**FQM LIMITED**



**XX-P-007**

**Final Inspection & Release**

* 1. **PURPOSE**
  2. To formalise a method by which [COMPANY NAME] carry out inspection and testing of items during the manufacturing process and on final completion.
  3. **RESPONSIBILITY**
  4. The QC Inspector or delegate is responsible for ensuring that release is given for each inspection hold point prior to continuing to the next process, and that items are fully inspected and acceptable according to supplied drawings/details given by Client before release.
  5. The QC Inspector or delegate is responsible for ensuring that all Inspection & Test Documentation is completed correctly and retained as Quality Records.
  6. **PROCEDURE**
  7. The frequency and stringency of inspections are determined by the applicable quality assurance level as described in procedure XX-P-01: Work enquiry, contract review & work order issue. The acceptance criteria for visual examination and specialist operations, NDT, coating, PWHT etc, shall be in accordance with customer requirements, drawings supplied and/or national/international standards as defined on the Production Details Card (XX-F-012).
  8. An Inspection and Test Plan (XX-F-014) shall be raised as requested by Client and shall clearly describe any third party inspections, sub-contractor activities, together with any company inspection of the work in progress.
  9. Inspections of sub-contractor activities shall be as specified by the customer, Inspection and Test Plan and/or project specifications. Access to sub-contractor activities is to be given to the customer, for inspection and test purposes as necessary.
  10. The QC Inspector or delegate shall monitor all in house activities. Results of inspection hold points shall be recorded on the Inspection & Test Plan where applicable.
  11. Upon completion of all QA Level 1, 2 & 3 work, a final inspection shall be carried out by the QC Inspector or delegate. On being satisfied with the work items inspected and ready for release shall be tagged to identify their status either with ‘QC Approved’ sticker or tagged ‘inspected ready for release’. For orders of many parts they will be tagged and marked with the number out of total number i.e. 1 of 10, 2 of 10 etc.
  12. Items failing inspection shall be dealt with in accordance with our Control of Non-Conforming Output Procedure QA Manual (XX-D-01) Section 8.17. Corrective actions arising from non-conforming product will be processed in accordance with our Corrective Action Procedure in section 10.2 of the QA Manual.
  13. On completion and release a Certificate of Conformity (XX-F-020) shall be raised and signed by the QC Inspector or delegate this will include material certificates, weld procedure & qualifications, NDT certificates and any other information required. This will be sent to the Client once the job is closed and invoiced in order to accompany the goods. Client may sight these documents at any time during construction on request.
  14. The Operations Manager or delegate shall complete and sign an advice note (XX-F-015) to signify product release for all QA Level 4 work.