INSPECTION REPORT	**Report number:**	**Report date:**	**Page**
Certification Body: xxxxxx	xxxxxxxxx	201x-xx-xx	**1** of **5**

GENERAL INFORMATION OF INSPECTION

Certificate Holder (main license)	Company name: Address:
Date of inspection	
Name and email of inspector	
Name of observers accompanying inspector	
Type of inspection	☐ Follow-up ☐ Physical inspection ☐ Initial(pre-license) ☐ Sample selection
Last inspection	Date: Report number:
Manufacturing plant	Company Name: Address:
Names and positions of key persons involved in inspection	
Date and revision of Certification Scheme Rules:	

Products under scope of Inspection

Products under main license

Certificate number /Pre-license	**Product Type**	**Trade Mark(s) and family description**

Other Certificate holders (Sublicense or OBL)	**Certified Products under sublicense or OBL**
Company name: Address:	Certificate number/Pre-license: Product name
Company name: Address;	Certificate number/Pre-license: Product name

FACTORY PRODUCTION CONTROL

Assessment of requirements included in Annex C1 of current Certification Scheme Rules

Code for Compliance column	*(Below is an example for a code of compliance)*
(Each CB may use different a different code. All findings are explained in last page of Report)	**C:** Conforming to requirement **NC:** Non Conformity detected **OBS:** Observation **NA:** Not applicable

Clauses of Annex C1		**Checked (Yes/No)**	**Compliance**
1	**General**		
	Certified Quality Management System that includes in its scope the manufacturing of Certified Products. If the Certification Body is accredited and proper documentation is presented, the requirements on this page and internal audit may not be checked		Certificate nº: Date of validity**:** Date of last ISO 9001 audit report**:**
2	**Organization**		
2.1	**General**		
	FPC system exists that ensures compliance of products		
	Records kept for at least 3 years		
	Documentation is updated		
Document checked:			
2.2	**Responsibility and authority**		
	Responsibility, authority and interrelationships are defined		
Document checked:			
2.3	**Management representative for the FPC**		
	A representative is appointed and given the responsibility		
Document checked:			
2.4	**Quality Objectives**		
	At least one measurable quality objective is established		
Document checked:			
2.5	**Management review**		
	Takes place once a year and is recorded		
	Contains minimum input		
Document checked:			
2.6	**Training of personnel**		
	A procedure for training established and maintained		
	There is a training plan and corresponding records		
	Personnel performing quality tests and inspections is qualified accordingly		
Document checked:			
3	**Quality Documentation**		
	There is quality documentation according to requirements a) to k)		
Document checked:			

Clauses of Annex C1		**Checked (Yes/No)**	**Compliance**
4	**Inspection and testing**		
4.1	**General**		
	Responsibility for control, calibration and maintenance of testing, measuring and inspection equipment, whether owned or subcontracted		
Document checked:			
4.2	**Test equipment**		
	Appropriate testing equipment and working instructions		
	Control(calibration and/or verification) on test equipment		
Document checked:			
4.3	**Inspection and testing of raw materials and other constituent materials**		
	There are specified and documented requirements		
	There is traceability to the supplier's documentation		
	Records for checks and frequencies in corresponding table		
Document checked:			
4.4	**Inspection and testing during manufacture and on finished product**		
	There are specified and documented requirements		
	Records for checks and frequencies in corresponding table		
Document checked:			
4.5	**Inspection and test records**		
	Results are recorded containing correct information		
Document checked:			
5	**Actions in the case of non-conforming products**		
	Actions are taken without delay on non-conforming products		
	Non-conforming products are marked, isolated or controlled		
	Once identified or rectified, test or inspection is repeated		
	Corrective and preventive actions are taken and documented		
Document checked:			
6	**Handling, storage, packaging and marking of products**		
	Prevention of damage or deterioration through handling, storage, packaging and marking		
Document checked:			
7	**Traceability of products**		
	Main components are traceable and identifiable		
Document checked:			
8	**Internal audit**		
	If not applicable, the exclusion is documented		
	Takes place once a year with a properly defined program		
	The auditing team is impartial		
	Documented procedure		
	Records of audits		
	Corrective actions taken		
	Follow-up and verification of effectiveness of corrective actions		
Document checked:			

General information and questions	**YES/NO**	**Compliance**
Have all of the non-conformities detected in the last inspection report been properly closed?		
Is the Marking of the Product in compliance with the requirements of the Certification Scheme Rules?		

SAMPLE TAKING SHEET	
Manufacturer name and address:	
Main License Holder:	
Type of product:	
Type of sample taking:	☐ Physical ☐ Remote with pictures ☐ Remote with video

SAMPLES SELECTED

Trade Mark/Serial number/Manufacturing date/Dimensions	**Test(s) to be carried out**

The same number of samples selected have been chosen and are kept by the manufacturer as counter samples: ☐ Yes ☐ No

THE MANUFACTURER WILL SEND A COPY OF THIS PAGE TO THE LABORATORY

Name and address of Laboratory:

Date: 201x/xx/xx	Signature: The inspector _____ The Manufacturer _____…

FINDINGS AND CONCLUSION OF INSPECTION REPORT

Description of detected non-conformities

1	
2	
3	

For all non-conformities detected in this report, a corrective action plan shall be sent to the Certification Body within a period of one month

Notes, Remarks or comments

1	
2	
3	
4	

The report shall be signed by the inspector and the factory representative

Name and signature of inspector Name and signature of factory representative

_____ _____

NAME ***NAME***