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Title:

Inspection Coordination Procedure

SM 506

References to other documents	ZN 016	Integrated Management System Manual
	PP 007	Nonconformity Control, Corrective Action, Preventive Action
	PP 105	Project Quality Planning
	PP 314	Technical Documentation and Vendor Prints Control
	PP 516	Inspection, Control and Test Documents

Cancelled documents:

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TABLE OF CONTENTS

1	PURPOSE AND SCOPE	3
2	GLOSSARY	3
3	LIST OF ABBREVIATIONS	3
4	DESCRIPTION OF ACTIVITIES.....	4
4.1	ORGANIZATION AND COMMUNICATION	4
4.2	GENERAL REQUIREMENTS	4
4.3	VENDOR 'S QUALIFICATION AND QUALITY SYSTEM REQUIREMENTS	5
4.4	PRE-INSPECTION MEETING	5
4.5	MANAGEMENT OF INSPECTIONS IN PRODUCTION.....	5
4.6	INSPECTION MANAGEMENT OF ASSEMBLY / CONSTRUCTION WORKS ON THE SITE	9
4.7	INSPECTION AND TEST MANAGEMENT OF TKB 'S ACTIVITIES.....	10
5	RESPONSIBILITIES AND COMPETENCIES	12
6	QUALITY RECORDS	13
7	ANNEX.....	13

The text below contains references to forms:

- 0055 Nonconformity Report
- 0075 Inspection Report
- 0076 Release Protocol
- 0243 Control and Tests Plan

1 PURPOSE AND SCOPE

The purpose of this Directive is to determine rules for coordination of activities between the Supply Chain Entities (Vendor – TKB – Client) in Quality Management sphere.

This Directive is applicable in all cases, unless otherwise stipulated in the “Contract” or “Coordination Procedure”. It is applicable for manufacturing as well as within the course of field erection.

2 GLOSSARY

Approval	Final review activity to reassure that the accomplishment of requirements was tested and verified. Consent with release for further proceedings.
Test/Control	Activity such as measurement, check, examination or comparison (gauging/sampling) of one or more product quality features and comparison of the outcomes with specified requirements, aimed at conformity achievement.
Client	Purchaser (Customer) in terms of the Contract.
Normative document	General term for law documents, directives and standards.
Inspection	Activity conducted by TKB inspectors or a Client’s certifying inspection in order to verify the outcome/s of inspections/tests, their implementation or participation in their implementation within the terms of this Directive.
Item	General expression for equipment, component, part, material, product etc.
Nonconformity	Nonconformity in terms of requirements specified for an item.
Review	Assessment of an item’s condition / status in relation to requirements in order to evaluate its ability to meet the requirements, identify problems and propose a solution.
Requisition	TKB’s document specifying technical requirements for an item.
Specification	Document specifying requirements (for a product or a process).
Test/Testing	Activity aimed to prove fulfilment of requirements specified for a product (usually non-destructive, destructive, strength, leakage, functional testing, etc.)
Vendor	Organization from which TKB orders a product (item).
Corrective action (Disposition)	Activity aimed to resolve nonformities.
Verification	Activity of a review nature, conducted by a person authorized to do so, in order to determine conformity with the criteria (elements of verification) specified for a given function.
TKB’s QC Inspector	Employee of Project Execution and Quality Management Dpt., authorized to conduct inspections.
Third Party	Independent organization whose participation ensues from the legislation (TIČR, Authorized Person, Notified Body)

3 LIST OF ABBREVIATIONS

INS	Inspection, Inspection Report
NCR	Non-Conformity Report
OP	Business Case
PD	Design Documentation
PKZ	Inspection and Test Plan
PLK	Quality Management Plan
UP	Release Protocol
TKB	Kovoprojekta Brno a.s.

4 DESCRIPTION OF ACTIVITIES

4.1 ORGANIZATION AND COMMUNICATION

4.1.1 Communication between the Parties involved shall follow stipulations defined in the "Coordination Procedure" if issued for a specific business case.

4.1.2 Communication between TKB, the Vendor and an eventual Third Party, concerning Quality Management, as described in this Directive, shall be made by Contact Persons of at least:

- a) The Vendor
- b) TKB's Quality Management Inspection
- c) The Client's Quality Management Inspection
- d) Third Party.

4.1.3 Communication between the Vendor and the Client in terms of Quality Inspection shall be mediated through TKB, unless otherwise stipulated.

