

# Solar Keymark Factory INSPECTION REPORT

 Report No.:  
...

 Report date  
2012-

 Page  
1 (11)

Issued to:

**Company name which the report is issued to**

Contact Person

Email

Tel.:

Address

Postal Code Town

Country

## SOLAR KEYMARK FACTORY INSPECTION REPORT

*Annex A1 of the Specific CEN Keymark Scheme Rules for Solar Thermal Products*

### 0. General

0.1	<b>Date of inspection</b>	<b>yyyy-mm-dd</b>
0.2	<b>Type of inspection</b>	<input type="checkbox"/> Follow-up <input type="checkbox"/> Initial (pre-licence) <input type="checkbox"/> Sample selection
0.3	<b>Report No. and date of last inspection</b>	<b>Nnn, yyyy-mm-dd</b>
0.4a	<b>Holder of the certificate/s</b> <i>(fill in company name and full address or make reference to "Issued to:" above)</i>	<b>Name of manufacturer</b> <b>Street</b> <b>Postal code Town</b> <b>Country</b>
0.5a	<b>Certificate No., Test report No., Date of test report</b>	<b>Product name</b>
	Cert No: <b>XX</b> , Test report No <b>XX</b> , <b>yyyy-mm-dd</b>	<b>Solaris xy</b>
	Cert No: <b>XX</b> , Test report No <b>XX</b> , <b>yyyy-mm-dd</b>	...
	Cert No: <b>XX</b> , Test report No <b>XX</b> , <b>yyyy-mm-dd</b>	...
0.4b	<b>Holder of the certificate/s (OEM/OBL)</b>	<b>Name of manufacturer</b> <b>Street</b> <b>Postal code Town</b> <b>Country</b>
0.5b	<b>Certificate No., Test report No., Date of test report</b>	<b>Product name</b>
	Cert No: <b>XX</b> , Test report No <b>XX</b> , <b>yyyy-mm-dd</b>	<b>Solaris xy</b>
	Cert No: <b>XX</b> , Test report No <b>XX</b> , <b>yyyy-mm-dd</b>	...
	Cert No: <b>XX</b> , Test report No <b>XX</b> , <b>yyyy-mm-dd</b>	...
0.6	<b>Manufacturer's registered name and factory location</b>	<b>Name of manufacturer</b> <b>Street</b> <b>Postal code Town</b> <b>Country</b>
0.7	<b>Names and positions of persons seen in the factory</b>	<b>Name, Surname, Position</b> ...
0.8	<b>Number of non-conformities</b> (also see 13)	<b>Xx</b>

---

*Place for inspection body, name, adress, tel etc or empty*

# Solar Keymark Factory INSPECTION REPORT

 Report No.:  
...

 Report date  
2012-

 Page  
2 (11)

## 1. Quality system

		yes	no
1.1	Does the manufacturer hold a certified quality management system that includes the products in question? <i>Certification number and expire date must be documented here. A copy of the current certificate shall be attached to this report.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Certification No.			
Date of expiry:			
Remarks:			

## 2. Production during visit

		yes	no
2.1	Were the products included in the certification or aimed for certification, in production at the time of the visit? <i>If "Yes", identify product name and any Cert.-No. that appeared on them. If "No", make sure and confirm that similar products were manufactured at the time of the visit.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Products in production:			
Remarks:			

## 3. Incoming goods

		yes	partially	no
3.1	Does the manufacturer have an up to date part list/bill of materials (BOM) of the product(s) subject to the factory inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
3.2	Does the manufacturer have documented specifications for all these materials, components, sub-assemblies and services relevant to products subject to the factory inspection? <i>If yes, at least one case must be assessed and filed by the inspection body.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
3.3	Does the manufacturer ensure that the purchased products and/or subcontracted services are in conformity with the specified requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

---

Place for inspection body, name, adress, tel etc or empty

**Solar Keymark  
Factory  
INSPECTION REPORT**

 Report No.:  
...

 Report date  
2012-

 Page  
3 (11)

		yes	partially	no
3.4	Is there a documented procedure covering the way to handle materials, components, subassemblies, services and end products which 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"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
3.5	Are non-conforming products clearly identified and/or segregated to prevent any unauthorised use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

**4. Production control and routine tests**

		yes	partially	no
4.1	Is there a documented procedure describing the measurements and tests performed during the whole production process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
4.2	Are the responsibilities for the tests conducted during production including the decision for the product release clearly documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
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"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

---

 Place for inspection body, name, adress, tel etc or empty

**Solar Keymark**

Report No.:

Report date

Page

**Factory**

...

