



UPF MATERIAL RECEIVING INSTRUCTION

DMC Number: _____

Date: _____

1. Specification No., Rev.	2. P.O. /FMR No.	3. ASME Yes No	4. Q CC	RS	5. MRI No., Rev.
6. Item/Description		7. Supplier		8. Quality Surveillance Assignment Made? Yes No	
9. Storage Level Requirements A B C D Outdoor Outdoor/Weatherproof		10. Special Storage Instructions			
11. Special Handling Instructions:					
12. Initiated By: _____			Date: _____		
13. Reviewed/Approved By: _____			Date: _____		
14. Receiving Inspection Requirements For RS and CC Items		17. Method	18. N/A	FE	QCE
A. Verify Items Are Free of Damage Caused By Shipping		I			
B. Verify The Level Of Packaging Has Been Maintained		I			
C. Verify Identification And Markings Are As Specified		I			
D. Verify Coatings And Preservatives Are As Specified		I			
E. Verify Protection Covers & Seals Meet Their Intended Function		I			
F. Verify Inert Gas Blanket Pressure Is Within Specified Limits		I			
G. Verify Desiccant Is Not Saturated		I			
H. Verify Items Meet Specified Cleanness		I			
I. Verify Items Are Free Of Physical Damage		I			
J. Verify Documents		R			
15. Receiving Inspection Requirements For Q Items Not Released By Procurement Quality					
A. Verify Physical Properties (See Documentation)		R			
B. Verify Dimensions/Configuration		I			
C. Verify Weld Preparations		I			
D. Verify Workmanship		I			
E. Verify Lubricant/Oils		I			
F. Verify Electrical Insulation		W			
16. Unique Inspection Requirement For Items					
A. Verify					
B. Verify					
C. Verify					
D. Verify					
E. Verify					
19. Sampling Used? Yes No					20. Use Additional Space if Needed
Item Description	Trace Number	Quantity	Sampling Table	Remarks/Comments	
A.					
B.					
C.					
D.					
E.					
F.					
G.					



UPF MATERIAL RECEIVING INSTRUCTION

DMC Number: _____

Date: _____

Page 2 of 3

INSTRUCTIONS FOR PREPARING THE MATERIAL RECEIVING INSTRUCTION (MRI)

ENTRY NO.	ENTRY	ENTERED BY	DESCRIPTION
1	Specification	Originator	Enter the specification number under which the item was procured
2	Purchase Order/FMR Number	Originator/QC/FE	Enter the Purchase/FMR Number Order/Field Material Requisition number and revision
3	ASME III Code Item	Originator/QC/FE	Check the appropriate block
4	Quality Level	Originator/QC/FE	Check the appropriate block indicating the item/material is Q, RS, or CC
5	MRI Number	Originator/FE	Enter the MRI number assigned by Field Engineering and revision
6	Item and Description	Originator/FE	Enter the description of the item to which the MRI applies
7	Supplier/Vendor	Originator/QC/FE	Enter the name of the supplier/vendor. (Name may be entered after receipt of material if the supplier/ vendor cannot be identified prior to requisitioning)
8	Quality Surveillance Assignment Made	Originator/FE	Check the appropriate block
9	Storage Level Requirements	Originator/FE	Check the appropriate Storage Level as required by the specification
10	Special Storage	Originator/FE	Enter any Special Storage Instructions as defined by the specification
11	Special Handling Instructions	Originator/FE	Enter any Special Handling Instructions and/or WP number for Special Handling/Rigging
12	Initiated By	Originator/FE	Signature and date of the engineer who originated the MRI (QCE for M&TE)
13	Reviewed/Approved	FE/QC, Discipline	Signature of the Quality Control Engineer who reviewed the MRI, entered inspection requirements, and approved the MRI



UPF MATERIAL RECEIVING INSTRUCTION

DMC Number: _____

Date: _____

INSTRUCTIONS FOR PREPARING THE MATERIAL RECEIVING INSTRUCTION (MRI)

ENTRY NO.	ENTRY	ENTERED BY	DESCRIPTION
14, 15	Receiving Inspection Requirements		Preprinted
16	Unique Inspection Requirements for Items	Quality Control	Enter inspection requirements unique to the item to be received, which are not addressed in entries 14 and 15 (e.g., verify reliability of load indicating washers) Note: Verification methods shall be added for unique inspection requirements identified in Entry No. 16.
17	Verify Method	Quality Control Discipline	Preprinted verification method to be used
18	N/A	Quality Control Engineer	Initials and date of the Quality Control Engineer checking the N/A column indicating the inspection requirements are not appropriate for the item being received
19	Sampling Used: Yes/No	QC, Receiving	Check the NO block if sampling was not used to perform the item inspection Check the YES block if sampling was used to perform the item(s) inspections, and make the following entries: Enter a brief description of the type or types of item(s) covered by the sampling. Enter the trace number of the materials being inspected (e.g., heat number, lot number, etc.). Enter actual count of material. Enter the appropriate letter from the sampling inspection table.
20	Remarks/Comments	Originator/QC/FE	Enter appropriate remarks or comments. Also enter type, serial number, last calibration date and next calibration date of any M&TE used