

	FRONTLINE SERVICE DELIVERY, INSPECTION AND ACCEPTANCE OF GOODS (INSPECTION DIVISION)	ANNEX 4 Page 1 of 18 PS-QMSP-004
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1.0 PURPOSE:

The following guidelines are issued to ensure effective, transparent, efficient and uniform implementation of processes and procedures during inspection.

2.0 SCOPE:

These guidelines apply to the Inspection and Acceptance of Common Supplies and Equipment (CSE) and Non-Common Supplies and Equipment (NCSE) delivered at PS Warehouses, Client Agencies' Warehouses/Offices and Pre-Delivery Inspection at Supplier's Warehouses.

3.0 RESPONSIBILITIES:

Assistant Division Chief (ADC)	Responsible for scheduling and assigning the conduct of inspection as well as the evaluation of the required laboratory test/analysis.
Administrative Assistant	Responsible for the documentations such as Inspection and acceptance of deliveries shall be clearly documented, recorded and adequately supported.
	Release of ICAR with supporting documents for payment.
Division Chief	Responsible for ensuring that products or services that PS provides meet certain standards of quality.
Technical Inspectors	Conduct visual inspection and physical test and evaluation of results in accordance with applicable Standards and Terms of Reference.

4.0 GENERAL GUIDELINES:

- CA – Certificate of Acceptance
- DD – Direct Delivery
- DR – Direct Delivery
- GATC - Government Accredited Testing Centers
- IAR – Inspection and Acceptance Report
- ICAR - Inspection, Certification and Acceptance Report
- IER – Inspection and Evaluation Report
- I/RF – Issuance/Return Form



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- JIER – Joint Inspection and Evaluation Report
- NCSE - Non-Common Supplies and Equipment
- PDIER – Pre-delivery Inspection and Evaluation Report
- RDD – Request for Direct Delivery
- RFI – Request for Inspection
- RN/DN - Rejection Notice/Discrepancy Notice
- TIAC – Technical Inspection and Acceptance Committee
- WD - Warehousing Division

PROCEDURES	RESPONSIBLE PERSON	TURN AROUND TIME
<p>4.1. Scheduling the Conduct of Inspection and Acceptance of Deliveries.</p> <p style="margin-left: 40px;">4.1.1 Monitors the deliveries of the Non-Common Supplies and Equipment (NCSE).</p> <p style="margin-left: 40px;">4.1.2 Receives notification requesting inspection of deliveries through the following:</p> <ul style="list-style-type: none"> - Request for Direct Delivery (RDD) or supplier’s letter request for inspection. - Supplier’s Delivery Receipt (DR) duly acknowledged by the end-user’s property officer. <p style="margin-left: 40px;">4.1.3 Schedules the conduct of inspection.</p> <p style="margin-left: 40px;">4.1.4 Determines from the schedule of activities the available and qualified technical inspectors to be assigned to</p>		



<p>conduct inspection.</p>		
<p>4.2 Conduct visual inspection and physical test and evaluation of results in accordance with applicable Standards and Terms of Reference.</p> <p>4.2.1 Conduct of Inspection and Acceptance of Deliveries at PS Warehouse/Office</p> <p>a. Conduct Random Sampling</p> <ul style="list-style-type: none"> ○ Fill up Issuance/Return Form (I/RF) in two (2) copies for items randomly taken during unloading of delivery. ○ Have the storekeeper check the quantity and signed the “<i>Issued by</i>” portion of the I/RF. ○ Supplier bring item and have it checked by the Guard on Duty before proceeding to inspection room. Guard signs “<i>Checked by</i>” portion of the I/RF. ○ Receives items, assign control number and log particulars on the control sheet and attach original I/RF, copy of I/RF to storekeeper. <p>b. Before the Conduct of Inspection and Acceptance</p> <ul style="list-style-type: none"> ○ Secure copy of Purchase Order (PO) with pertinent documents from file and other required papers necessary for a substantive inspection. <p>c. On the Conduct of Inspection and Acceptance</p> <ul style="list-style-type: none"> ○ Conduct technical inspection, physical test and evaluation in accordance with the 		



parameters as indicated in the IER.

- Record results of inspection, test findings evaluation and recommendations on the IER.
- Sign IER and submit to DC.
- If findings conform to specifications:
 - Sign IER and submit to DC
 - If specifications require other test procedures such as weight, lab analysis, etc.
 - ✓ Package and label sample
 - Replace sample for test from the additional quantity provided by the supplier.
 - Fill up and sign the “Return by” portion of the I/RF.
 - Have the item checked by the Guard on Duty and received by the storekeeper.
- d. After Inspection and Acceptance
 - e. Forward IER and I/RF to AA
 - f. Review and Sign ICAR
 - g. Forward ICAR to DC
- *If IER does not conform to the specifications/parameters*
 - Prepare Rejection Notice/Discrepancy Notice (RN/DN) for DC approval.



