



Certification programme "Quality Mark TMT"

Checklist initial surveillance inspection

Name and site of factory	
Date of inspection	
Inspection performed by (name, company)	
present factory representa- tives	
Person in charge of factory for quality assurance and factory production control (FPC)	

Requirements on factory production control (FPC) of producer

The producer (applicant) has to establish, document and keep a system of factory production control (FPC) to ensure that the TMT products placed on the market are conform with the declared performance properties (tested and declared values and properties)

The FPC system must include procedures, regular inspections, tests and/or assessments as well as the transfer of its results, referring to checking of raw material, plant, production process and products.

Regulations in writing must exist for the most important production steps e.g. in form of a quality handbook, particularly for

- Requirements on raw material (preconditions to the supplier),
- incoming goods inspection,
- preparation of wood, e.g. pre-drying, pre-grading,
- preparation of kiln batch (stacking),
- process control including automatic saving of process data,
- re-check and re-grading of each kiln batch according to determined characteristics,
- dealing with non-conform products,
- outgoing goods inspection,
- dealing with complaints and claims.

The results of inspections, tests and assessments, in particular deviations from reference values or criteria, as well as the resulting measures taken are to be documented in writing or electronically.

The staff must be qualified sufficiently to establish, document and proceed FPC. The management has to nominate a person in charge for FPC.

The determination or measurement of parameters, from which a correct function of production process can be deduced, has to be performed during the process automatically and time-related. Relevant parameters in this sense are particularly kiln (chamber/vessel) temperature, vessel pressure, wood temperature and wood moisture.

The plant and facilities used for TMT production are to be checked and maintained regularly, to ensure that use, wearing or failure don't lead to faults in the production process or to defective products. Inspection and maintenance actions must be adapted to the production process and must be documented.

Changes and deviations of plant and process must be documented in writing. The certification body must be informed when essential changes apply.

The producer has to take documented actions how to deal with defective products or batches. Defective (non-conform) products must be marked clearly.

All documents shall be stored at least over five years.

To ensure traceability of production and process (batches, products), the products or packaging units must be clearly labelled. Labelling must include following information:

- wood species (clear indication or botanic species or code according to EN 13556),
- country or region of origin of wood
- treatment temperature or level,
- date of production and batch number
- name of producer

Question		Answer
1	For which product an FPC was established and initial type test is performed?	
2	Does the producer apply a quality management system?	
3	If yes, is this system proved by a certificate? Which institution issued the certificate?	
4	Is the FPC of the products to be certified part of the quality management system?	
5	Does the producer possess necessary facilities to produce the certified products?	
6	Is the staff sufficiently qualified with both technical and FPC issues?	
7	Are the employees instructed regularly about quality control issues? Is this documented?	
8	Are all important production steps regulated by rules and measures, e.g. by standard operating instruction or a quality handbook?	
9	How storage of documents and data is managed?	
10	How the compliance with requirements of QC and FPC is regularly checked, e. g. by monthly control by person in charge?	
11	Which requirements of raw material are made (grading, moisture)	
12	What is checked with goods incoming control? Is this documented?	
13	How is ensured that non-conform raw material is clearly marked and sorted out?	
14	Which regulations exist for storage of raw material before treatment?	
15	Which regulations exist for sticking & stacking? How staples/batches are marked?	

16	Are data for process control collected and stored continuously and automatically?	
17	Which parameters are determined (type and number of sensors)?	
18	Are the measuring devices and sensors calibrated, are calibration certificates available?	
19	How batches are marked after treatment (wood species, treatment level, date)?	
20	Which product properties are determined and documented within FPC?	
21	Which test methods and devices are used?	
22	Are test devices and sensors adjusted and calibrated to gain a consistent accuracy?	
23	Are reference tests performed, if test methods are not conform to standardised test methods?	
24	Do the reference test results correlate with requirements of initial type or supervision tests?	
25	How is ensured that defective batches or products are clearly marked and sorted out?	
26	Are technical data of properties declared, e. g. by technical papers or product specifications? How data are provided to customers?	
27	Are all claims and complaints documented in writing?	
28	Are measures foreseen to prevent those claims? Are these measures documented?	
29	Is ensured that the certification body is informed by the producer about claims?	

Summary of inspection results, non-conformities

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Measures and obligations

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Place, date, signature of performing person