

TITLE OF INSPECTION & TEST PLAN

SUPPLIER NAME

ITP NUMBER

PURCHASE ORDER NUMBER

Revision	Date	Description	Origin By	Check By	Approved By
<i>Rev No</i>	<i>Date Revised</i>	<i>Reason for Issue</i>	<i>Supplier</i>	<i>Supplier</i>	<i>Supplier</i>

Legend:	H - Hold	Hold - No further activities can take place without approval (see notes).
	R - Review	Review Documentation.
	W - Witness	Witness Activity (see notes).
	M - Monitor	Monitor Process.
	A - Approve	Approve Documentation.

Note: Suppliers are free to use other legend symbols from those listed above as long as they are clearly defined within the ITP

Op. No.	Supplier Activity	Supplier Quality Activity	Procedure Ref.	Acceptance Criteria	Verifying Document	Personnel Responsible	Inspection Levels			
							Supplier	Project	Client	3 rd Party
01	Contract Review	Review CranstonEng PO and approved drawings. Identify & review all relevant Codes, Standards & CranstonEng Specifications as applicable (i.e. PED, ATEX, CE marking)	Supplier's Procedure	Project Purchase Order	Contract Review evidence	Supplier's personnel as defined in their QMS	H			
Note:	Ensure that all relevant specifications have been thoroughly reviewed and that any additional requirements e.g. testing, concessions, inspections, qualifications etc have been duly considered.									
02	Kick-Off Meeting (If requested by Project)	Ensure that the ITP has been submitted to the Project for review prior to the KOM taking place	Supplier's Procedure	Project specified requirements for KOMs	Minutes of KOM produced by Project	Supplier personnel as relevant to the PO	H	H	W	
Note:	As a minimum, the ITP submitted prior to the KOM shall be a draft version prepared in accordance with these guidelines. The draft ITP will be discussed and agreed upon between the supplier and the Project at the KOM.									
03	Project approval of Supplier documents	Review the Project PO and submit all required documentation as specified in the agreed SDS (i.e. Material certificates, Welding and NDT procedures)	Supplier Starter Pack	Project Purchase Order	Project approved documents (see note below)	Supplier's document control/ Quality function	H	H, R/A		
Note:	Before any work can proceed beyond this hold point documents must be at Code F - "Accepted". Alternatively, documents at Code A - "Accepted with Comments" will be acceptable but <u>only</u> where the comments have been addressed and, in addition, the documents have been re-submitted to the Project DCC for approval.									
04	Production	Relevant production activities as defined within the supplier's Quality Management System	Supplier's Procedures (Project approved where applicable)	Project PO & Specifications	As required by the supplier's QMS and any Project specified requirements	Supplier's production personnel	Supplier to advise	M		

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Note:	Please provide as much details as possible in this section outlining all activities from procurement, pre-production and production stages up to the point of inspection as relevant to the order. If manufacturing activities are subcontracted by the supplier then a separate ITP from the sub-supplier is required. If Flanges have been procured and/or fabricated, definition is required with regards to the conformance and protection of the seal faces.									
05	Testing	Relevant testing activities such as NDT, Pressure Testing, Loop Testing, Load Testing etc listing each as a separate line item in the ITP	Supplier's procedures approved by the Project	Project PO & Specifications	Testing Reports, Charts, Radiographs etc	Supplier or sub-supplier competent personnel	H	W, R/A see note below	W	
Note:	As a minimum, the Project will review all testing certification and operator qualifications at the supplier's works. Depending on the scope of work, witnessing of testing by the Project/Client may be required. Please note that 5 working days' notice is required by the Project before the witnessing of any activities deemed as a Witness point.									
06	Weld Repair (if applicable)	Carry out weld repairs in accordance with Project approved methods/procedures	Supplier's procedures approved by Project.	Project Specifications	NDT Reports, Radiographs etc	Supplier or sub-supplier competent personnel	H	H	W	
Note:	As a minimum, the Project requires to be notified by the supplier of any base material weld repairs or major weld repairs to a weld before they take place, and the Project will then advise the supplier whether or not witnessing of these repairs is required.									
07	Dimensional Survey (where applicable)	Verification that dimensional accuracy has taken place during manufacture/production	Supplier's Procedure	Project approved drawings	As-built drawings, dimensional survey reports etc	Supplier or sub-supplier competent personnel	H	H	W	
Note:	The Project will witness the dimensional check by the supplier or perform a separate dimensional check on the finished product. This may be in the form of a review of the dimensional survey reports where the Project Inspector cannot physically verify dimensional accuracy.									
08	Coating / Lining of Completed Product (where applicable)	Visually inspect completed items for correct colour and damage to coating / lining Review completed coating / lining reports	Project approved procedures	Project/Client Coating Specification	Coating Report	Supplier or sub-supplier competent personnel	H R/A	M R		

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Note:	The Project will visually inspect the coated item and review the coating reports. Coating thickness checks may also be performed by the inspector as deemed necessary.									
09	Factory Acceptance Test (where applicable)	Perform a series of agreed tests to verify compliance to Project requirements	Project approved procedures	FAT Procedure	Test Reports	Supplier or sub-supplier competent personnel	H	H	W	
Note:	The Project/Client will require a nominal 10 working days' notice before attending any FAT. (see page 2 for further information on notice periods)									
10	Final Inspection	Verify that all requirements of the Project PO have been met and confirm visual acceptance of the finished product	Supplier's Procedure	Project Purchase Order & Specifications	Project Final Inspection Certificate (IRC), Report/Sheet	Supplier's competent personnel	H	H	W	
Note:	The Project appointed inspector will verify that all PO requirements have been met and issue an Inspection Release Note (IRC) to the supplier. If flanges are part of the release then it should be noted within the ITP that a check of the seal face is conducted and confirmation documented that the seal faces are undamaged and flange seal face protection applied.									
11	Packaging & Dispatch	Ensure products are packaged in accordance with Project requirements. Include a copy of the Project IRC, lifting equipment/weight certification/CoC/DoC (as applicable) and delivery note/packing list with the shipment. Request Material Movement Ticket (MMT) from Project.	Supplier's Procedure	Project Purchase Order Requirements	Project Inspection Release Certificate Project Material Movement Ticket	Supplier's competent personnel	H	H	W	
Note:	No items will be accepted at the Project's nominated delivery point unless accompanied by a Project MMT.									
12	Documentation	Prepare Documentation Package(s) and Submit to the Project for approval	Supplier's Procedure	Project Purchase Order Requirements	Documentation Package (s)	Supplier's competent personnel	R/A	H, R/A		

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Note:	The documentation file(s) should ideally be ready when the goods are dispatched. However, the actual submission date for the final documentation will be agreed upon between the Project and the supplier at the KOM or upon submission of the SDS. As a minimum certain certification requirements will be required to accompany the material or equipment upon release (i.e. pressure test certificates, load test certificates, mill certificates). The Manufacturing Record Book (MRB) can then follow at a later date as agreed on the SDS.									

Inspection & Test Plan Fulfilment:	
Signed (Supplier): _____	Signed (Project): _____
Name: _____	Name: _____

Note:	The above box or similar should be added to the ITP. The Project signatory will be the Quality Representative/Inspector.
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