INSPECTION ITEM	(INSPECTED BY INITIALS) (BUILDER) (TESTER)	QUALITY CONTROL PROCEDURE (CORRECTIONS TO ANY FAILED ITEM SHOULD BE COMPLETED BY BUILDER, NOT INSPECTOR)
MECHANICAL ASSEMBLY INSPECTION	____	INSPECT ALL COMPONENTS MOUNTED ON THE BACKPANEL. ENSURE THEY MATCH BOM AND DIAGRAM. INFORM ENGINEERING OF ANY DIFFERENCES.
	____	VERIFY ALL COMPONENTS ARE FIRMLY FASTENED TO BACKPANEL INCLUDING PARTs MOUNTED ON DIN RAIL. ALSO VERIFY ALL COMPONENT COVERS ARE INSTALLED
	____	VERIFY ALL FUSE LABELS HAVE THE CORRECT FUSE RATING, CLASS, AMPACITY.
	____	VERIFY THE USE OF THREAD LOCK ON ALL PERMANENT FASTENERS
	____	VERIFY REMOVAL OF PAINT ON ALL BONDING POINTS IN MCP.
	____	VERIFY EVERY MECHANICAL CONNECTION POINT HAS TORQUE STRIPE OR INK MARK, CONFIRMING IT HAS BEEN PROPERLY TORQUED
	____	ALL TIME LOGGED IN PRODUCTION DATABASE

ASSEMBLED BY: _____ DATE OF COMPLETION: _____

CONTROL WIRING INSPECTION	____	INSPECT ALL COMPONENTS INSTALLED INTO THIS MCP DURING THIS WORK SECTION (CONTROLS WORK). ENSURE THEY MATCH BOM AND DIAGRAM. INFORM ENGINEERING OF ANY DIFFERENCES.
	____	VISUALLY INSPECT ALL CONTROL WIRE INSULATION REMOVAL MEASUREMENTS. CHECK FOR STRIPPED WIRES THAT ARE TOO LONG, TOO SHORT. ALSO CHECK FOR FRAYED WIRED AT TERMINATION POINTS.
	____	INSPECT CONTROL WIRE LABELS. VERIFY THEY MATCH WIRING DIAGRAM. IF ANY DIFFERENCES ARE FOUND, WRITE THE VALUE FOUND IN THE MCP ON THE DIAGRAM IN RED INK ONLY AND INFORM ENGINEERING.
	____	CHECK ALL ELECTRICAL CONTROL WIRE CONNECTIONS. USE TOOL TO CHECK TIGHTNESS ON ALL TERMINATION POINTS. "PULL TEST" ALL CONTROL WIRE ELECTRICAL CONNECTIONS
	____	VERIFY ALL ANALOG SIGNAL CIRCUITS ARE WIRED WITH SHIELDED CABLE AND ONLY ONE END OF THE SHIELD WIRE IS TERMINATED TO PE
	____	VERIFY ALL RELAYS, PILOT DEVICES, ETC ARE LABELED AND MATCH DIAGRAM.
	____	VERIFY ALL WIRES ARE LABELED AT ALL TERMINATION POINTS AND LEGIBLE. ALL JUMPER WIRES SHOULD BE LABELED WITH A SINGLE MARKER.
	____	VERIFY ALL TERMINALS ARE LABELED WITH CORRECT NUMBER AND WIRE TERMINATED TO TERMINALS MATCHES NUMBER.
	____	ALL TIME LOGGED IN PRODUCTION DATABASE

