Issued to:

Company name
Address
Postal Code Town
Country

Contact Person
Email
Tel.:

SOLAR KEYMARK FACTORY INSPECTION REPORT

1. General

Date of inspection	yyyy-mm-dd
Type of inspection	☐ Initial (pre-licence) ☐ Follow-up
Report No. and date of last inspection	Nnn, yyyy-mm-dd
Names and positions of persons seen in the factory	Name(s), Position(s)
Number of non-conformities	Xx

2. List of certificates covered by this report

Certificate No	Manufacturer	Applicable PI Report	First test results
XX	*YY*	*ZZ*	yyyy-mm-dd

3. Quality management system

		yes	no
3.1	Does the manufacturer operate an ISO 9001 quality management system certified by an IAF accredited inspection body that includes the products in question? A copy of the current certificate shall be attached to this report.	☐	☐
Certification No.			
Date of expiry:			
Remarks:			

4. Production during visit

		yes	no
4.1	Were the products included in the certification or aimed for certification, in production at the time of the visit? If "Yes", indicate Certification No. If "No", confirm that similar products were manufactured at the time of the visit.	☐	☐
Certification No.			
Remarks:			

5. Incoming goods

		yes	partly	no
5.1	Does the manufacturer have documented specifications for all these materials, components, sub-assemblies and services relevant to products subject to the factory inspection? Do these specifications include the parameters required to maintain conformity with the certified product?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

		yes	partly	no
5.2	Does the manufacturer ensure that the purchased products and/or subcontracted services are in conformity with the specified requirements?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

		yes	partly	no
5.3	Is there a documented procedure covering the way to handle materials, components and subassemblies deviating from the specification to such an extent that the conformity with the product is endangered?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

		yes	partly	no
5.4	Are non-conforming products clearly identified and/or segregated to prevent any unauthorised use? (Visual inspection)	☐	☐	☐

Remarks	
Non-conformities	

6. Production control and routine tests

		yes	partly	no
6.1	Is there a documented procedure describing the measurements and tests performed during the whole production process? Do these measurements ensure conformity with the certified product?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

		yes	partly	no
6.2	Are the responsibilities for the tests conducted during production including the decision for the product release clearly defined and documented?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

		yes	partly	no
6.3	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?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

7. Calibration/check of measuring test equipment

		yes	partly	no
7.1	Is there a documented procedure describing how to handle measuring equipment including a list with all equipment used for measurements and the responsibilities related?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

		yes	partly	no
7.2	Is the relevant measuring equipment calibrated/checked and marked with ID?	☐	☐	☐
Remarks				
Non-conformities				

		yes	partly	no
7.3	Is the equipment provided with a label or similar method indicating the next calibration/check?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

		yes	partly	no
7.4	Do the calibration/check records indicate that calibration/check is traceable to national or international standards (if necessary and reasonable)?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

8. Control of production equipment

		yes	partly	no
8.1	Is there a documented procedure describing how to handle the production equipment?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

		yes	partly	no
8.2	Is there a list of all the relevant production equipment?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

		yes	partly	no
8.3	Is the relevant production equipment checked on a regular basis, including records about these function checks?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

9. Final product

		yes	partly	no
9.1	Is there a documented procedure describing how to handle and store the final product?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

		yes	partly	no
9.2	After final inspection and test, are the products handled and stocked in such a way that compliance with the standards is not affected? (Visual inspection)	☐	☐	☐
Remarks				
Non-conformities				

		yes	partly	no
9.3	Do the serial numbers of the final product allow to trace back the major components and materials used for this product?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

10. Complaints

		yes	partly	no
10.1	Is there a documented procedure describing how to deal with complaints?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

		yes	partly	no
10.2	Are complaints concerning the certified products recorded?	☐	☐	☐
Assessed documents				
Remarks				
Non-conformities				

		yes	partly	no
10.3	Are complaints evaluated and corrective actions taken if the complaints are relevant?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

11. Risk assessment

		yes	partly	no
11.1	Is there a documented risk assessment including - specifications - incoming goods control - production - handling the final product	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

12. Storage of records

		yes	partly	no
12.1	Is there a documented procedure describing how to handle records?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

		yes	partly	no
12.2	Are the following records available covering the times since the last inspection? - Drawings and specifications - Incoming goods inspection - Functioning checks of production equipment - Customer complaints	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

13. Changes on certified products

		yes	partly	no
13.1	Is there a documented procedure describing how to deal with changes on certified products? Does this procedure ensure that modifications of the product are reported to the certification body?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

14. Corrective action

		yes	partly	no
14.1	Are the non-conformities of the previous inspection corrected adequately?	☐	☐	☐

Assessed documents	
Remarks	
Non-conformities	

15. Non-conformities

15.1	
Description	
Required action	
Rating Clearing schedule	

15.2	
Description	
Required action	
Rating Clearing schedule	

15.3	
Description	
Required action	
Rating Clearing schedule	

Rating/Clearing schedule:
Indicate whether supplementary documentation shall be presented to the inspection/certification body before yyyy-mm-dd // before a Keymark certificate can be issued // at the next factory inspection.

16. Summary / Recommendation to the certification body

☐	No criticism. Proceed certification
☐	Limited number of criticisms, certification proceeds. Manufacturer shall confirm the implementation of the corrective actions to the inspector. From the presented documentation it will be decided if an extra inspection will be needed.
☐	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.

General remarks and comments	

The factory representative accepts by signature the findings. The final decision concerning further action as recommended in this report is taken by the certification body. A copy of the signed report shall be made available to the inspector, the certification body and the factory representative.

Date: **yyyy-mm-dd**

Name of inspector

_____

Name

Name of factory representative

_____

Name