4.2 GENERAL REQUIREMENTS

- Vendor shall provide TKB and the Client with free access to processes and documentation related to the subject of delivery. Vendor is obliged to assure suitable conditions for these activities, as well as personnel's participation.
- All costs associated with non-satisfactory outcomes of inspections conducted by TKB or the Client shall be settled by the Vendor if caused by Vendor's failure.
- Inspections conducted by TKB or the Client do not replace inspections, tests and measurement conducted by the Vendor and do not relieve the Vendor of his responsibility for possible nonconformities and defects of delivery.
- In case of equivocal interpretation of normative documents and Business Case Project Documentation, the Vendor shall inquire the Client about his/her decision in writing. Otherwise the stricter resolution is to be applied.
- Nonconformity with the requirements of this Directive may become grounds for rejection of the delivered item.
- Inspections, tests and measurement shall be conducted in accordance with normative documents valid at the time of signing of the Contract with the Vendor, unless otherwise stipulated in the Contract.
- Vendor is allowed to order the works or services at his Subcontractor, however, this activity shall be subject to approval by TKB.
- TKB or the Client have the right to waive the scheduled inspection at any time without any impacts upon his/her right to reject defective deliveries, even after delivery. Vendor will be informed of the withdrawal of TKB or the Client in an appropriate manner.
- If TKB or the Client have doubts as to whether the Vendor meets specified quality requirements, the abovementioned Parties are entitled to request additional or extended inspections, tests or measurement from the Vendor.
- Vendor is responsible for the full provision of all documents, tests, conformity assessment and revisions (initial, emergency, first operational if demanded), required by valid normative documents. Furthermore, the Vendor is responsible for ensuring necessary gauge or equipment in appropriate condition (range, calibration, etc.).
- TKB and the Client reserve the right to review also revisions of Vendor's documents that have previously been accepted or approved.

4.3 VENDOR'S QUALIFICATION AND QUALITY SYSTEM REQUIREMENTS

4.3.1 Capabilities and Competences

- a) Vendor is obliged to prove their professional capabilities and competences of the respective personnel if prompted (e.g. welding, heat treatment, NDT controls, etc.).
- b) Vendor of dedicated technical equipment and their parts is obliged to possess Authorizations and Certificates relevant to the type and scope of respective supply activities.

4.3.2 Vendor's Quality System

- a) Vendor shall execute the delivery within his own Quality System, which has to comply with ISO Standard 9001:2015 requirements or equivalent standards.
- b) In case the Vendor implements a different quality/environmental system than the abovementioned one, TKB is entitled to audit this system to evaluate its suitability for the given purpose.

4.4 PRE-INSPECTION MEETING

4.4.1 Where applicable, TKB arranges an "Inspection-Coordination Meeting" at the Vendor's to clarify contractual requirements, such as:

- a) Duties and responsibilities of the parties involved in inspections,
- b) Scope, content, conditions and coordination of inspections conducted,
- c) Applicable normative documents,
- d) Records, Protocols and Technical Documentation,
- e) Specific tests requirements,
- f) Special processes requirements (welding, heat treatment, surface finish, etc.),
- g) Nonconformities, queries, non-conformity management.

4.4.2 Pre-inspection meeting is usually organized by TKB's Project Manager in the presence of:

- a) TKB's QC Inspector,
- b) Special Processes Engineers (if applicable),
- c) Chief Designer.

Note: The Client shall be notified about the Pre-inspection meeting sufficiently in advance.

4.5 MANAGEMENT OF INSPECTIONS IN PRODUCTION

4.5.1 Inspections, Testing and Measurement Planning

4.5.1.1 Minimum required scope of inspections, tests and measurement

Scope of inspections, tests and measurement is specified in applicable normative documents and in the Requisition (in the List of required design/technical documentation, which is usually a part of the Requisition). This scope shall be considered a minimal one by the Vendor and the Vendor is obliged to draw up an appropriate "Inspection and Test Plan" accordingly. According to their own practice, the Vendor may conduct other inspections and tests.

4.5.1.2 "Inspection and Test Plan" conducted by the Vendor shall meet the following minimum requirements:

- a) Enable planning of suitable scope and sequence of inspections to ensure that quality requirements are met.