2012-

4 (11)

**INSPECTION REPORT**

		yes	partially	no
4.4	Are there appropriate records about all the checks and tests done during the production available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
4.5	Is there a documented procedure describing how to handle non-conforming products and are they clearly identified and/or segregated to prevent any unauthorised use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformity:				

		yes	partially	no
4.6	Are trends of test results monitored and reported to the production and management authorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformity:				

**5. Calibration/check of measuring equipment**

		yes	partially	no
5.1	Is there a documented procedure describing how to handle measuring equipment including the responsibilities related?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
5.2	Is a list with all equipment used for measurements available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

---

Place for inspection body, name, adress, tel etc or empty

**Solar Keymark  
Factory  
INSPECTION REPORT**
Report No.:  
...Report date  
2012-Page  
5 (11)

		yes	partially	no
5.3	Is the relevant measuring equipment calibrated/checked and marked with ID?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
5.4	Is the equipment provided with a label or similar method indicating the next calibration/check?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
5.5	Do the calibration/check records indicate that calibration/check is traceable to national or international standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

**6. Control of production equipment**

		yes	partially	no
6.1	Is there a documented procedure describing how to handle the production equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
6.2	Is the relevant production 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"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				
Corrective action:				

**Solar Keymark  
Factory  
INSPECTION REPORT**

 Report No.:  
...

 Report date  
2012-

 Page  
6 (11)

		yes	partially	no
6.3	Are records about the function checks of the production equipment available? (Is the equipment provided with a label or similar method indicating the next check?)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

**7. Preservation of product**

		yes	partially	no
7.1	Is there a documented procedure describing how to handle and store the final product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
7.2	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"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

**8. Complaints**

		yes	partially	no
8.1	Is there a documented procedure describing how to deal with complaints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
8.2	Are complaints concerning the certified products recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

---

 Place for inspection body, name, adress, tel etc or empty

**Solar Keymark  
Factory  
INSPECTION REPORT**

 Report No.:  
...

 Report date  
2012-

 Page  
7 (11)

8.3	Are complaints evaluated and corrective actions taken if the complaints are relevant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

**9. Storage of Records**

		yes	partially	no
9.1	Is there a documented procedure describing how to handle records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
9.2	Are the records of the incoming goods inspection kept for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
9.3	Are the test records of the routine tests kept for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
9.4	Are the records of non-conformities and their evaluation kept for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
9.5	Are the records of calibration/check of the measuring equipment kept for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

Place for inspection body, name, adress, tel etc or empty

**Solar Keymark  
Factory  
INSPECTION REPORT**

 Report No.:  
...

 Report date  
2012-

 Page  
8 (11)

		yes	partially	no
9.6	Are the records of functioning checks of production equipment kept for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
9.7	Are the records of customer complaints and the corresponding corrective actions kept for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
9.8	Are the records of internal audits kept for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
9.9	Are the records of corrective / preventive actions kept for at least 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

**10. Corrective actions**

		yes	partially	No
10.1	If there were any unsatisfactory findings entered in the previous inspection report, have they been corrected adequately? If initial inspection - not applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				

**11. Changes to Certified Product**

		yes	partially	no
11.1	Is there a documented procedure describing how to deal with changes on certified products?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

---

 Place for inspection body, name, adress, tel etc or empty



**Solar Keymark**

Report No.:

Report date

Page

**Factory**

...

2012-

9 (11)

**INSPECTION REPORT**

		yes	partially	no
11.2	Is there a documented procedure that ensures the report of changes to the certification body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes		no
11.3	Has the certified product been changed since the last assessment? If yes, list the changes performed. If initial inspection - not applicable.	<input type="checkbox"/>		<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

		yes	partially	no
11.4	Were the changes reported to the certification body for approval? If initial inspection - not applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List of assessed documents:				
Remarks:				
Non-conformities:				

**12. Non-conformities**

List all non-conformities and indicate the corrective actions the manufacturer needs to take.

1	<b>x.x – Paragraph:</b> corrective action:
2	<b>x.x – Paragraph:</b> corrective action:
3	<b>x.x – Paragraph:</b> corrective action:
4	<b>x.x – Paragraph:</b> corrective action:

**For non-conformities *nn*, supplementary documentation shall be presented to the inspection/certification body before 2010-xx-xx // before a Keymark certificate can be issued.**

**For non-conformities *nn*, supplementary documentation shall be available at the next factory inspection.**

# Solar Keymark Factory INSPECTION REPORT

 Report No.:  
...

 Report date  
2012-

 Page  
10 (11)

## 13. Recommendation

	Degree of criticism	Required action
1.	<input type="checkbox"/> No criticisms	---
2.	<input type="checkbox"/> Limited number of criticisms	Manufacturer shall confirm the implementation of the corrective actions to the inspector, certification proceeds. <b>From the presented documentation it will be decided if an extra inspection will be needed.</b>
3.	<input type="checkbox"/> 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.

## 14. General and Other Remarks/Comments

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

1	
2	
3	
4	

Two copies of the report are signed by the inspector and the factory representative. The factory representative accepts by signature the non-conformities. One signed copy of the report stays with the factory representative, the other one will be kept by the inspector who sends it to the certification body according to their agreement.

Date: **yyyy-mm-dd**

Name of inspector

Name of factory representative

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
*Place for inspection body, name, adress, tel etc or empty*

**Solar Keymark  
Factory  
INSPECTION REPORT**

 Report No.:  
...

 Report date  
2012-

 Page  
11 (11)

**Annex: Identification of selected samples**

Manufacturer					
Company name					
Adresse Address					
Selected for test laboratory:					
Serien No.	Product / type / technical data	Ref.No.	Selected from		Production Period
			Production	Stock	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
		date/signature:			

---

*Place for inspection body, name, adress, tel etc or empty*