable specifications and requirements, * Check quantities, * Accept, * Update register and logs, * … |

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| **Responsibilities** |
| * The QC manager or his designee receives and reviews the various documents such as certificates, datasheets etc. * The logistic staffs receive the material, * The QC staffs inspect the material, * The QC manager or his designee verifies adherence to specifications, * The logistic staffs check quantities, * The client representative or his designee accepts the material, * The QC manager and the Log. manager or their respective designees update register and logs. * … |

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| **Output(s)** |
| Outputs of inspections are:   * Records, * Recommendations and updates, * … |

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| **Input(s)** |
| Common inputs to inspections are:   * Applicable Standards (BS etc., usually reflected in drawings and material approvals), * Contractual Specifications, * Approved Drawings, * Method Statements, * Material and other approvals, * Formal instructions, * … |

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| **Purpose and Scope** |
| The purpose of this inspection procedure is to ensure that:   * Only approved materials conforming to the specifications are used for permanent works. * Materials are fit for use and free of damages. * Material documentation meets requirements.   Thus reworks and it’s impacts shall be minimized, non-conformities shall be avoided and finally client satisfaction shall be achieved or exceeded. |

Repair/Replace

Register

Accept

Verify

Inspect

Check

Receive Material

Review documentation

Receive documentation