



INSPECTION & TEST PLAN
to BS EN ISO 9001: 2008 for
KEY VALVE INTERLOCKS

INSPECTION & TEST PLAN

Document No: XXXXX

ITP Item	PO Item	Procedure / Description	Reference Documents	Acceptance Criteria	Inspection Points		Comments
					SFC	Client xxxxx	
1	All	POST-AWARD CLARIFICATIONS. EXPEDITING/SOURCING OF VALVE VENDOR TOPWORKS DRAWING DATA.	C.O.P. 04	Order Acknowledgment	R		
2	All	PREPARATION OF IN-HOUSE WORKS MANUFACTURING SPEC. COVERING LOCK ADAPTOR MACHINING DRAWINGS, KEY/LOCK CODING, TAGGING, HARD-STAMPING AND KEY ENGRAVING.	C.O.P. 07 MCDS	MCDS- Doc no: XXXXX	R		
3	All	PROOF CHECKING OF INTERLOCK ADAPTOR MACHINING DRAWINGS PRIOR TO ISSUE TO MACHINE SHOP.	C.O.P. 07	MCDS Doc no: XXXXX	R		
4	All	INSPECT INTERLOCK COMPONENT CASTINGS – THESE ARE INSPECTED FOR CONFORMITY WITH PRESCRIBED ENGINEERING STANDARDS OF ACCEPTANCE. RECEIVE/ACCEPT DELIVERY.	C.O.P. 05	FOUNDRY CERTS OF CONFORMITY TO BS EN 10204 - 2.1.	R		
5	All	INTERLOCK SYSTEMS FABRICATION PROCEDURES FOR MACHINING OF LOCK MOUNTING ADAPTORS, KEY/LOCK CODING, TAGGING, STAMPING ETC.	C.O.P. 06 MCDS	MCDS Doc no: XXXXX	R		
6	All	FUNCTION TESTING OF COMPLETED ASSEMBLED INTERLOCK SYSTEMS AND FINAL VETTING AGAINST PURCHASE ORDER/SPECIFICATION REQUIREMENTS.	C.O.P. 06 MCDS	Purchase Order Spec No: XXXXX MCDS Doc no: XXXXX	W/R	W/R	CLIENT OPTION TO WITNESS.
7	All	FINAL INSPECTION IN ACCORDANCE WITH CLIENT PRESCRIBED REQUIREMENTS INCLUDING REVIEW OF PRE-APPROVED VENDOR DOCUMENTATION AND CERTIFICATION.	C.O.P. 06 MCDS GA Drawings * Letter of Conformity ITP	Compliance with PO Requirements ITP Doc no: XXXXX MCDS Doc no: XXXXX	H	H	CLIENT AND/OR INSPECTION AUTHORITY MAY ATTEND BY PRE-ARRANGEMENT.
8	All	PACKING/MARKING AS PER PURCHASE ORDER REQUIREMENTS.	C.O.P. 06 MCDS & PACKING LIST	MCDS Doc no: XXXXX	W/R	W/R	CLIENT OPTION TO WITNESS.
9	All	INSPECTION RELEASE CERTIFICATES AND CERTIFIED DOCUMENTATION TO BE SUBMITTED SUPPORTING VENDOR INVOICE.	MCDS Certificate of Conformity	ALL VALIDATED BY SFC LETTER OF CONFORMITY TO BS EN 10204-2.1.-Doc no: XXXXX C.O.P. 06	R	R	
10	ALL	MDR REVIEW	Manufacturers Data Report (Manual)	Manufacturers Data Report (Manual)- Doc no: XXXXX	R	R	

LEGEND	
<p>'H': MANDATORY HOLD POINT - PURCHASER MUST ATTEND</p> <p>'W': WITNESS - PURCHASER MUST BE ADVISED</p> <p>'R': REVIEW OF RECORDS</p> <p>'XXXXX': TO BE POPULATED WITH DOCUMENT CODE ONCE DOCUMENTATION PACKAGE IS IN MOTION</p>	<p>C.O.P.: COMPANY OPERATING PROCEDURE</p> <p>C.O.P 05-Purchasing</p> <p>C.O.P 06-Production Process</p> <p>'MCDS': MASTER CONTROL DATA SHEETS</p>