



**Indian Oil Corporation Limited**

**Panipat Hydrogen Generation Unit  
Praxair India Private Limited**

Linde Plant-Project ID <b>2910A70M</b>	Client Project ID <b>NA</b>	
Linde Plant-Project Code <b>Panipat_HGU</b>	Client Project Code <b>NA</b>	
Linde Document No. <b>0022MC5770-(RQSC-0001)-W-PC 0802 (EN)</b>	Client Document No. <b>NA</b>	Client Rev. <b>NA</b>

**Confidential**

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## **PROCEDURE FOR INWARD MATERIAL INSPECTION**

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Vendor Name <b>VISHAL ENTERPRISE</b>	Vendor Project Number <b>VE/2023-24/09</b>
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IFR	02	05.03.2024	SHIVANG DIWAKAR	HARDIK PRAJAPATI	HARDIK PRAJAPATI	
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<b>Status</b>	<b>Issue</b>	<b>Date</b>	<b>Prepared</b>	<b>Reviewed</b>	<b>Approved</b>	<b>Remark</b>

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## 1 SCOPE

This procedure defines material Inward Inspection for the structural, gratings, miscellaneous items, paint & welding consumable material for the **Panipat\_HGU structural steel fabrication project** at workshop.

## 2 PURPOSE

The purpose of this procedure is to define the System Receipt Inspection of all kind of project materials.

## 3 DISTRIBUTION & INTENDED AUDIENCE

**LEI:** Linde Engineering India Pvt. Ltd  
**VE:** Vishal Enterprise

## 4 ABBREVIATIONS

ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials.
ITP	Inspection & Test Plan
IMIR	Inward Material Inspection Report
IR	Inspection Report
IRN	Inspection Release Note
MTC	Material Test Certificate
MDR	Material Discrepancy Report
MRN	Material Return Note
GRN	Goods Receipt Note
NCR	Non-Conformance Report

## 5 REFERENCE DOCUMENTS

SR. NO	DOCUMENT NAME	DOCUMENT NUMBER	LATEST REVISION
1	Inspection and Test Plan For Structural Steel Fabrication & Painting	0022MC5770 (RQSC-0001) W-TB 9219.001	01
2	Inspection and Test Plan - Fasteners	0022MC5770 (RQSC-0001) W-TB 9219.002	01
3	Inspection and Test Plan Grating	0022MC5770 (RQSC-0001) W-TB 9219.003	01
4	Non-Ferrous Material Specification	ASME SEC II PART-B	2021
5	Hot Rolled Medium & High Tensile Structure Steel - Specification	IS 2062	2011
6	Fabrication Specification – Structural Steel	&AG-(2910A70M)-W-SC 1901.001 (EN)	01

## 6 RESPONSIBILITY

**Site In charge – shall be responsible for**

- Provision of necessary resources like Manpower, Equipment, Storage area. etc.

**Store Keeper / Store Supervisor – shall be responsible for**

- Performing visual inspection,
- Reporting of any deterioration or damage of materials such as Bend, Dent, Scratches, any other defects.
- Verifying Quantity, Documentation of Received Materials.
- Reporting of Excess materials, shortage or damaged material through Material Discrepancy Report (MDR).
- Updating the inventory status of all Stored Materials and Equipment.
- Maintaining records such as Goods Receipt Note (GRN), Material Receiving Issuing Records (MR), Preservation Log book, etc.,
- Performing IMIR marking / Stamping on Materials.
- Restoration of Color-Coding on materials in case of Fading.

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## **Material / Inward QC Engineer – shall be responsible for**

- Performing Visual & Dimensional inspection.
- Reviewing of IR / IRN & Material Test Certificates (MTC).
- Preparation of Inward Material Inspection Report (IMIR).
- Performing inspection activities as per approved ITP.
- Liaison with LINDE & TPIA.