- b) Individual inspections shall be specified, or a reference to a specification document shall be made. (In case this is an internal document of the Vendor, it must be provided to TKB and the Client sufficiently in advance.)
- c) Inspection specifications shall include:
 - Method (eventually the gauges and test equipment used),
 - Scope (quantity, %),
 - Product evaluation criteria (defect tolerance),
 - Documentation of the outcomes (Inspection and Test Plan, Assembly/Construction Logbook, the Protocol etc.).
- d) In the event of a nonstandard inspections or tests, a reference shall be made to the corresponding "Instruction" according to which the respective test or inspection will be carried out and evaluated.
- e) It shall enable all the parties concerned (i.e. TKB, the Vendor) to plan inspection activities through inspection points and enable confirmation of these activities' implementation.
- f) If the Vendor's "Inspection and Test Plan" is not in compliance with the abovementioned requirements, or as per Requisition specification, the Vendor shall use TKB's form (see the Form 0243 in valid revision).

4.5.1.3 When planning inputs into the Items quality verification process, the following inspection points shall be applied:

H - Hold Point

The Vendor's activity shall not be continued until the required test / inspection is conducted and documented as satisfactory in the presence of the person for which the inspection point was scheduled.

W - Witness Point

Readiness to carry out the inspection point shall be announced to the respective individual. He/she may waive the inspection point in question. The result shall then be reviewed subsequently.

R - Review Point

The respective individual reviews the test / inspection outcomes report (i.e. the Protocol).

C – Copy of a Document (Copy)

Like R, the copy of the Protocol shall be a part of the Technical Documentation.

RI – Random Inspection

The Vendor conducts the inspection in specified scope. TKB or the Client conduct random inspection only. (Additional rules can be stipulated, e.g. the number of inspected items.)

DR – Document Review

4.5.1.4 Inspection and test plans are subject to Technical Documentation review by TKB or the Vendor, unless otherwise stipulated.

4.5.2 Coordination of Inspections, Inspection Requests

4.5.2.1 Vendor's Inspection Request to TKB

- a) In case that TKB or the Client has an "H" or "W" participation codes planned for individual inspection points, the Vendor is obliged to invite TKB for individual inspections in writing.
- b) The written request shall contain at least:
 - Identification of the Vendor,
 - Inspection object (name, label, quantity, etc.),
 - Inspection subject (type of inspection and test, a point in accordance with Inspection and Test Plan,
 - Place and time of inspection,
 - Vendor's contact person (name, telephone, e-mail address, etc.)

- c) The call for inspection must be applied in (mutually agreed) sufficient time before the inspection date.
- d) In the event of a change in the date or subject of the planned inspection caused by the Vendor, the Vendor is obliged to immediately inform TKB and propose another solution in writing.

4.5.2.2 TKB's Inspection Request to the Client

Upon receipt of the "Inspection Request" from the Vendor, TKB shall send the request to the Client without undue delay, also in sufficient advance.

Note: It is assumed that the possible participation of the Third Party (TIČR, Notified Body, etc.) is provided by the Vendor, unless stipulated otherwise in the Contract.

4.5.3 Conduction of Inspections, Tests and Measurement

4.5.3.1 Items quality evaluation shall be conducted in at least two stages, i.e. as follows:

- a) By the Vendor's personnel.
- b) By inspections conducted by TKB, the Client, eventually The Third Party.

4.5.3.2 Vendor is responsible for provision of:

- a) Suitable testing, inspection and measuring equipment;
- b) Verification, calibration and maintenance of the test control and measuring equipment (records of verification or calibration must be at disposal during the inspection);
- c) Qualified personnel for conduction of tests and evaluation of their outcomes;
- d) Documentation (in the latest applicable revision) necessary for the inspection process, including the "Inspection and Test Plan".

4.5.3.3 Inspections, tests and measurement

- a) Inspections, tests and measurement shall be conducted in compliance with the approved documents and related drawings, procedures, instructions and specifications.
- b) Inspection point shall be documented by the individuals who have planned the respective inspection point.
- c) Vendor's representatives authorized by the Vendor for this activity and in compliance with all applicable normative documents are the only ones allowed to conduct inspections and tests, to evaluate the outcomes and confirm such outcomes in protocols.
- d) Inspection and test protocol (if required by the "Inspection and Test Plan") will be prepared, evaluated and submitted by the Vendor to TKB, the Client and eventually to The Third Party for review of the outcomes. The outcome of the evaluation must be a clear determination of whether the item CONFORMS / DOES NOT CONFORM to the specified criteria.
- e) After satisfactory completion of all scheduled inspections and tests, including results documentation in respective reports / protocols, the Vendor's QC manager will complete final evaluation of the "Inspection and Test Plan" to comply with specified requirements. This evaluation shall also include a conclusion of all non-conformities. This activity shall be documented by the Vendor.