- Submit to DC for approval
- *If results not conclusive, need any further testing*
 - Perform task/s as required.
 - If laboratory test is required, fill up request for test analysis (2 copies).
 - Attach request to report.
 - Forward to DC for approval.

4.2.2 Conduct of Inspection and Acceptance of Deliveries at End-user's Warehouse/Office: Direct Delivery for NCSE and Steel Filing Cabinets

- a. Random Sampling, if applicable
- b. Before the Conduct of Inspection and Acceptance.
 - Secure copy of Purchase Order with pertinent documents from file and other required papers necessary for a substantive inspection.
 - Prepares send Notice of Joint Inspection and Evaluation to end-user's Technical Inspection and Acceptance committee (TIAC) and supplier if necessary (for NCSE)
 - Prepares worksheets in accordance with the parameters (for NCSE).
 - Request vehicle/prepare Pass Slip.
 - Have Pass Slip signed/approved by Division Chief.



- Submit copy of Pass Slip to the Guard on Duty.
- Log time-out in the Guard's logbook.
- Proceed to inspection site.

c. On the Conduct of Inspection and Acceptance

- Conducts technical inspection, physical test and evaluation based on parameters.
- Record results of inspection, test findings evaluation and recommendations. Have worksheet signed by the joint TIAC. (for NCSE)

- *If findings conform to specifications:*

- If inspection/evaluation is completed have the Inspection and Acceptance Report accomplished and signed by the end-user.
- Attach to Joint TIAC Report.
- If specifications require other test procedures such as weight, lab analysis, etc.
 - ✓ Randomly take test samples from lot.
 - ✓ Package and label sample and bring to inspection's workplace.
 - ✓ Continue the inspection and evaluation.
 - ✓ If laboratory analysis is required, sample shall be submitted to GATC for test.



<p>Note: Before leaving the warehouse have Pass Slip signed by the contact person and attach to Daily Time Record (DTR).</p> <p>d. After the Conduct of Inspection and Acceptance</p> <ul style="list-style-type: none">○ Assign number to Joint TIAC Report from the series logbook.○ Submit to Division Chief for signature/approval.● <i>If Joint TIAC Report conforms to PO specifications:</i><ul style="list-style-type: none">○ Forward Joint TIAC Report, Supplier's DR/Invoice to AA○ Review and sign ICAR, and accomplish Request for Delivery Receipt preparation.○ Forward ICAR to DC.● <i>If Joint TIAC Report does not conform to the specifications/ parameters:</i><ul style="list-style-type: none">○ Prepare Rejection Notice/Discrepancy Notice (RN/DN) for DC approval.○ Submit to DC for approval● <i>Results not conclusive, need any further testing</i><ul style="list-style-type: none">○ Perform task/s as required.○ If laboratory test is required, fill up request for test analysis (2 copies)		
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- Attach request to report
- Forward to DC for approval.

4.2.3 Conduct of Inspection and Acceptance of Deliveries at Supplier's Warehouse: Pre-Delivery Inspection and Evaluation Report for CSE and NCSE

b. Random Sampling, if applicable.

c. Before the Conduct of Inspection and Acceptance.

- Secure copy of Purchase Order with pertinent documents from file and other required papers necessary for a substantive inspection.
- Prepare and send Notice of Joint Inspection and Evaluation to end-user's Technical Inspection and Acceptance committee (TIAC) and supplier if necessary. (for NCSE)
- Prepare worksheets in accordance with the parameters (for NCSE).
- Request vehicle/prepare Pass Slip.
- Have Pass Slip signed/approved by Division Chief (DC).
- Submit copy of Pass Slip to the Guard on Duty.
- Log time-out in the Guard's logbook.
- Proceed to inspection site.



d. On the Conduct of Inspection and Acceptance

- Conduct technical inspection, physical test and evaluation based on the parameters (PDIER for CSE, Worksheet for NCSE).
- Record results of inspection, test findings evaluation and recommendations. Have worksheet signed by the joint TIAC.
- If Inspection/Evaluation is completed have the Inspection and Acceptance Report accomplished and signed by the end-user, *If findings conform to specifications (for NCSE).*
- Attach to Joint TIAC Report.
- Receive supplier's DR/Sales Invoice.
- If specifications require other test procedures such as weight, lab analysis, etc.
 - ✓ Randomly take samples from lot.
 - ✓ Package and label sample and bring to inspection's workplace.
 - ✓ Continue the inspection and evaluation.
 - ✓ If laboratory analysis is required sample shall be submitted to Government Accredited Testing Center (GATC) for test.

