**ESS Tuning Dump Screen System**

**Incoming Inspection Procedure**

**Document Change Record**

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Section/Sheet | Comment |
| 1.0 | 15/10/19 |  | First Issue |

**Document Purpose**

This document defines the incoming inspection checks on Tuning Dump hardware assemblies prior to assembly and test. This document should be printed and completed by hand during assembly. Once completed with all signatures, a scanned copy should be sent to the project manager for storage in the document management system.

**Unit**

|  |  |
| --- | --- |
| Module name: |  |

**Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| Assembled by: | Print | Signature | Date |
| Approved by: | Print | Signature | Date |

**Test Procedure**

|  |  |  |
| --- | --- | --- |
| **Step number** | **Task Description** | **Initial / Date** |
|  | Prior to unpacking  Inspect the condition and integrity of the packing container. Note any damage to the container; if shock watches are installed confirm they have not been activated, check that relevant paperwork is included.  Record observations here:   |  |  |  | | --- | --- | --- | | **Overall packaging condition** | **GOOD / FAIR / POOR**  (delete as appropriate)  Comments must be provided if condition is not GOOD | | | **Shocks Watches**  **(if present)** | **Rating (g)** | **Activated (Y/N)** | |  |  | |  |  | | **Photographs taken** | Y/N | | | **Comments:**  (use continuation sheet if necessary) |  | | |  |
|  | Unpack the item  Unpack the item, observing any unpacking instructions or warnings |  |

**Test Completion**

Lead technician responsible to check all steps have been completed:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signed** | **Date** |
|  |  |  |  |

**Continuation Sheet:**

|  |
| --- |
| *Record any additional observations here* |