

CHECK-LIST – INPECTION TEST PLAN

For each item to be delivered:

- Type of checks: visual, mechanical, measurement,...
- Quantity to be checked: 100%, a sample, a lot
- Reference document or applicable norm: document stating the procedure for the tests
- Record format of the check: Test certificate, Inspection report
- Required inspecting entities: Customer, Your company, subcontractor
- Role of each inspecting entity: performing, witnessing or verifying the tests
- Special mark for “Customer Hold Point” (also called “Witness”): when an inspection by the customer (sometimes its customer) is mandatory to proceed further
- The location of the tests
- Health-Safety-Environment intervention point prior to critical activities, if any