**Data Item Description**

**Ready for Inspection Advice**

**QA206**

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| **Ready for Inspection Advice** | **QA206** |

**Purpose**

The purpose of this document is to provide instructions to Suppliers on the standards and contents of their Ready for Inspection Advice to meet the Purchaser’s requirements.

**References**

This DID must be read in conjunction with Schedule A (General Conditions), Part 5 (QA) of the SOW, Part 12 (LOG) of the SOW, Supplier’s Quality Plan and ITP.

**Preparation Instructions**

This DID shall comply with the general format, content and preparation instructions set out in Part 1 (INTRO) and Part 5 (QA) of the SOW.

**Format and Content**

The Ready for Inspection Advice shall be issued in Supplier’s own format.

The Ready for Inspection Advice shall contain the following information at a minimum:

1. Project and Subcontract Reference
2. Date and time of inspection activities;
3. Anticipated duration;
4. Location;
5. ITP activity reference(s);
6. List of completed items to be inspected;
7. Details of principal contact for inspection activity (email, phone);
8. Any special site requirements such as PPEs;
9. Supply As-built drawings for equipment to be inspected; and
10. Purchaser and third party acknowledgment request (Attendance/attendance waiver/comments).
11. Supplier shall provide any additional information necessary for the inspection of the product(s).

**Special Instructions**

1. Where verified copies are required they will be stamped as such in red and will include Supplier’s name/logo and verifier’s name.
2. The Ready for Inspection Advice shall be issued with a reference number e.g. RFI-001.