

**INSPECTION OF MACHINES, SPARE PARTS & INDUSTRIAL GOODS**  
**WORK INSTRUCTION**  
**UIS-I-29**

An inspection program should be agreed upon prior to inspection, loading and shipping with the seller's representative.

Hereafter an outline of main inspection steps, which can be followed to conduct a normal inspection for machines, industrial & construction equipments & materials such as: Production Machines, Injection Machines, Conveyor Belts, Crushing Plants, Loaders, Bull Dozers, Dumpers, Trucks, Concrete Mixers & Pumps, Wood, Machines ...etc.

**1            Documents Review:**

- 1.1            Review of inspector assignment and relevant documents (Contract, L/C, Proforma Invoice, and Technical Specification and any special instructions).
- 1.2            A meeting is to be held with the supplier representative at the inspection site in order to review together the documents needed and to discuss the inspection plan and to request any assistance, if necessary.
- 1.3            Inspector is to be informed by the supplier on main quality system & standards applied for production and testing.
- 1.4            Check test result records of routine and daily analysis and running tests done by quality control personnel at production facilities on each machine / equipment of the product.
- 1.5            Review records and certificates for calibration of the instruments & devices to be used for testing to assure their accuracy.
- 1.6            Inspector should ask for and obtain technical specifications and certificates of components and materials and their sub suppliers.
- 1.7            Inspector should ask for and obtain records and certificates of 'Type Test' of relevant products as well as technical literature of relevant models.

## **2. Visual and Dimensional Inspection**

- 2.1 Inspector visually checks goods for appearance, newness, dimensions, thickness, painting, machine name plate, motor power, r.p.m., type of material, any mechanical damages and manufacturing defects should be checked and recorded.
- 2.2 Check for proper packaging (wrap, insulation etc.)
- 2.3 Each single item or otherwise in case of mass production, representative sample should be checked for quality, dimensions etc. Such parameters are essential to determine conformity of machines, industrial materials and spare parts.
- 2.4 The inspector should check for "Operation & Maintenance Manuals" as well as spare part reference book and any other kits or spare keys...etc.

## **3. Sampling & Testing**

- 3.1 Random sampling of products, equipments, spare parts ...etc. should be conducted according to UIS procedure (UIS-P-10).
- 3.2 Among other checks and tests, the inspector shall check for earthing system, class of insulation, protection, name plate data....etc.
- 3.3 According to applicable standards, a certain number of samples are subjected to relevant tests. Results should be clearly recorded on adequate form or sheet mentioning the method applied. When goods are Semi-Knocked Down or Complete Knocked Down, an assembled unit as well as components should be checked for various specifications, features or functions such as running tests ...etc. Safety procedure should be observed during testing.
- 3.4 The results of tests carried out or witnessed should be checked to determine conformity with contract conditions. If a certain degree of non-conformity is detected, the Technical Department should be immediately informed and change of sampling plan and QAL may be required according to UIS procedures and/or relevant international standards.

## **4. Packing and Loading**

- 4.1 The inspector shall check for suitability of packaging ( for protection against damage, insulation from dust & wet weather conditions, its sea worthiness...etc). If goods are shipped inside containers, inspector should follow stuffing & sealing of containers and record the container and seal numbers.
- 4.2 The inspector shall follow UIS common practice to supervise loading.

## **5. Reporting To Technical Department**

- 5.1 Daily reporting directly to Technical Department shall be made on UIS-F-29 form and should include exact inspection location phone No., progress of inspection, non-conformities and any other remarks.
- 5.2 Upon completion of any given inspection, final inspection reports should be forwarded to the Technical Department by fax or email, as soon as possible but not later than (24) hours of inspection completion, together with the packing list, calibration certificates and any other document, signed, stamped and dated by the inspector.