

INSPECTION OF MACHINES
WORK INSTRUCTION
UIS-I-41

An inspection plan should be agreed upon prior to inspection with the seller's representative. **This plan shall be in compliance with requirements of the Purchase Order, Submitted Offer, Contract and any other relevant documents.**

Hereafter an outline of main inspection steps, which can be followed to conduct pre-shipment inspection for **light or heavy duty machines.**

1. Meeting & Documents Review

- 1.1 Review of inspector assignment and relevant documents including but not limited to client specifications (Contract, L/C, Proforma Invoice, Technical Specifications and any Special Instructions), also to acquire and review any additional relevant standards.
- 1.2 After the inspection has been scheduled, a meeting is to be held with the supplier/**manufacturer** representative at the inspection site in order to meet the **designated** representative in charge of inspection, to review the documents and to discuss the implementation of **the inspection plan and to ensure proper inspection if necessary. Minutes of meeting can be prepared and signed.**
- 1.3 Inspector is to be informed by the supplier on main quality system & standards applied for manufacture and testing of items subject to inspection.
- 1.4 **Inspector shall verify all test results, including the tests that he witnesses, as well as the tests carried out by the manufacturer during assembling of the machine or its components.**
- 1.5 Review records and certificates for calibration of the instruments and devices used for testing, measuring or weighing to assure their accuracy.
- 1.6 Inspector shall ask for and obtain technical specifications and certificates of components and materials, and their sub-suppliers to ensure they meet the contractual requirements and that they are from the specified origins and according to the approved vendor list.

2. Visual and Dimensional Inspection

- 2.1 Inspector visually checks **machines/equipment** for appearance, newness, marking, **paint** and physical defects; such as dents, mechanical damage, rust, **leakages...** etc.
- 2.2 **Make simple measurements of dimensions, size and check of capacity rating as applicable.**
- 2.3 Discrepancies to be recorded, photographed and reported on the daily and final inspection reports, indicating extent and number or percentage of detected discrepancies.
- 2.4 Check for proper packaging (wrap, insulation, handling... etc.) All markings are to be checked, year of manufacture, **serial number, model...** etc.

3. Sampling and Testing

- 3.1 According to applicable standards, a certain number of each model are to be subjected to functional testing. Witness the tests to check that their performance conforms to the contractual specification. Results should be clearly recorded on an adequate form or sheet, stating the method applied and must be reviewed by the inspector. All test forms, function test reports and sheets should be jointly signed by inspector and **designated representative** indicating the serial number, model, date & time of the test and indicating whether the result is satisfactory or not.
- 3.2 The results of tests carried out or witnessed should be checked to determine conformity with **the Purchase Order and Contract Requirements**. If any non-conformity is detected, the UIS Technical Department **shall be notified and in turn notifies the seller in order to take action immediately and the buyer of any non-conformities and corrective actions taken**.
- 3.3 **All factory tests, including measurement, alignment, stability, vibration, electrical, NDT and any other checks/tests which are required by the Purchase Order, Contract, relevant factory procedures or the Inspection Test Plan (ITP), are to be properly documented indicating method, results and remarks. Inspector shall indicate clearly conformity of test results and visual inspection and/or any non-conformity found.**

4. Protection Covering and/or Packing

- 4.1 The inspector shall follow UIS common practice for covering and packing and/or any international standard agreed to by the buyer and seller.
- 4.2 The inspector should make sure that packaging is suitable and affords adequate protection during transporting and handling. Inspector must note that many goods need special protection from wet weather conditions by proper wrapping, silica gel bags, etc.
- 4.3 The inspector should check for O.M. Manuals, Spare Part References and any requirements mentioned in the Purchase Order, etc.

5. Reporting to Technical Department

- 5.1 **The daily report shall be prepared on UIS-F-29 Form and to be sent directly to the Technical Department on a daily basis. On the daily reports, the inspector should clearly indicate the progress of inspection/testing activities, difficulties faced and include photos of inspected items.**
- 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, **photos** and any other documents (signed, stamped & dated by the inspector).