Note: Before leaving the warehouse have Pass Slip signed by the contact person and attach to Daily Time Record (DTR).



<p>e. After the Conduct of Inspection and Acceptance</p> <ul style="list-style-type: none">○ Assign number to PDIER/Joint TIAC Report from the series logbook.○ Submit to Division Chief for signature/approval.● <i>If PDIER/Joint TIAC Report conforms to PO Specifications/ Parameters:</i><ul style="list-style-type: none">○ Provide copy of PDIER to concerned Divisions/Offices and Supplier○ Forward supplier's DR/Invoice to WADD for RFI preparation (CSE).○ Forward PDIER/Joint TIAC Report with supplier's DR/Invoice to AA.○ Review and sign ICAR, accomplish request for Delivery Receipt (DR) preparation (for NCSE).○ Forward ICAR to DC.● <i>If PDIER/Joint TIAC Report does not conform to PO Specifications/ Parameters:</i><ul style="list-style-type: none">○ Prepare Rejection Notice/Discrepancy Notice (RN/DN) for DC approval.○ Submit to DC for approval● <i>If PDIER/Joint TIAC Report not conclusive, need any further testing</i><ul style="list-style-type: none">○ Perform task/s as required.○ If laboratory test is required, fill up request		
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<p style="text-align: center;">for test analysis (2 copies)</p> <ul style="list-style-type: none"> ○ Attach request to report ○ Forward to DC for approval. 		
<p>4.3 Inspection and acceptance of deliveries that requires laboratory test analysis and test samples must be brought to Government Accredited Testing Centers (GATC).</p> <ul style="list-style-type: none"> 4.3.1 Submit to GATC request for test/analysis with samples. 4.3.2 Samples were randomly picked from the delivery by the technical inspectors. 4.3.3 The samples are packed, sealed and signed by the inspectors and the TIAC of end-users in case of NCSE. 4.3.4 The Administrative Assistant will bring the samples to the GATC for laboratory test/analysis. 4.3.5 Receives Acknowledgement Receipt (AR)/Official Receipt (OR). 4.3.6 Submit AR to Assistant Division Chief (ADC). 4.3.7 Release OR to supplier. 4.3.8 Result of testing takes from 7 days to 1 month dependent on the item and test procedure to be done. 4.3.9 Samples subjected to test are no longer retrieved except in cases where results were being questioned. 		
<p>4.4 Releasing of ICAR and Supporting documents to Comptroller Division for the processing of payment.</p>		



<p>4.4.1 Orderly recording and keeping file of documents and retrieving documents scheduled for payment.</p> <p>4.4.2 Determine when the documents will be released for payment.</p> <p>4.4.3 Receive ICARs with attached documents.</p> <p>4.4.4 Check PO delivery instruction.</p> <p>4.4.5 If complete delivery or batch delivery is completed, print Purchase Invoice Date Wise Summary in 2 copies (attach to ICAR and receiving copy).</p> <p>4.4.6 Release documents to Accounting Division.</p> <p>4.4.7 Check and prepare the documents attached per checklist of documents to support payment.</p> <p>4.4.8 If original Supplier's Invoice is lacking, file temporarily and wait for submission of required documents or follow up submission within 3 days.</p> <p>4.4.9 Upon receipt of original Invoice from supplier retrieve documents from file and attach original Invoice.</p> <p>4.4.10 If partial delivery, file documents temporarily and wait for the completion of deliveries in accordance with the delivery schedule.</p>		
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4 RELATED PROCEDURES:

Relate with Procedures on the following:

1. Delivery of Items – Warehouse and Logistics Division



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2. Processing of Payment – Financial Management Group

5 EXHIBITS:

a). Forms

1. Inspection and Evaluation Report (IER)

INSPECTION AND EVALUATION REPORT (IER)
FOR _____

SUPPLIER: _____ IER No. : _____
Date : _____

A. REFERENCE DOCUMENTS

	Date
Purchase Order No. _____	_____
Delivery Receipt: _____	_____
Invoice: _____	_____

B. INSPECTION ACTIVITIES

Site of Inspection: _____

Item/s Inspected	Quantity	Particulars/Description
_____	_____	_____

Tick box to indicate conformance with specifications Non-Conformance (state discrepancy)

