Appendix A, *Check list for inspection bodies for audits in the factory (Example of an Audit report)*

Initial and surveillance inspection and sampling

Inspection Body: _____

Company: _____

Address: _____

_____

Factory: _____

Address: _____

Factory/plant code: _____(if any) Products according EN: _____

Line no.'s: _____,_____,_____,_____,_____ Number of poduction units: _____
(possibly to be established only after visit of factory)

Date of inspection	Initial	Surveil lance	Inspector	Company representative
			Name:	Name:
			Signature:	Signature:

Check lists for inspection activities

Reference: EN 13172 Evaluation of conformity and
EN 13787 Determination of declared thermal conductivity
EN _____product standards

Shaded areas indicate actions

No.	Reference to EN 13172:2012 Clause no.		**Initial inspection & sampling**	**Surveillance inspection & sampling**
1.		**Quality management system** according to EN ISO 9001 certificate valid until *questions under No 21 and No 22 answer, if no certificate is present* issued by according to other standards manufacturer's own *answer the questions of No 20 in this case*		
2.	5.2.1	**FPC documented in quality manual**		
3.	5.2.2	**Responsibility, authority** and interrelationship between personnel defined		
4.	5.2.3	**Management representative** Board of directors name: for FPC name: Executive responsible for production name:		
5.	5.2.4	**Records on management review** Reviewed:		
6.	5.3	**Quality manual:** Procedures relevant to production a) Aims, structure and authority defined b) Raw materials procedures defined c) FPC described according EN d) Manufacturer's insp. and tests defined e) Handling, marking etc. of products defined f) Personnel training procedures defined		
		Internal Production limits Identical as tigther than more generous than the requierments and tolerances in relevant technical specifications (EN or other if relevant)		

No.	Reference to EN 13172:2012 Clause no.		**Initial inspection & sampling**	**Surveillance inspection & sampling**
7.	5.4.1	**Inspection and testing** Facilities, equipment and personnel available Qualified personnel Any subcontractors		
8.	5.4.2	**Test equipment** in accordance with standard tests methods other test methods calibration freq. according to Table 1 calibration traceable		
9.	5.4.3	**Raw materials** Specified requirements		
10.	5.4.4 & product standard	**Testing and Checking during manufacture** Product grouping table updated		
		Production Parameter		
11.	5.4.5.2 & product standard	**Direct product testing** Frequency Test results evaluated		
12.	5.4.5.3 & product standard	**Indirect product testing** Acceptable correlation established Frequency Test results evaluated		
		Correlation between indirect quality characteristics to Thermal conductivity Maximum service temperature other		
		Correlation between indirect quality characteristics or direct properties and production parameter (see no 10)		

No.	Reference to EN 13172:2012 Clause no.		**Initial inspection & sampling**	**Surveillance inspection & sampling**
13.	5.4.7	**Inspection and test records** Records		
14.	5.5	**Non-conforming products** Actions		
15.	5.6 Product standard Product standard Product standard	**Handling, storage etc.** Handling Storage Marking Labelling Designation code		
16.	5.7	**Traceability of products** Traceability		
17.	5.8	**Training of personnel** Training Records of training		
18.		**Initial type testing** by or under the responsibility of the certification body Sampling according to separate report		
19.		**Audit testing** by or under the responsibility of the certification body Sampling according to separate report Result of comparison of test results		
Observations		Establishment of possible deviations in the production and/or the QS in use and/or structure compared to the status of the first inspection		
		Control of factory production control, comparison between desired and actual values.		
		Examination of statistics		
		Random checks of the procedure followed in case of deviations.		

No.	Reference to EN 13172:2012 Clause no.		**Initial inspection & sampling**	**Surveillance inspection & sampling**
Evaluation		**Are there changes compared to the situation at the initial inspection?** if yes, which .... The consequences of changes o improve the quality. o decrease the quality. o have no influence.		
		The factory production control is considered satisfactory		
20.	only answers if a manufacturer own quality management system is present (see no 1)	Is there a company-wide concept for quality management, quality assurance and quality improvement?		
		Is there an executive responsible for quality questions in the board of directors?		
		Are there directives regarding different processes, process plans or documents such as QM manuals?		
		Are there internal system audits conducted and documented systematically?		
		Is there a regulated exchange service for technical information		
		Have quality requirements for suppliers been laid down in writing?		
		Are the measuring means for final tests regularly checked and calibrated?		
		Will test certificates, manufacturer declarations and certificates regarding delivery be given to customers?		
		Has it been ascertained by a written procedure that in case of deviations of product properties from the specified values (declared values) action is taken immediately to establish reasons for the deviation, repair the default and prevent its repetition?		
		Is there a written procedure regarding the treatment of products (lots) that have shown a deviation?		
21.	Quality assurance, trough tests at the production site **Only for non-certified QM** (see no 1)	Installations and measuring means suitable for testing of direct properties or indirect quality characteristics		
		Frequency of tests satisfactory for quality assurance		
		Documentation of measuring results satisfactory		
		Regulated procedure for the comparison between desired and actual values		
		Regulated relation of properties to production parameters		
		Procedure for the unambiguous marking of products		
		Marking of products at the storage site according to regulations		

No.	Reference to EN 13172:2012 Clause no.		**Initial inspection & sampling**	**Surveillance inspection & sampling**
22.	Quality assurance, trough tests at the production site **Only for non-certified QM** (see no 1)	Installations and measuring means suitable for testing of direct properties or indirect quality characteristics		
		Installations and measuring means suitable for testing of direct properties or indirect quality characteristics		
		Documentation of measuring results satisfactory		
		Regulated procedure for the comparison between desired and actual values		
		Established correlation between indirect quality characteristics and properties		
		Established relation to the production after the establishment of deviations		
		Procedures and measurements satisfactory for the marking of faulty products		

NOTE Inspection should take ISO 9001 certification into account in accordance with EN 13172.