|  |  |  |  |
| --- | --- | --- | --- |
| RMSGov_logo_mono_RGB |  | Contractor inspection and test plan (ITP) compliance checklist | 907 |
| Regional Maintenance  |  | For information about this form see procedure: OCP-04 Contractor management |

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| RM Project Engineer to strike through [~~strike through~~] non- applicable requirements before issuing to the Contractor.  Project Engineer to check for compliance when completed and returned by the Contractor. **(Delete this box before sending to the Contractor).** |

**This document is to be completed by the Contractor to show how their documentation complies with RMS requirements.**

**Contract**

**Contractor**

|  |  | **To be completed by Contractor** | **To be complete by RM** |
| --- | --- | --- | --- |
| **ISO 9001 Clause** | **Requirement** | **Yes/No** | **Reference to clause/page in your ITP** | **Comments/Actions (where there is non-compliance)** |
| **7.5** | **Production and service provision** |  |  |  |
|  | Do Work Process Control Plans (or technical procedures) give reference to standards, codes, regulations, where appropriate? |  |  |  |
|  | Does Work Process Control documentation cover suitability of equipment and working environment, where appropriate? |  |  |  |
|  | Does Work Process Control documentation identify acceptance and workmanship criteria (e.g. characteristics, tolerances, qualifications)? |  |  |  |
|  | Does Work Process Control documentation address safety assessment and control? |  |  |  |
|  | Does Work Process Control documentation cover monitoring and control methodology and records? |  |  |  |
|  | If this is a “qualified” work process, are details of records included for equipment controls and personnel qualifications? |  |  |  |
|  | Are the above documents included in the Work Process Control Plans? |  |  |  |
| **8.1** | **Measurement, analysis and improvement - general** |  |  |  |
| 8.1.1 | Are ITPs (and associated ITP forms) included for all inspection and testing required by the Specifications, including subcontracted work? |  |  |  |
|  | Does ITP and records provide for identification and traceability? |  |  |  |
|  | Does ITP include time limits for testing, time constraints for submission, plus specified Hold and Witness Points? |  |  |  |
|  | Does ITP identify sampling and testing methods, frequency of sampling/testing and acceptance criteria? |  |  |  |
|  | Does ITP identify when RMS statistical sampling techniques apply? |  |  |  |
| 8.1.2 | Does ITP identify amount and nature of in-process inspection? |  |  |  |
|  | Does ITP identify amount and nature of final inspection and testing? |  |  |  |
| 8.1.3 | Do ITP record sheets provide for confirmation that each lot has received the frequency of testing required by the ITP? |  |  |  |
|  | Do ITP record sheets include provision to show whether each lot has passed or failed its inspections and/or tests? |  |  |  |
|  | Do ITP record sheets include provision to indicate when nonconformity control is initiated? |  |  |  |
|  | Do ITP record sheets identify inspection authority responsible for release of product? |  |  |  |

Contractor Assessment

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| --- |
| The Contractor or Contractor’s representative who completes the checklist completes this section to confirm that their documentation complies with RMS requirements. |
| Contractor name: |  | Position: |  |
| Company name: |  | Contact Phone: |  |
| Email: |  |
| Signature: |  | Date: |  |

Project Engineer Assessment

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| --- |
| **Note:** It is recommended that the Contractor develop their own ITP where the work is complex with definite possibility of product or service nonconformity. |
| Inspection and Test Plan assessed as complete for the project?  | Yes | □ | No | □ |
| Contractor to work under their own Inspection and Test Plan? | Yes | □ | No | □ |

Where the contractor is to work to the RM ITP, hard copies of RM RSMP/PSP (or sections thereof) provided to the Contractor must be controlled.

|  |  |  |  |
| --- | --- | --- | --- |
| PE name: |  | Date: |  |
| PE signature: |  |