

ISO 9001:2015	Document No:QS-F-8.1-4	Version No: 1.0	Date Effective: 14.09.2018
Document Title: Format of call letter for inspection			

### CALL LETTER FOR INSPECTION

(For office use only)

Registration No.	
Date of receipt	

(To be filled in by the firm)

Call letter No. & Date

Place of Inspection

1. Contractor's Name & Address

2. (i) Manufacturer's Name & Address where inspection to be carried out

(ii).Manufacturer's GSTIN no.

3. Details of Material ordered

PO/CA No. & Date	Total Ordered Qty. as per PO	Ordering Authority	Consignee	Delivery Period

Sr. No.	Item description	Quantity			Rate (Rs.)	Amount (Rs.)
		Ordered	Prev. Accepted	Now Offered		

4. IC/RA No. issued for material Prev. Accepted/rejected

5. Whether the same lot or part of it was rejected earlier.  
If Yes, submit details in annexure-A.

6. Specification no.of type approval:-

7. Details of Inspection Charges:-

Total cost of the material	Inspection Charges						GSTIN no.of Payer
	Inspection Charges	GST Rate on Insp.	GST Amount	Total Amount	SB Collect Ref .no.	Date	

8 Date of expiry of ISO certificate.

9. Enclosures:-

a. Copy of payment receipt (SB Collect)

b. Copy of the Contract Agreement/P.O./Inspection Proforma from consignee/ordering authority.

c. Routine Test Reports (summary).

.Declaration:- We hereby certify that the stores offered have been inspected by us and found to confirm with the relevant specifications and drawings.

Seal of Vendor

(Signature of Quality Incharge of firm)  
Name -----  
Designation-----

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### Annexure-A

R A No. & Date.	Sr. No of Failed Equipments/Drums/Items
Reasons for rejection	Action taken to rectify the defect(s)/fault(s).

It is to certify that faults/nonconformity noticed during last inspection for which RA as above was issued, have since been rectified and the material is now found conforming to the specification. The material with fresh routine test results is offered for inspection.

(Signature of the vendor)

(To be filled in by the Inspecting Official)

Registration No.	Date of Inspection	Inspecting Official

Item Sr.NO.	Quantity			Remarks (Accepted/Rejected)	Reasons for rejection (if material is rejected)
	Offered	Accepted	Rejected		

Classification (Open line/RE/Construction/Others)

Test report No & Date	I.C./R.A. No.& Date

How stamped

Facsimile of Stamp/Hologram used

(Signature of the inspecting official)