

Annex C – Factory Production Control (FPC) – Report	Rev. no:	2
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Company name Contact Person Address Postal Code Town Country

FACTORY PRODUCTION CONTROL (FPC) – REPORT (X Appendices)

1 General

1.1	Date of inspection	20YY-MM-DD
1.2	Type of inspection	 Initial (pre-licence) Follow-up Sample selection
1.3	Name of inspector	
1.4	Report no. and date of last inspection	
1.5	Certificate holder	Company name Address
1.6	No. of inspection agreement	210-XX-YYYY
1.7	Certificates and products comprised by the inspection	See list of certificates/products in Appendix X
1.8	Manufacturer's registered name and factory location	Name of manufacturer Address
1.9	Names and positions of persons seen in the factory	Name, Surname, Position
1.10	Number of non-conformities (see item 9)	X non-conformities Y observations

2 Quality system

2.1	Quality system	n	yes	no
		acturer hold a certified quality management system that oducts in question? Is it adequate for the products in		
Certifi	ication no.:			
Date	of expiry:			
Rema	arks:			

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3 Organisation

3.1	Organisation		yes	no
a)		nal structure, responsibilities and authority of the juate for the products in question?		
b)	Is there sufficient c	locumentation?		
Asses	ssed documents:			
Rema	arks:			

3.2	Responsibility and authority	yes	no
a)	Are responsibilities and authority of the management with regard to product, management clearly defined? Is it clear who has the responsibility to take actions regarding product conformity?		
b)	Is there sufficient documentation?		
Asses	ssed documents:		
Rema	ırks:		

3.3	Management rep	presentative for the FPC	yes	no
a)	Is it clear who the	management representative is?		
b)	Is there sufficient d	locumentation?		
Asses	ssed documents:			
Rema	arks:			

3.4	Quality objective	S	yes	no
a)	Are there quality of	objectives that are relevant?		
b)	Is there sufficient	documentation?		
Asses	ssed documents:			
Rema	arks:			

3.5	Management review	yes	no
a)	Is there a procedure for management review? Has it been performed? Is the content adequate?		
b)	Is there sufficient documentation?		
Asses	ssed documents:		
Rema	arks:		



Procedures and documentation

4.1	Document contro	ol	yes	No
a)		dures for control of documentation affecting the lating, approval and publishing of procedures?		
b)	Are there procedu	ires for archiving and archiving times of records?		
Asses	ssed documents:			
Rema	arks:			

4.2	Contract review	yes	no
	Are there procedures for contract review that take into account customer requirements? Are they followed correctly?		
Asses	ssed documents:		
Rema	arks:		

Are there procedures for assessment of suppliers and subcontractors? Are there records? Assessed documents:	
Assessed documents:	
Remarks:	

4.4	4.4 Materials and components		yes	no
	Are there proced and other constitute	ures for specifying and verifying the raw materials uent materials?		
Assessed documents:				
Remarks:				

4.5	Production control	yes	no
	Are there procedures for production control, including in and tests that are performed before, during and after produ		
Asses	essed documents:		
Rema	arks:		

4.6	6 Handling of finished products		no	
	Are there procedures for handling, packaging and storage of finished products?		\boxtimes	
Asses	Assessed documents:			
Rema	ırks:			



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4.7	Non-complying products	yes	no
a)	Are there procedures that specify how non-complying products shall be dealt with and how long records shall be kept?		
b)	Are there records?		
Assessed documents:			
Remarks:			

4.8	Traceability		yes	no
	Are there procedures for ensuring traceability of products?			
Asses	Assessed documents:			
Rema	arks:			

4.9	Certification marks		no
	Are there procedures regarding the use of certification marks?		
Asses	Assessed documents:		
Rema	arks:		

4.10	Non-conformities and corrective actions	yes	no
a)	Are there procedures for implementing corrective actions to eliminate the cause of non-conformities, in order to prevent recurrence?		
b)	Are records of non-conformities, together with their evaluation and corrective actions, kept for at least 3 years?		
Asses	ssed documents:		
Rema	rks:		

4.11	Internal audits		yes	no
		edures for internal audits, including planning, ding and handling of discovered non-conformities?		
Assessed documents:				
Rema	arks:			