Visual Inspection/Physical Test

<input type="checkbox"/> Packaging/Packing:	_____
<input type="checkbox"/> Label (minimum):	_____
<input type="checkbox"/> Count:	_____
<input type="checkbox"/> Brand/Model:	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. EVALUATION/FINDINGS (State conformance or non-conformance with specifications including variance, deviation or discrepancy, and shortage or overage)

D. OTHERS/COMMENTS (Narrate) Ex. Sampling Method used, Formula, etc.

INSPECTED/EVALUATED BY: _____ Noted: _____
Technical Inspectors

Teresita J. Dela Cruz
Chief, Inspection Division



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2. Joint Inspection and Evaluation Report (JIER)

JOINT INSPECTION AND EVALUATION REPORT

SUPPLIER: _____ JIER No. : _____
Date : _____

A. REFERENCE DOCUMENTS

Documents/Number	Date	Amount
Purchase Order No: _____	_____	_____
Delivery Receipts/Invoice: _____	_____	_____
Test Analysis Result _____	_____	_____
OTHERS: _____	_____	_____

B. INSPECTION ACTIVITIES

Site of Inspection: _____

Item/s Inspected	Quantity	Particulars/Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

See attached parameters to indicate conformance with specifications Non-Conformance (state discrepancy)

See attached parameters to indicate conformance with specifications	Non-Conformance (state discrepancy)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

C. EVALUATION/FINDINGS [State conformance or non-conformance with specifications including variance, deviation or discrepancy, and shortage or overage]

D. OTHERS/COMMENTS (Narrate) Ex. Sampling Method used, Formula, etc.

JOINT TECHNICAL INSPECTION and ACCEPTANCE COMMITTEE (TIAC)

PS-DBM TECHNICAL INSPECTOR/S	END USERS TECHNICAL INSPECTOR/S
_____	_____
_____	_____
_____	_____

Noted:

Teresita J. Dela Cruz
Chief, Inspection Division



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3. Inspection and Certification of Acceptance Report (ICAR)



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
PROCUREMENT SERVICE

PS-DBM Complex
 Cristobal St., Paco Manila
 Tel. Nos. 563-9357 • 563-9398

INSPECTION & CERTIFICATION OF ACCEPTANCE REPORT							No.
SUPPLIER: _____ Delivered at: _____ on : _____		Reference: P.O. No. _____ Date: _____ SUPPLIER DR. No. _____ Date: _____ SUPPLIER Inv. No. _____ Date: _____					
ITEM NO.	ITEM AND DESCRIPTION/SPECIFICATION	QTY. Per P.O.	ACTUAL QTY. RECEIVED	ACCEPTED			QTY. BALANCE Per P.O.
				QUANTITY	UNIT COST	AMOUNT	
INSPECTION REPORT _____ _____ _____ INSPECTED BY: _____ DATE: _____			I hereby certify that I have accepted the indicated number of item/s delivered by the supplier which passed PS inspection. _____				

VOUCHER COPY



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4. Delivery, Rejection/Discrepancy Notice

DELIVERY REJECTION / DISCREPANCY NOTICE

RN No. :
Date Prepared :

Blank lines for signature or stamp.

Gentlemen,

Please be informed of the rejection (s) / deficiency (ies) of your delivery at PROCUREMENT SERVICE - DBM due to the following:

Table with columns: Item No., QUANTITY (P.O., Delivered, Rejected), Description, Invoice / DR #, P.O. No.

Reasons for Rejections
Items delivered have poor workmanship.

Rejected deliveries must be withdrawn by the supplier within ten (10) days after receipt of "Notice of Rejected Goods". Rejected supplies remaining unclaimed for a period of one month shall be forfeited in favor of the government.

Very truly yours,

ROMMEL RIVERA
Director, CMG



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5. Inspection and Acceptance Report (IAR)

INSPECTION AND ACCEPTANCE REPORT

DEP-ED MAIN
(AGENCY)

Supplier: BUSINESS MACHINES CORPORATION

Requisitioning Office:

SI No. / DR No.	Description	Quantity
	PHOTOCOPIER, HEAVY DUTY Brand and Model: BROTHER MFC-L6900DW <small>xxx:Nothing Follows xxx</small>	29 units

Date Inspected:

Date Received:

Inspected, verified and found to conform
as to quantity and specifications.

Complete

Partial

Name and Signature
(Signing Officer)

Name and Signature
(End-User)

Tel. No. _____



b). Process Map