## **7 PROCEDURE**

### **7.1 MATERIAL RECEIVING**

- Advance notification on ‘Material notices’ or “shipping notification” along with packing list shall be communicated by Material Controller / Planning Engineer to Store Supervisor, Inward QC Engineer.
- Storage areas shall be marked and barricaded dedicated to the project.
- Storage of material in designated areas shall conform to storage & preservation requirements in accordance with LINDE requirements or Manufacturer Recommendations.
- Material shall be handled in a manner which maintains its quality and condition.
- Store Supervisor & Material controller shall ensure that material area is within close proximities of job execution locations as far as possible.
- Sufficient spacing shall be ensured around stored material for ease of mobility and inspection.
- The shipment shall be verified by Store supervisor for Physical damages, Quantities in compliance to Purchase Order, Packing Lists, Shipping and Invoicing Instructions.
- Over (quantity), Short (quantity) or Damages that are observed shall be reported through material discrepancy report (MDR) by the Store Personnel / QC Engineer within 3 working days from receipt of shipment.
- Stores personnel shall generate the Goods Receipt Note (GRN) based on actual Quantity received.

### **7.2 INWARD INSPECTION**

- All project Material shall be inspected by the Inward QC Engineer as per applicable code, standard & approved ITP.

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- Store Supervisor in correspondence with discipline project engineer shall ensure material accessibility, manpower, resources and test equipment (as applicable) required for swift inspection of material.
- QC Engineer shall prepare Inward Material Inspection Report (IMIR) with the designated heat number, tag number, MTC Number etc. as applicable.
- The whole process of material inward inspection shall be completed within 2 days from date of material received.
- All accepted materials shall mark with IMIR ID number by Paint / Permanent marker. Inspection status of materials shall be identified by color ribbon.
- Inward QC Engineer shall raise Internal Nonconformity Report (INCR) for identified violation or non-compliance to project requirements. Identified material with violation or Non-Compliance shall be quarantined in designated quarantine area.
- Inward QC Engineer shall raise inspection offer for receiving inspection of material to LINDE / TPIA as per approved ITP.
- If material is rejected, Red Color coding shall be marked on material along with red ribbon and project details and quarantined at dedicated location to avoid intermix with other accepted materials.

## 8 ATTACHEMENT

Annexure – I: Inward Material Discrepancy Report (VE/QA/FORMAT/26)

Annexure – III: Inward Material Inspection Report - Structure (VE/QA/FORMAT/18)

**Annexure – I:**  
**Inward Material Discrepancy Report**

		<b>VISHAL ENTERPRISE &amp; VRISHAL ENGINEERING PRIVATE LIMITED GROUP OF COMPANIES</b>		
INWARD MATERIAL DISCREPANCY REPORT (MDR)				
<b>JOB DETAILS</b>				
CLIENT			REPORT NO.	
PROJECT			REPORT DATE	
PO NO.			IMIR NO.	
VENDOR/MANUFACTURER			IR/IRN NO.	
DISCREPANCY OF MATERIAL :				
DISCREPANCY DETAIL				
1	MISMATCH BETWEEN IDENTIFICATION MARKING AND TC		3 PHYSICAL DAMAGE	
2	NOT FULFILLING PO/SPECIFICATION		4 OTHERS	
REMARKS OF STORE SUPERVISOR :				
REMARKS OF QC ENGINEER :				
	ACCEPTED		REJECTED	
QC ENGINEER SIGNATURE				
VE/QA/FORMAT/26 REV.1				

**Annexure – II:****Inward Material Inspection Report – Structure**

		<b>VISHAL ENTERPRISE &amp; VRISHAL ENGINEERING PRIVATE LIMITED</b> <b>GROUP OF COMPANIES</b> <b>INWARD MATERIAL INSPECTION REPORT (STRUCTURAL)</b>											
CLIENT		PROJECT	PANIPAT _ HGU			IMIR NO							
CLIENT PROJECT NO		2910A70M	ITP NO				DATE						
SR. NO.	ITEM	DESCRIPTION	SIZE & THK	SPECIFICATION	MANUFACTURER / VENDOR	UNIT	QTY	HEAT / LOT NO	TC NO.	PO / INVOICE NO	CHECK TEST REQUIREMENT	REMARKS	
REMARK													
		VE -QC			CLIENT QC / ENGINEER								
SIGNATURE													
NAME													
DATE													
VE/QA FORMAT/18 REV.2													