FACTORY INSPECTION REPORT

Decided at the SKII meeting 1st to 2nd of October 2007 in Vienna

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? *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.*	☐	☐

3. Incoming goods

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

		yes	no
3.2	Does the manufacturer ensure that the purchased products and/or subcontracted services are in conformity with the specified requirements? *If yes, at least one case must be assessed and filed by the inspection body.*	☐	☐
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?	☐	☐
3.4	Are non-conforming products clearly identified and/or segregated to prevent unauthorised use?	☐	☐

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?	☐	☐
4.2	Are the responsibilities for the tests conducted under 4.1, including the decision for the product liberation clearly documented?	☐	☐
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?	☐	☐
4.4	Are there appropriate records on all the checks and tests done during the production available?	☐	☐
4.5	Are non-conforming products clearly identified and/or segregated to prevent unauthorised use?	☐	☐
4.6	Are trends of test result monitored and reported to the production and management authorities?	☐	☐

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? *If "Yes", identify type number and any certification mark that appeared on them.* *If "No", make sure and confirm that similar products were manufactured at the time of the visit*	☐	☐

6. Calibration of Measuring Equipment

		yes	no
6.1	Is the relevant measuring equipment calibrated?	☐	☐
6.2	Is the equipment provided with a label or similar method indicating the next “calibration due”?	☐	☐
6.3	Do the calibration records indicate that calibration is traceable to national or international standards?	☐	☐

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.	☐	☐
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”?)	☐	☐

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?	☐	☐

9. Complains

		yes	no
9.1	Are complains concerning the certified products recorded?	☐	☐
9.2	Are complains evaluated and if relevant corrective actions taken?	☐	☐

10. Records

		yes	no
10.1	Are records kept at least for the period between two assessments Are the records listed below still maintained and satisfactory?	☐	☐
10.2	Incoming inspection records	☐	☐
10.3	Test records of the routine tests	☐	☐

10.4	Records of non-conformities and their evaluation	☐	☐
10.5	Records of functioning checks of test and measuring equipment	☐	☐
10.6	Records of calibration of test and measuring equipment	☐	☐
10.7	Records of customer complaints and corrective actions	☐	☐
10.8	Records of internal audits	☐	☐
10.9	Records of corrective / preventive actions	☐	☐

11. Corrective Actions

		yes	no
11.1	If there were any unsatisfactory findings entered in the previous inspection report, have they been corrected adequately?	☐	☐

12. Changes to Certified Product

		yes	no
12.1	Has the certified product been changed since the last assessment? *If yes, list the changes performed.*	☐	☐
12.2	Where the changes reported to the certification body?	☐	☐
12.3	Is there a documented procedure that ensures the report of changes to the certification body.?	☐	☐

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.	☐ Limited number of minor criticisms	Manufacturer shall confirm corrective action to the inspector, certification proceeds.
3.	☐. 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