

SOLAR KEYMARK FACTORY INSPECTION REPORT

1. General

1.1 Manufacturer's registered name and factory location

1.2 Persons seen and position held in the factory

1.3 Product names of the product the Solar Keymark is applied for

1.4 Inspector's name, date of inspection

1.5 Type of Inspection

Pre-licence Follow up Sample selection

2. Quality System

		yes	no
2.1	Does the manufacturer hold a certified quality management system that includes the products in question? <i>If yes, questions 10.7, 10.8 and 10.9 have not to be answered and a copy of the certificate must be attached to this report.</i>	<input type="checkbox"/>	<input type="checkbox"/>

3. Incoming goods

		yes	no
3.0	Does the manufacturer have a list of strategic materials / A-components that includes all the incoming materials?	<input type="checkbox"/>	<input type="checkbox"/>
3.1	Does the manufacturer have documented specifications for all these materials, components, sub-assemblies and services ? <i>If yes, at least one case must be assessed and filed by the inspection body.</i>	<input type="checkbox"/>	<input type="checkbox"/>

		yes	no
3.2	Does the manufacturer ensure that the purchased products and/or subcontracted services are in conformity with the specified requirements? <i>If yes, at least one case must be assessed and filed by the inspection body.</i>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Is there a documented procedure covering the way to handle materials, components, subassemblies and end products which during the tests/inspections are found to deviate from the specification to such an extent that the conformity with the product is endangered?	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Are non-conforming products clearly identified and/or segregated to prevent unauthorised use?	<input type="checkbox"/>	<input type="checkbox"/>

4. Production Control and Routine Tests

		yes	no
4.1	Is there a documented procedure describing the measurements and tests during the whole production process?	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Are the responsibilities for the tests conducted under 4.1, including the decision for the product liberation clearly documented?	<input type="checkbox"/>	<input type="checkbox"/>
4.3	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?	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Are there appropriate records on all the checks and tests done during the production available?	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Are non-conforming products clearly identified and/or segregated to prevent unauthorised use?	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Are trends of test result monitored and reported to the production and management authorities?	<input type="checkbox"/>	<input type="checkbox"/>

5. Production during Visit

		yes	no
5.1	Were the products, for which certification is being sought, in production at the time of the visit? <i>If "Yes", identify type number and any certification mark that appeared on them.</i> <i>If "No", make sure and confirm that similar products were manufactured at the time of the visit</i>	<input type="checkbox"/>	<input type="checkbox"/>

6. Calibration of Measuring Equipment

		yes	no
6.1	Is the relevant measuring equipment calibrated?	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Is the equipment provided with a label or similar method indicating the next "calibration due"?	<input type="checkbox"/>	<input type="checkbox"/>
6.3	Do the calibration records indicate that calibration is traceable to national or international standards?	<input type="checkbox"/>	<input type="checkbox"/>

7. Control of measuring Equipment

		yes	no
7.1	Is the relevant measuring equipment checked on a regular basis, such that in case of detection of a failure the previous production can be traced.	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Are there records about the function checks of the measuring equipment available? (Is the equipment provided with a label or similar method indicating the next "check due"?)	<input type="checkbox"/>	<input type="checkbox"/>

8. Preservation of product

		yes	no
8.1	After final inspection and test, are the products handled and stocked in such a way that compliance with the standards is not affected?	<input type="checkbox"/>	<input type="checkbox"/>

9. Complains

		yes	no
9.1	Are complains concerning the certified products recorded?	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Are complains evaluated and if relevant corrective actions taken?	<input type="checkbox"/>	<input type="checkbox"/>

10. Records

		yes	no
10.1	Are records kept at least for the period between two assessments	<input type="checkbox"/>	<input type="checkbox"/>
	Are the records listed below still maintained and satisfactory?		
10.2	Incoming inspection records	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Test records of the routine tests	<input type="checkbox"/>	<input type="checkbox"/>

10.4	Records of non-conformities and their evaluation	<input type="checkbox"/>	<input type="checkbox"/>
10.5	Records of functioning checks of test and measuring equipment	<input type="checkbox"/>	<input type="checkbox"/>
10.6	Records of calibration of test and measuring equipment	<input type="checkbox"/>	<input type="checkbox"/>
10.7	Records of customer complaints and corrective actions	<input type="checkbox"/>	<input type="checkbox"/>
10.8	Records of internal audits	<input type="checkbox"/>	<input type="checkbox"/>
10.9	Records of corrective / preventive actions	<input type="checkbox"/>	<input type="checkbox"/>

11. Corrective Actions

		yes	no
11.1	If there were any unsatisfactory findings entered in the previous inspection report, have they been corrected adequately?	<input type="checkbox"/>	<input type="checkbox"/>

12. Changes to Certified Product

		yes	no
12.1	Has the certified product been changed since the last assessment? <i>If yes, list the changes performed.</i>	<input type="checkbox"/>	<input type="checkbox"/>
12.2	Where the changes reported to the certification body?	<input type="checkbox"/>	<input type="checkbox"/>
12.3	Is there a documented procedure that ensures the report of changes to the certification body.?	<input type="checkbox"/>	<input type="checkbox"/>

13. Inspectors Evaluation

13.1 List below your criticisms and explain them to the manufacturer. If possible indicate also the corrective actions the manufacturer intends to take.

13.2 Give your recommendation by ticking the appropriate box.

Degree of criticism

Required action

1. No criticisms

- | | |
|---|--|
| 2. <input type="checkbox"/> Limited number of minor criticisms | Manufacturer shall confirm corrective action to the inspector, certification proceeds. |
| 3. <input type="checkbox"/> Criticism(s) to the extent that conformity with the standard will be endangered | Repeat factory inspection required after manufacturer has confirmed implementation of corrective action. |

14. General Remarks

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

Note - List all supplementary pages and provide page control (A1 of...)

The inspector should give a copy to the undersigned contact person, who should sign for its receipt.

Date:

Time in factory: hours

Name of inspector

Signature

Name of undersigned contact person

Signature