


Job-No.	Guideline "Notification of inspection"	
Codeword		
Mitsubishi Power Europe GmbH Doc.-No.		

The contractor is obliged to Inspection readiness message (hereinafter "NoI") to the client (hereinafter referred to as " Mitsubishi Power Europe ") must be filled in correctly and completely.

An appropriate blank format for registering the planned inspection ("Notification of inspection") shall be sent to the Contractor based on these guidelines for made available.

The following formal requirements must be observed:

- The SAP order number and corresponding order item(s) transmitted by Mitsubishi Power Europe must be entered by the Contractor in the fields provided.
- The address of the Contractor inviting for inspection must be given in full. Should the inspection or acceptance take place at a subcontractor or another location, these addresses must also be provided in full.
- In the field "Contact person" the respective name and e-mail address must be entered. This also applies in case of subcontractors (if available).
- Telephone number of the respective contact person and date of inspection must be indicated.
- The type of inspection must be specified. If it concerns
 - an intermediate inspection (will the part be further processed?) or to
 - a final inspection (is the component ready for delivery?) or to
 - a repeat inspection (one inspection was not passed)
 if necessary, electrical inspections and/or corrosion protection tests must also be marked accordingly
- The name of the supplier's department, including date and signature.
- It is mandatory to indicate (if available) the Mitsubishi Power Europe ITP number ("Inspection and test plan number").

prepared by	Phone	checked by	Phone	Date	Rev.
Kiewardt	4816	Gräß	3589	02.12.2020	

- The product name shall be indicated in English or, if applicable, the language of the contract. The following document numbers shall also be indicated (if available)
 - The corresponding Mitsubishi Power Europe drawing number
 - Type of testing according to Mitsubishi Power Europe -ITP
 - Test step number in case of an existing ITP
 - LOS / KKS – code
- If there is not enough space for the components to be registered, the parts list must be attached.

The notification of inspection should be sent to the following address:

Quality.Inspection@eu.mhps.com

It is absolutely essential to ensure that the lead time for the invitation to Mitsubishi Power Europe for inspection is in accordance with the contractual basis and that it is strictly adhered to (due to parallel end customer invitation).

Mitsubishi Power Europe will assign a so-called NOI number when an inspection request is submitted to Mitsubishi Power Europe.

The following contact persons are available to answer your questions:

- Quality.Inspection@eu.mhps.com
- Mr. Ralf Kiewardt ([r_kiewardt @eu.mhps.com](mailto:r_kiewardt@eu.mhps.com))