**FQM LIMITED**

**XX-P-005**

**NDT & Documentation Packages**

1. **RESPONSIBILITY**

When raising a job no and/or when raising a production detail card the contract is checked for the level of QA required i.e Third party inspection, NDT etc, see QA Levels (XXD-02) for details. These are to be noted on the production detail card, and then passed to Quality Representative for issue the QA box is to be initialled. A quality plan and/or IT&P may be required.

Contracts Manager/

Quality Representative/

Operations Manager

The contract requirements from client supplied information and the specified QA requirements are to be noted on the production detail card (XX-F-012). The worksheet and any drawings are then issued.

Contracts Manager/

Operations Manager

On completion of an operation or at a hold point the Charge-hand reports job status to Operations Manager. NDT request is raised by QA Representative when NDT is required. See QA Manual (XX-D-01) section 8.10

Charge-hands

During the course of the contract the appropriate certification or reports are assembled

Quality Representative

The reports are reviewed against the clients PO & drawings for conformance.

No

 Yes

The reports are compiled into a package for issue to the Client & Classification Society if required.