



**INSPECTION AND TEST PLAN**  
*This is a sample Inspection and Test Plan (ITP) Document*  
*All ITP Documents are individual and custom-made for each job*

**SOLUTIONS AT YOUR SERVICE**

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Reliable Quality • Partnership Attitude • Attention to Detail

QUALITY PLAN:	SAMPLE
PRODUCT DESCRIPTION:	SAMPLE
CUSTOMER PO:	0000000
SHOP ORDER NO.:	0000000
DRAWING NO.:	0000000
REFERENCE:	0000000

ITEM NO.	DESCRIPTION	ACCEPTANCE CRITERIA	WMP			INITIAL
1	<b>Material Receipt and Release for Manufacturing</b> - Compliance of all Mill Test Reports and Drawing Requirements, including grade verification, mechanical properties and chemical composition -	Purchase Order Requirements	R			
	<b>Material Identification</b> - Transfer of all material identification and heat numbers to production documentation - PMI Verification	DP-2000 Rev 2	H			
2	<b>Production Schedule</b> - Ensure all drawings are the latest approved revisions issued - Fabrication Schedule for Shop is issued		R			
3	<b>Fabrication</b> - Welding Procedures available for all welding operations - Assembly - Lifting Lug	Attached to Shop Orders	R			
		Dimensional Tolerances match Drawings	VER R			
		Dimensional Tolerances match Drawings	VER			

**Legend:**

H – HOLD POINT

W – WITNESS POINT

R – RANDOM INSPECTION

VER - VERIFY

	<b>Fabrication (Continued)</b> <ul style="list-style-type: none"> <li>- Magnetic Particle Testing of Lifting Lug</li> </ul>	Weld Prep, MPP-1 Rev 0	H			
4	<b>Final Inspection</b> <ul style="list-style-type: none"> <li>- Final inspection of all Assembled Items, Loose parts</li> <li>- Confirm Tagging of Items are complete</li> <li>- Confirm of Flow indicators is on Units</li> <li>- Confirm that Heat Numbers and Welders ID have been transferred to Weld Map</li> </ul>	Compliance with order and drawing requirements, dimensions and tolerances match  Inspection Report to be filled out and recorded	H			
5	<b>Shipping</b> <ul style="list-style-type: none"> <li>- Items packed to ensure minimal transport damage</li> <li>- Confirm shipping preparations</li> <li>- Confirm required stenciling / markings</li> <li>- Inspection Release Certificate</li> <li>- Shipping Control Number</li> </ul>	Export Procedure	H			
6	<b>Document Review</b> <ul style="list-style-type: none"> <li>- All documents reviewed for completeness and suitability for onward transmission to customer</li> <li>- MTRs must have purchase order number and line item number on face of each MTR</li> </ul>	Completeness of documentation  Inspector to sign-off	H			

I certify that the above steps are complete and that the finished product conforms to the specified requirements:

\_\_\_\_\_  
Quality Control Manager

**Legend:**

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VER - VERIFY