

Inspection Procedure

Project Details

http://quality-management.magt.biz

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.

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

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.

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,

Output(s)

Outputs of inspections are:

- Records,
- Recommendations and updates,
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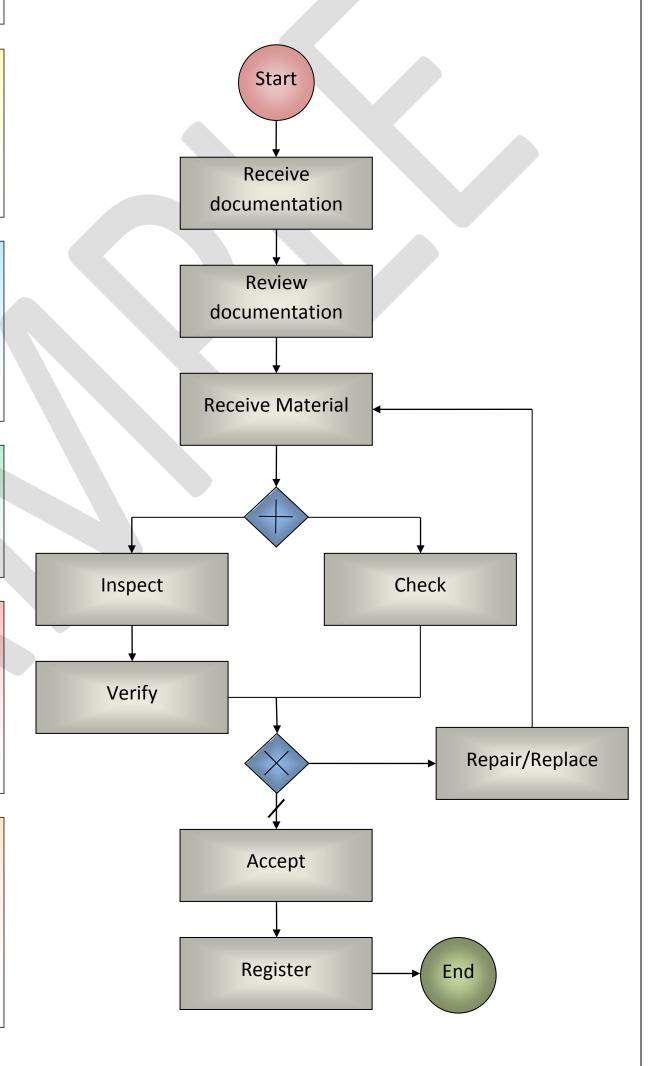
Inspection Process

- 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.



Author:

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