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

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| **Project Details** |
| **Project Name** |  |
| **Contract Number** |  |
| **Client** |  |
| **Client’s representative** |  |
| **Main Contractor** |  |
| **Project Address** |  |

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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. |

Briefing

Checking

Request for Inspection

Inspect

Verify

Accept

Re-work

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| **Responsibilities** |
| * 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,
* …
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| **Inspection Process** |
| * 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,
* …
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| **Output(s)** |
| Outputs of inspections are:* Acceptance of certain features,
* Records,
* Recommendations and updates,
* …
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| **Input(s)** |
| Common inputs to inspections are:* Applicable Standards (BS etc., usually reflected in drawings …),
* 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:* 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. |