4.5.3.4 Identification of item status after inspections, tests, measurement

The status identification of the item (meeting the criteria - compliant, not meeting the criteria - non-compliant) is subject to the Vendor's Quality Management System.

The Vendor is obliged to ensure that nonconforming items are identified in suitable manner and prevent the unauthorized use of a nonconforming item until the nonconformity is resolved.

4.5.3.5 Release Protocol

- a) In the case of more complex products, where inspections in production are assumed, a "Release of the Item for Dispatch" may be contractually agreed (e.g. in the Requisition) by TKB.
- b) This is documented in the Release Protocol (Form 0076) issued by the TKB's QC inspector. In this case, no item is allowed to be packed and shipped by the Vendor before TKB's release.
- c) Items in the Release Protocol must be clearly identifiable (e.g. by a serial or item number); multiple items can be released simultaneously.
- d) TKB may release items for dispatch conditionally, in which case the conditions must be stated in the Release Protocol.

4.5.4 Nonconforming Items Management

4.5.4.1 Nonconformities identified by the Vendor's Personnel

- a) Nonconformities identified by the Vendor's personnel must be resolved within the Quality System of the relevant Vendor
- b) If it is so stipulated in the Contract with the Vendor, the origin of the noncompliance and corrective action must be notified to TKB. This obligation may be limited to certain dispositions of noncompliance.

4.5.4.2 Nonconformities identified by TKB / the Client

In the event of a discrepancy during inspection at the Vendor's identified by a TKB employee (QC inspector or another), a Client's employee or a Third Party, the following procedure is implemented in accordance with PP 007:

- a) TKB employee issues a Nonconformity Report (Form 0055 in a valid revision), in which he/she specifies the identified nonconformity and hands the Report over to the Project Manager and the Vendor.
 - b) Vendor shall propose remedial measures (Nonconformity Disposition - *use as it is*; - *rework*; - *correct*; - *discard*; - *reassign for a different use*.)
 - c) The Disposition proposed by the Vendor shall be examined at least by the Project Manager, or other TKB's specialized departments. Based on the results of the review, they shall comment on the Nonconformity Report.
 - d) Implementation of the approved Disposition (and therefore nonconformity elimination) must be verified and confirmed by the issuer of the Nonconformity Report
- If stipulated in the Contract, the Client also enters the process of reviewing the Disposition.

4.5.4.3 All nonconformities (identified by the Vendor, TKB, the Client) shall be concluded before the item is released for dispatch.

4.5.5 Records Management

4.5.5.1 Reports, Protocols and Forms

- a) Results of inspections and tests shall be documented in the forms and protocols of the Vendor, unless otherwise stipulated by the Contract (Requisition), e.g. forms specified by the Client.
- b) Protocols of conducted inspections and tests shall include at least the following data and information:
 - Noninterchangeable protocol number;
 - Unique product identification;
 - Date of Inspection / Test;
 - Recorded / acquired data and measurement values (where applicable);
 - Use of test equipment and instruments, including their registration number (calibration);
 - Reference to the standard (instruction) according to which the inspection / test was conducted;

- Result and its evaluation (satisfactory / non-satisfactory);
- Name, job title and signature of the evaluator.

4.5.5.2 Inspections, Tests and Measurement Documentation

- a) Scope of inspections and tests documented in the report / protocol is defined in the "Inspection and Test Plan",
- b) Upon completion of inspections and tests, the control document (usually the "Inspection and Test Plan") and inspection and test reports / protocols become a "Record",
- c) The Vendor has to file copies of all reports / protocols and other documents proving achieved quality for at least 5 years, unless otherwise stipulated in the Contract or valid normative documents.

4.5.5.3 TKB's Inspection Protocols / Reports

The outcome of TKB's inspection is documented by TKB's inspector:

- By his/her signature (confirmation of participation) of a respective inspection point in the Vendor's "Inspection and Test Report",
- By his/her signature (confirmation of participation) of the Inspection and Test Plan, if issued,

4.5.5.4 In the Inspection Report (Form 0075 in valid revision). Technical Documentation

The Vendor has to provide TKB with "Vendor Prints" for each supplied item of which the minimum scope, contents and design are defined in:

- Normative documents requirements
- Client's requirements
- By requisition (so-called "List of required technical documentation/design documentation").

