

CHECK LIST FOR SPOT VISIT-Rods and Rounds				
DOC NO.:CL:MM:25/Rev. 00			Date : 30.05.2016	
VENDOR NAME & ADDRESS:-				
SL NO	Parameter for Evaluation	As given by firm	Actual observed in Audit	Remarks
01	Sourcing of raw material			
02	Incoming Material Inspection System - Procedure Exists			
03	Material Issue Inspection System - Procedure Exists			
05	Hot finishing and cold finishing facility			
06	Descaling facility during process.			
07	Straightening facility after finishing.			
08	Inprocess Inspection System - Procedure Exists			
09	Valid Calibration Certificates for Instruments/Gauges/Tools exist			
10	Identification and Traceability System exists			
	At Receipt Stage			
	Issue Stage			
	In-Process Stage			
	Final Stage			
	Shipping Stage			
11	Rejected Material Control exists			
12	Furnace with calibration checks			
	Calibrated Heating Furnace Calibration exists			
	Calibrated Normalising/ Tempering Furnace exists			
	Maintenance of Furnace Operation Records			
	Identification and Traceability System exists			
13	Non-Destructive Test Facilities (Inhouse or outsourced)			
	UT facility			
	NDE Personnel Qualification			
14	Mechanical Testing facility in-house/out sourced			
15	Chemical Testing facility in-house/ out sourced			
16	Calibrated PMI Test Equipment exists			
17	Final Stage verification			
	Facility for descaling available			
	Facility for paint stenciling			
	Facility for hard stamping			
	Facility for colour coding			
18	Product Certification			

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SL NO	Parameter for Evaluation	As given by firm	Actual observed in Audit	Remarks
	Availability of System for certification of material			
	Availability of System for correlation of material with certificates			
19	IBR validity exists for IBR materials			
Auditor-1 :			Auditor-2 :	
	Prepared by:			Approved By
Important Notes :				
01	Part-A requirement is a must for qualifying the vendor. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot visit			
02	Part-B requirement is also a must for assessing and approving the capacity only. Hence, filling up all evaluation parameters is a must and shall be available at the time of spot visit			