|  |  |
| --- | --- |
| Issued to: | **Company name** Address  Postal Code Town  Country  Contact Person  Email  Tel.: |

# SOLAR KEYMARK FACTORY INSPECTION REPORT

## General

|  |  |
| --- | --- |
| **Date of inspection** | yyyy-mm-dd |
| **Type of inspection** | Initial (pre-licence)  Follow-up |
| **Report No. and date of last inspection** | Nnn, yyyy-mm-dd |
| **Names and positions of persons seen in the factory** | Name(s), Position(s) |
| **Number of non-conformities** | Xx |

## List of certificates covered by this report

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate No** | **Manufacturer** | **Applicable PI Report** | **First test results** |
| *XX* | *YY* | *ZZ* | yyyy-mm-dd |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Quality management system

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | yes | no |
| 3.1 | Does the manufacturer operate an ISO 9001 quality management system certified by an IAF accredited inspection body that includes the products in question?  A copy of the current certificate shall be attached to this report. | |  |  |
| Certification No. | |  | | |
| Date of expiry: | |  | | |
| Remarks: | |  | | |

## Production during visit

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | yes | no |
| 4.1 | Were the products included in the certification or aimed for certification, in production at the time of the visit?  If "Yes", indicate Certification No.  If "No", confirm that similar products were manufactured at the time of the visit. | |  |  |
| Certification No. | |  | | |
| Remarks: | |  | | |

## Incoming goods

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 5.1 | Does the manufacturer have documented specifications for all these materials, components, sub-assemblies and services relevant to products subject to the factory inspection? Do these specifications include the parameters required to maintain conformity with the certified product? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 5.2 | Does the manufacturer ensure that the purchased products and/or subcontracted services are in conformity with the specified requirements? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 5.3 | Is there a documented procedure covering the way to handle materials, components and subassemblies deviating from the specification to such an extent that the conformity with the product is endangered? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 5.4 | Are non-conforming products clearly identified and/or segregated to prevent any unauthorised use? (Visual inspection) | |  |  |  |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Production control and routine tests

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 6.1 | Is there a documented procedure describing the measurements and tests performed during the whole production process?  Do these measurements ensure conformity with the certified product? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 6.2 | Are the responsibilities for the tests conducted during production including the decision for the product release clearly defined and documented? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 6.3 | Does the staff have ready available up-to-date documents, like as procedures, quality plans, inspection and test instructions, photographs, drawings or samples on all those parts that have an impact on the conformity of the finished products? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Calibration/check of measuring test equipment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 7.1 | Is there a documented procedure describing how to handle measuring equipment including a list with all equipment used for measurements and the responsibilities related? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 7.2 | Is the relevant measuring equipment calibrated/checked and marked with ID? | |  |  |  |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 7.3 | Is the equipment provided with a label or similar method indicating the next calibration/check? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 7.4 | Do the calibration/check records indicate that calibration/check is traceable to national or international standards (if necessary and reasonable)? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Control of production equipment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 8.1 | Is there a documented procedure describing how to handle the production equipment? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 8.2 | Is there a list of all the relevant production equipment? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 8.3 | Is the relevant production equipment checked on a regular basis, including records about these function checks? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Final product

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 9.1 | Is there a documented procedure describing how to handle and store the final product? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 9.2 | After final inspection and test, are the products handled and stocked in such a way that compliance with the standards is not affected? (Visual inspection) | |  |  |  |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 9.3 | Do the serial numbers of the final product allow to trace back the major components and materials used for this product? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Complaints

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 10.1 | Is there a documented procedure describing how to deal with complaints? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 10.2 | Are complaints concerning the certified products recorded? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 10.3 | Are complaints evaluated and corrective actions taken if the complaints are relevant? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Risk assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 11.1 | Is there a documented risk assessment including  - specifications  - incoming goods control  - production  - handling the final product | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Storage of records

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 12.1 | Is there a documented procedure describing how to handle records? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 12.2 | Are the following records available covering the times since the last inspection?  - Drawings and specifications  - Incoming goods inspection  - Functioning checks of production equipment  - Customer complaints | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Changes on certified products

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 13.1 | Is there a documented procedure describing how to deal with changes on certified products? Does this procedure ensure that modifications of the product are reported to the certification body? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Corrective action

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | | yes | partly | no |
| 14.1 | Are the non-conformities of the previous inspection corrected adequately? | |  |  |  |
| Assessed documents | |  | | | |
| Remarks | |  | | | |
| Non-conformities | |  | | | |

## Non-conformities

|  |  |  |
| --- | --- | --- |
| 15.1 |  | |
| Description | |  |
| Required action | |  |
| Rating Clearing schedule | |  |

|  |  |  |
| --- | --- | --- |
| 15.2 |  | |
| Description | |  |
| Required action | |  |
| Rating Clearing schedule | |  |

|  |  |  |
| --- | --- | --- |
| 15.3 |  | |
| Description | |  |
| Required action | |  |
| Rating Clearing schedule | |  |

*Rating/Clearing schedule:   
Indicate whether supplementary documentation shall be presented to the inspection/certification body before yyyy-mm-dd // before a Keymark certificate can be issued // at the next factory inspection.*

## Summary / Recommendation to the certification body

|  |  |
| --- | --- |
|  | No criticism. Proceed certification |
|  | Limited number of criticisms, certification proceeds. Manufacturer shall confirm the implementation of the corrective actions to the inspector. From the presented documentation it will be decided if an extra inspection will be needed. |
|  | Criticism(s) to the extent that conformity with the standard is endangered. Factory inspection must be repeated after manufacturer has confirmed the implementation of the corrective actions. |

|  |  |
| --- | --- |
| General remarks and comments | |
|  |  |

The factory representative accepts by signature the findings. The final decision concerning further action as recommended in this report is taken by the certification body. A copy of the signed report shall be made available to the inspector, the certification body and the factory representative.

Date: **yyyy-mm-dd**

Name of inspector Name of factory representative

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