

ISO 9001:2015	Document No:QS-F-8.1-6	Version No: 1.0	Date Effective:14.09.2018
Document Title: Format for acceptance test top sheet			

ACCEPTANCE TEST TOP SHEET

(To be filled in by the Inspecting Official)

Call letter No/ Date	Date of Inspection	Inspecting Official

Manufacturer's Name	Contractor's name

Details of Material Inspected

PO/CA No. & Date	Ordering authority	Consignee	Delivery Period

Sr. No.	Item Description	Quantity				
		On order	Now offered	Now Accepted	Rejected	Consumed In testing

Details of IC/RA issued for material previously accepted/rejected

S No.	IC/RA No & Date	Consignee	Qty	Reason for rejection

Specification no. of Type Approval

ISO Validity	Digital signature certificate No.

Details of Inspection charges

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

Details of Short length cables (in Kms.)

Permissible	Already supplied	Now accepted	Total

Packing Details

Consignee	Sr. No. Details	Mode of Stamping/Sealing

- Whether routine test reports have been submitted along with call letter? Yes/No
- Whether sample check of routine test results have been conducted? Yes/No

Material passes/does not pass the acceptance test, papers put up for approval and issue of IC/RA please.

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

Facsimile of Stamp Used

(Signature of inspecting official)
with Designation & Date

(Signature of Test check conducting officer)
with Designation & Date

RDSO/Quality Assurance/S&T	Printed on :14.09.2018
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