4.12	Previous audits	yes	no
	Are there procedures for closing non-conformities from previous audits?		
Asses	ssed documents:		
Rema	arks:		



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4.13	Complaints	yes	no
a)	Are there procedures for handling customer complaints?		
b)	Are records of customer complaints and the corresponding corrective actions kept for at least 3 years?		
Asses	sed documents:		
Rema	ırks:		

4.14	Training and qualification	yes	no
a)	Are there procedures for training and qualification of staff?		
b)	Is it documented which staff is qualified for operations that can affect product quality?		
Assessed documents:			
Rema	arks:		



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5 Inspection and testing

5.1	Production during visit	yes	no
	Were the products included in the certification or intended for certification in production at the time of the visit? If "Yes", identify product name and any cert.no. that appeared on them.		
Produ	ucts in production:		
Rema	arks:		

5.2	Inspection before production	yes	no
a)	Are specifications and/or drawings of raw materials and components available for checking?		
b)	Does the manufacturer ensure that the incoming materials/products and/or subcontracted services are in conformity with the specified requirements?		
c)	Are non-conforming materials clearly identified and/or segregated to prevent any unauthorised use?		
Assessed documents:			
Remarks:			

5.3	Inspection during production	yes	no	
a)	Are updated versions of relevant documents available to production staff, e. g. procedures, quality plans, inspection and test- instructions, photographs, drawings or samples for all operations/parts that have an impact on the conformity of the finished products?			
b)	Are there instructions describing how to handle the production equipment?			
c)	Is there a documented procedure describing the measurements and tests performed during the whole production process?			
d)	Are there appropriate records available for all checks and tests performed during the production?			
e)	Is there a documented procedure describing how to handle non-conforming products and are they clearly identified and/or segregated to prevent any unauthorized use?			
Asses	ssed documents:			
Rema	arks:			

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5.4	Testing of finished product	yes	no
	 Are these required tests performed on each produced unit? Leakage test of the refrigerant cycle EN 378-2 Pressure test of the refrigerant cycle EN 378-2 High voltage test EN 60335-1 Test of ground conductor EN 60335-1 Function/running test 		
Products in production:			
Assessed documents:			
Rema	arks:		

5.5	Inspection Reco	rds	yes	no
a)	Are records from inspections and tests, before during and after production, kept for at least 3 years?			
Asses	Assessed documents:			
Remarks:				

5.6	Handling and marking of finished proc	lucts	yes	no
a)	After final inspection and test, are the in such a way that their compliance affected?			
b)	Are certified products marked according to the scheme rules?			
Checl	ked products:			
Rema	arks:			

6 Handling of measuring equipment

6.1	6.1 Documented Procedure			no
		mented procedure describing how to handle tent including the responsibilities related?		
Assessed documents:				
Remarks:				

Equipment and identification		yes	no
Is a list with all equipment used for measurements available?			
Is all measuring equipment clearly marked with ID and calibration status?			
Assessed documents:			
Remarks:			
	Is a list with all eq Is all measuring status? ssed documents:	Is a list with all equipment used for measurements available? Is all measuring equipment clearly marked with ID and calibration status? seed documents:	Is a list with all equipment used for measurements available?



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6.3	Calibration / function check	yes	no
a)	Is the relevant measuring equipment used in all stages of the factory production control calibrated and/or checked?		
b)	Are records of calibration and function check kept for at least 3 years?		
c)	Is calibration/function check traceable to national or international standards?		
d)	Is the time for next calibration/check clearly documented?		
Asse	Assessed documents:		
Rema	Remarks:		

7 Follow-up of previous audits

7.1	.1 Handling of non-conformities		yes	no
	Have possible non-conformities from pr and corrected adequately? (If initial insp			
Asses	Assessed documents:			
Rema	arks:			

8 Changes to Certified Product

8.1	Documented Procedure	yes	no		
	Is there a documented procedure describing how to deal with changes on certified products?				
Asses	Assessed documents:				
Rema	arks:				

8.2	Changes		yes	no
		product been changed since the last assessment? changes performed. (If initial inspection, not		
Asses	Assessed documents:			
Remarks:				

8.3	Report of Chang	ges	yes	no	
		8.2, were the changes reported to the certification ? (If initial inspection, not applicable.)			
Asses	Assessed documents:				
Remarks:					



