|  |  |
| --- | --- |
| Issued to: | **Company name** Address  Postal Code Town  Country  Contact Person  Email  Tel.: |

# SOLAR KEYMARK PHYSICAL INSPECTION REPORT

# *Annex A2 of the Specific CEN Keymark Scheme Rules for Solar Thermal Products*

### List of Solar Keymark certificates covered by this report (incl. all OEM/OBL)

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate No** | **Manufacturer** | **Product trade name** | **First test results** |
| *XX* | *YY* | *ZZ* | *yyyy-mm-dd* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### List of all test reports containing information related with the listed certificates

|  |  |  |  |
| --- | --- | --- | --- |
| **Test report No** | **Test laboratory** | **Date of issue** | **Remarks** |
| *XX* | *YY* | *yyyy-mm-dd* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### List of all inspections for the certificates covered by this report including the initial type testing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No (0,1,2,..)** | **Report No** | **Date** | **Inspector** | **Inspection body** |
| *0 (initial type test)* | *YY* | *yyyy-mm-dd* | *ZZ* | *ZZ* |
| *1* |  |  |  |  |
| *2* |  |  |  |  |
|  |  |  |  |  |

### Declarations of changes of the certified product(s)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Declaration of change** | **Handed in to inspection body** | **Declared in document** | **Accepted by inspection body** | **Change in force since** |
| *XX* | *yyyy-mm-dd* | *ZZ* | *yyyy-mm-dd* | *yyyy-mm-dd* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### BOMs

|  |  |  |
| --- | --- | --- |
| Product/Certificate: XX | | |
| No | BOM ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | yyyy-mm-dd / Initial |
| 1 | XX / yyyy-mm-dd | yyyy-mm-dd / unchanged |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Product/Certificate: XX | | |
| No | BOM ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | Initial |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Product/Certificate: XX | | |
| No | BOM ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | Initial |
|  |  |  |
|  |  |  |
|  |  |  |

**For each BOM, start a new table**

### Technical drawings

|  |  |  |
| --- | --- | --- |
| Product / Component:*XX* | | |
| No | Technical drawing ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | initial |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Component:*XX* | | |
| No | Technical drawing ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | initial |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Component:*XX* | | |
| No | Technical drawing ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | initial |
|  |  |  |
|  |  |  |
|  |  |  |

**For each Technical drawing, start a new table**

### Specification files

|  |  |  |
| --- | --- | --- |
| Component:*XX* | | |
| No | Specification ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | initial |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Component:*XX* | | |
| No | Specification ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | initial |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Component:*XX* | | |
| No | Specification ID / Date | Description of changes |
| 0 | XX / yyyy-mm-dd | initial |
|  |  |  |
|  |  |  |
|  |  |  |

**For each Specification, start a new table**

### Installer manual, logos and labels

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate No** | **Manufacturer** | **Product trade name** | **Inspectors assessment**  **OK or remarks** |
| *XX* | *YY* | *ZZ* |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Visual inspection of the product

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate No** | **Manufacturer** | **Product trade name** | **Inspectors assessment**  **OK or remarks** |
| *XX* | *YY* | *ZZ* | *yyyy-mm-dd* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### Recommendations of the inspector to the certification body

All above listed modifications of the BOM, technical drawings and specifications shall be assessed and recommendations for action (i.e. retesting, issue of new certificate, re-modification of drawings or specifications) shall be given to prove consistency with initial type testing. The inspector shall consult the Solar Keymark scheme rules, the applicable standards and the testing laboratories which issued the test reports for this certificate.

The final decision about required follow-up action is taken by the certification body.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | No | Minor | Major, Retesting necessary |
| Impact on thermal performance | |  |  |  |
| Impact on durability and/or safety | |  |  |  |
| Recommendation of the inspector for action |  | | | |

|  |
| --- |
| General remarks and comments |
|  |

### Signature

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 of factory representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***Name, Position Name, Position***