**Data Item Description**

**Manufacturing Completions Records**

**QA207**

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**Purpose**

The purpose of this document is to provide instructions to Suppliers on the standards and contents of their Manufacturing Completions Records 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 Supplier may propose its own standard format and content provided prior agreement to do so has been obtained from the Purchaser’s Quality Assurance Authority.

The Manufacturing Completions Records shall be indexed in such a way to enable immediate retrieval of its contents and would typically contain:

1. Title Page detailing Material/Equipment description, Subcontract Number, Supplier’s contact name and telephone number;
2. Full and detailed packing list;
3. Acceptance Checklist;
4. Purchaser Inspection Release Note;
5. Third party release notes e.g Class (where appropriate);
6. Punch-list (Outstanding work punch-lists when Purchaser approves incomplete items for shipment. Agreed dates for completion of outstanding work to be noted on punch-list);
7. Dimensional Survey
8. Weight certificate
9. Certificate of conformity
10. Type approval Certification;
11. Lifting/Proof Load/ Test Certificates;
12. Material Certificates for site welded interface items see note a) below;
13. As-built drawings;
14. Photos of completed items; and
15. Software Release Note (where appropriate).

NOTES:

1. All certificates included which are unique to the material/equipment supplied are to be annotated with Agreement number and item number and Material Reference Number.
2. Some of the documents listed above may change depending some the system type e.g. Mechanical, Electrical, etc. The index shall be agreed with Purchaser before completion and submission of the Manufacturing Completions Records.

**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 Manufacturing Completions Record shall be immediately prepared following final inspection and issuance of the Inspection Release Note.
3. The completed Manufacturing Completions Record shall be submitted to the Purchaser for approval prior to despatch.
4. Following the approval of the Manufacturing Completions Record, the call-Off Order shall be issued to Supplier, to authorize dispatch of completed items when required.