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9 Documentation, storage of records

9.1	Inspection Records		yes	no
	Are the records of the i 3 years?	inspection before production kept for at least		
Assessed documents:				
Remarks:				

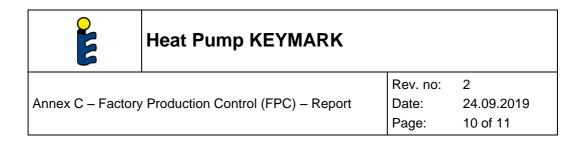
9.2	Calibration Records		yes	no
	Are the records of calib equipment kept for at le	ration/check of the measuring ast 3 years?		
Asses	Assessed documents:			
Remarks:				

9.3	Functional Checks Records	yes	no
	Are the records of functioning checks of production equipment kept for at least 3 years?		
Asses	sed documents:		
Rema	irks:		

9.4	4 Non-conformity Records		yes	no
	Are the records of non-conformities and their evaluation kept for at least 3 years?			
Assessed documents:				
Remarks:				

9.5	Complaints Records		yes	no
	Are the records of cu corrective actions kept	istomer complaints and the corresponding for at least 3 years?		
Assessed documents:				
Rema	arks:			

9.6	O.6 Corrective/Preventive Actions Records		yes	no
	Are the records of corrective/preventive actions kept for at least 3 years?			
Assessed documents:				
Remarks:				



10 Non-conformities and observations

10.1	Non-conformities
1.	X.XX – Section in the report: Non-conformity description
2.	X.XX – Section in the report: Non-conformity description
3.	X.XX – Section in the report: Non-conformity description

For non-conformities no. X-Y, corrective actions shall be performed and reported to the inspection body within 30 days (45 days for initial inspection), no later than 20YY-MM-DD.

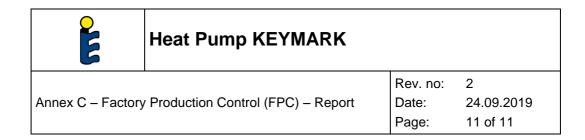
For non-conformities no. Q and R, the manufacturer shall implement corrective actions which will be followed-up at next inspection.

10.2	Observations
1.	X.XX – Section in the report: Observation description
2.	X.XX – Section in the report: Observation description
3.	X.XX – Section in the report: Observation description

Observations are to be seen as suggestions of improvement, or as items that might need to be followed-up at future inspections. Reporting of corrective actions is not necessary.

11 Recommendation

	Degree of criticism	Required action
1	□ No criticisms	No action is required
2	☐ Limited number of criticisms	Continued certification is recommended.
		The manufacturer shall report the implementation of corrective actions for observed non-conformities, see item 9.1. From the presented documentation, it will be decided if an extra inspection will be needed.
3	Criticism(s) to the extent that conformity with the standard is endangered	A new factory inspection must be performed after that the manufacturer has confirmed the implementation of the corrective actions.



12 General and Other Remarks/Comments

Any relevant remarks not included in the previous questions should be given here.

1	
2	
3	

This report is signed both by the inspector and by the factory representative. By signing, the factory representative accepts the non-conformities and the report content.

The inspector sends a copy to the certification body according to their agreement.

Date: **20YY-MM-DD** Name of inspector

Name of factory representative:

NAME NAME

NAME NAME

Appendices:

- 1. Identification of samples selected for surveillance testing
- 2. List of certified products comprised by the inspection

Delete appendices that are not relevant:

Appendix 1 is only needed if samples have been selected for surveillance testing Appendix 2 is only needed if the info regarding comprised certificates is too extensive to fit on page 1



Appendix 1: Identification of samples selected for surveillance testing

Manufacturer					
Company name					
Address					
Testing laboratory	To be decided by certificate holder.				
Serial no.	I no. Product / type / technical data		Selected from		Production
			Production	Stock	period
		Date/Signature:			

RISE Certification has chosen the following test conditions to be tested:

Product name	
Indoor Unit serial no.	
Outdoor Unit serial no.	
Test no. 1: Sound power level	
Test no. 2: Thermal performance	



Appendix 2: List of certified products comprised by the inspection (from inspection agreement no. 210-XX-YYYY)

KEY- MARK Certificate	Product type	Model name