CONTROL COMPLETED BY: _____ DATE OF COMPLETION: _____

POWER AND STAND UP WORK INSPECTION	____	INSPECT ALL COMPONENTS INSTALLED INTO THIS MCP DURING THIS WORK SECTION (POWER/STAND-UP WORK). ENSURE THEY MATCH BOM AND DIAGRAM. INFORM ENGINEERING OF ANY DIFFERENCES.
	____	INSPECT POWER WIRE SIZING AND COMPARE TO WIRE SIZE REQUIRED ON DIAGRAM. IF ANY DIFFERENCES ARE FOUND, STOP INSPECTION AND INFORM ENGINEERING.
	____	INSPECT POWER WIRE PHASES, (L1-L2-L3) MATCH THROUGHOUT EACH BRANCH. CHECK FOR CROSSED PHASES BETWEEN PROTECTION AND CONTROLLERS.
	____	VISUALLY INSPECT ALL POWER CONDUCTOR INSULATION REMOVAL MEASUREMENTS. CHECK FOR STRIPPED WIRES THAT ARE TOO LONG, TOO SHORT. ALSO CHECK FOR FRAYED WIRED AT TERMINATION POINTS.
	____	CHECK ALL ELECTRICAL CONNECTIONS. TORQUE ALL ELECTRICAL FASTENERS TO OEM SPECS. "PULL TEST" ALL POWER ELECTRICAL CONNECTIONS. USE TORQUE STRIPE OR INK TO MARK ALL COMPLETED TORQUES.
	____	VERIFY ALL GROUNDING CONNECTIONS ARE IN PLACE, INCLUDING DOOR GROUND STRAP
	____	CLEAN MCP OF ALL RUBBISH, FABRICATION MARKINGS, CUTTING OIL, VISIBLE TOOLING BURS, AND COPPER STRANDS.
	____	VERIFY ALL LITERATURE IS INSIDE THE MCP
	____	ALL TIME LOGGED IN PRODUCTION DATABASE

POWER/STAND-UP COMPLETED BY: _____ DATE OF COMPLETION: _____

TEST AND QUALITY CONTROL	N/A|	VERIFY ALL UL/MLS LABELING IS PROPERLY INSTALLED IN MCP INCLUDING GENERAL WARNING LABELS.
	N/A|	PROGRAM VFD. DOWNLOAD VFD PROGRAM FROM MASTER TEMPLATES IF POSSIBLE.
	N/A|	SET OVERLOAD TRIPS AND TIME DELAY RELAYS TO RECOMMENDED SETTINGS.
	N/A|	VERIFY LIVE ZERO FUNCTION.
	N/A|	CHECK OPERATION ON ALL ALARM & FAULT CIRCUITS.
	N/A|	VERIFY VFD AND BYPASS MOTOR ROTATION.
DOCUMENTATION	N/A|	SAVE ALL PROGRAMS TO SPECIFIC JOB FOLDER "04 - PROGRAMS". SAVE PROGRAM WITH JOB # AS THE FILE NAME
	N/A|	TAKE PICTURES OF THE MCP FRONT AND BACK PANEL. SAVE PICTURES TO SPECIFIC JOB FOLDER "03 - DOCUMENTS & REFERENCE" -> "PICTURES"
PANEL TEST WRAP-UP	N/A|	VERIFY ALL SOLID STATE MOTOR CONTROLLERS ARE SWITCHED TO "OFF". VERIFY ALL OPERATORS ARE SWITCHED TO "OFF".
	N/A|	SET THERMOSTAT TO 80 DEGREES.
	N/A|	AFFIX THE FOLLOWING PANEL MARKINGS: ☐UL LABEL ☐TESTED BY/INSPECTED BY LABELS ☐SCHEMATIC -OR- UL CARDS ☐NEMA TYPE RATING ☐MLS LOGO
PANEL CLEANLINESS INSPECTION	N/A|	INSPECT MCP FOR ALL RUBBISH, FABRICATION MARKINGS, CUTTING OIL, VISIBLE TOOLING BURS, AND COPPER STRANDS.

UL NUMBER: _____ INSPECTED BY: _____ DATE OF COMPLETION: _____

SHIPPING CHECKLIST	(INSPECTED BY INITIALS) (SHIPPER)	SHIPPING PROCEDURE & INSTRUCTIONS

DATE SHIPPED: _____

CUSTOMER: _____

JOB/PART NUMBER: _____

NOTES: _____

SHIPPING CHECKLIST

____ VERIFY ALL OF THE FOLLOWING LABELS ARE PRESENT ON MCP
☐UL LABEL ☐TESTED BY/INSPECTED BY LABELS ☐SCHEMATIC -OR- UL CARDS ☐NEMA TYPE RATING

____ VERIFY MANUALS AND APPROPRIATE PAPERWORK ARE IN THIS UNIT

____ VERIFY PANEL IS CLEAN, BOTH INSIDE AND OUTSIDE

____ TAKE PICTURES OF PANEL INSIDE, OUTSIDE, AND SALES ORDER. ENSURE ALL "SHIPPED LOOSE" ITEMS ARE VISIBLE IN PICTURE

PLACE DANFOSS LABEL HERE

PROJECT NUMBER

SINCE 1882 Mitchell ENGINEERED SOLUTIONS

DESIGNED:	P & C #:	PAGE	1
APPROVED:	ELEV #:	OF	1
DATE:	BOM #:		

EXAMPLE