4.6 INSPECTION MANAGEMENT OF ASSEMBLY / CONSTRUCTION WORKS ON THE SITE

Similar rules shall apply to assembly / construction works inspection management as to the workshop production of items, unless otherwise stipulated in this part of the Directive.

4.6.1 Inspections and Tests Planning

4.6.1.1 The Vendor shall draw up an Inspection and Test Plan in accordance with provisions of Chapter 4.5.1.

4.6.1.2 The same inspection points as in Chapter 4.5.1 shall be used to plan inputs to the item quality evaluation process.

4.6.1.3 Inspection and Test Plans are subject to a technical documentation review procedure by TKB and the Client, unless otherwise stipulated.

4.6.2 Coordination of Inspections, Inspection Requests

The provisions of Chapter 4.5.2 of this Directive apply to the coordination of inspections and tests.

- a) If TKB or the Client has planned participation codes H or W for individual inspection points, the Vendor is obliged to invite TKB (QC inspector or Site Manager, unless otherwise agreed) for individual inspections in writing.
- b) Upon receipt of the Inspection Request from the Vendor, TKB shall send the request / invitation to the Client without undue delay.
- c) If TKB ensures the participation of the Third Party (Notified Body, TIČR), it shall also inform the representative of the Third Party about the date and place of the inspection.

4.6.3 Inspection Process

4.6.3.1 The provisions of Chapter 4.5.3 of this Directive shall apply at inspection and test processes.

4.6.4 Nonconforming Items Management

4.6.4.1 The provisions of Chapter 4.5.4 of this Directive shall apply to the management of nonconforming items.

4.6.5 Records Management

4.6.5.1 The provisions of Chapter 4.5.5 of this Directive shall apply to the management of records.

4.6.5.2 Inspections and tests implemented during assembly / construction works on the construction site shall be conducted in accordance with the Inspection and Test Plan in which the record type is also identified. This can be:

- Confirmation of the inspection / test by signing of the Inspection and Test Plan (the participant's signature confirms the conformity of an item)
- Entry in the Construction / Assembly Logbook
- Protocol (may be amended by data extracts from measuring instruments, etc.)

4.6.5.3 The outcomes of inspections and tests shall be documented in the Vendor's forms unless otherwise stipulated in the Contract (e.g. forms required by the Client, or TKB's forms).

4.7 INSPECTION AND TEST MANAGEMENT OF TKB'S ACTIVITIES

Similar rules apply to TKB's own activities (assembly / construction works) inspections management as for workshop production of items or assembly or construction work carried out by a Subcontractor within the scope of activities provided by TKB.

4.7.1 Inspection and Test Plan

The Inspection and Test Plan is elaborated by the TKB's QA Engineer in accordance with provisions of Chapter 4.5.1. Inspection and Test Plan are subject to the Client's review of the technical documentation, unless otherwise stipulated.

4.7.2 Inspection and Test Coordination, Inspection and Test Requests

The Site Manager notifies the QC Inspector in writing of the readiness for the inspection or test; after the inspection or test, the QC Inspector informs the Site Manager about the outcome by return.

4.7.3 Inspection and Test Processes

4.7.3.1 Inspections and tests are conducted by a QC Inspector or a Specialist, either TKB's or an external one.

4.7.4 Inspection and Test Coordination, Inspection and Test Requests

The Site Manager notifies the QC Inspector in writing of the readiness for the inspection or test; after the inspection or test, the QC Inspector informs the Site Manager about the outcome by return.

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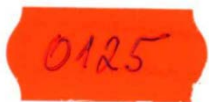
4.7.5.2 A Record of the conducted inspection or test shall be made in accordance with the requirements of the Inspection and Test Plan.

- Confirmation of the inspection / test by signature in the Inspection and Test Plan (by signing the participant confirms that the item is compliant)
- Entry in the Construction / Assembly Logbook
- Protocol (may be amended by data extracts from measuring instruments, etc.)

4.7.6 Nonconforming Items Management

4.7.6.1 In the event of nonconformity, a TKB employee (usually a QC Inspector) shall mark the product with a Discrepancy Label (Retention Label) in a suitable place - on the factory label, or in place of the Metallurgical Material Certificate label.

4.7.6.2 The QC Inspector shall issue a Nonconformity Report (Form 0055) in which he/she shall specify the identified noncompliance and forward it to the Project Manager. If it is so stipulated in the Contract, the Client also enters the process.



