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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