Retention Label for a nonconforming item, amended by the number of the Nonconformity Report

4.7.6.3 The following procedure is similar to Chapter 4.5.4.

4.7.6.4 The nonconforming item must not be used for assembly / construction until the nonconformity is eliminated (resolved).

4.7.6.5 Elimination of nonconformity must be verified and confirmed by the issuer of the Nonconformity Report.

4.7.6.6 All nonconformities must be eliminated before the assembly / construction is completed.

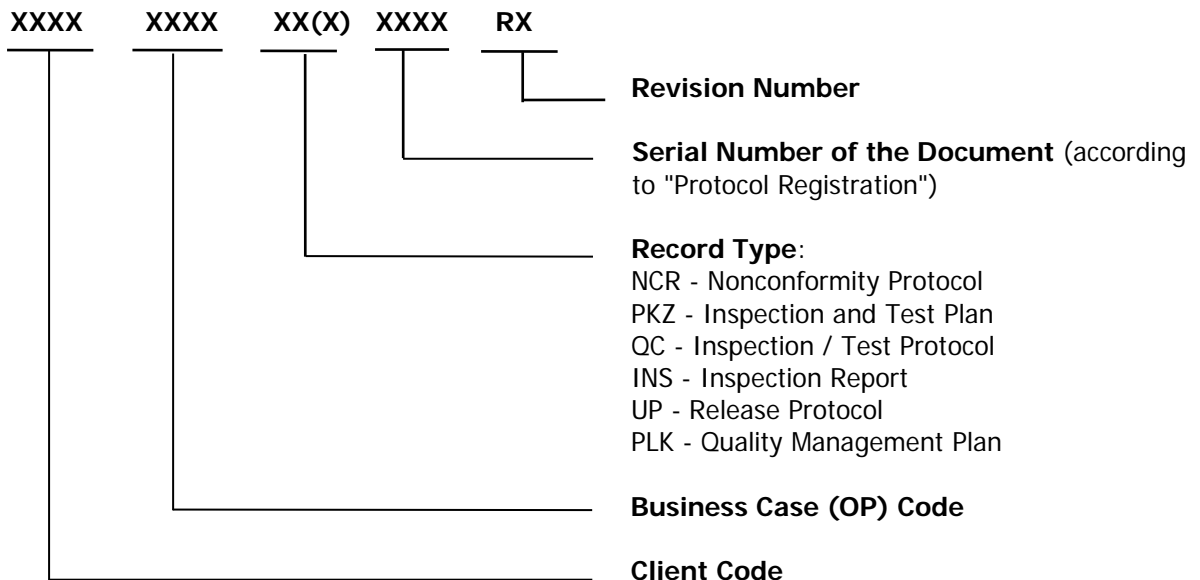
4.7.7 Records Management

4.7.7.1 Inspections and tests conducted during assembly / construction works on the construction site shall be carried out in accordance with the Inspection and Test Plan, which shall also specify the type of record. This can be:

- Confirmation of the inspection / test by signing of the Inspection and Test Plan (by signing the participant confirms the conformity of an item)
- Entry in the Construction / Assembly Logbook
- Protocol (may be amended by data extracts from measuring instruments, etc.)

Inspections and tests outcomes shall be documented in TKB´s forms, unless otherwise stipulated in the Contract (e.g. forms required by the Client). All forms for inspections, controls and tests are specified in Standard PP 516 - Inspection, Control and Test Documentation.

4.7.7.2 Provisions of Chapter 4.5.5 apply to the content of the protocols.



Example: **0458-6342-QC-0125-R0** → 0458 - Unipetrol RPA; 6342 - Improved Reactor Control at 2304; QC - Inspection Protocol (with serial number 0125 - incoming material inspection) - Revision 0

5 RESPONSIBILITIES AND COMPETENCIES

5.1 QA ENGINEER

QA Engineer is responsible for managing inspection activities, coordination with the Vendor and the Client and also coordination of the Quality Management Documentation.

5.2 QC INSPECTOR

QC inspector is responsible for conducting inspections in production, inspections and tests at assembly / construction site, inspection confirmation in documents or issuing his/her own documentation.

5.3 PROJECT MANAGER

Project Manager is responsible for mediating communication between the Client and TKB.

5.4 HEAD OF THE PROCUREMENT DEPARTMENT

Head of the Purchase Department is responsible for mediating communication between the Vendor and TKB.

6 QUALITY RECORDS

See PP 516 Inspection, Control and Test Documentation.

7 ANNEX

None
