



This document is to ensure that you are aware of what will happen during the factory inspection, how the inspection will be conducted and what information and documents you must collect and have available for examination in the meeting room. These documents must be in English.

You should also have read the factory inspection report form available from the oSa website to prepare yourself for the inspection.

STAGE 1 - INTRODUCTIONS

This will commence in your meeting room with:

- An introduction to personnel involved in the inspection
- A presentation on your company and its products
- Details of the inspection process
- A very short factory tour (approx. 30 minutes) to get a basic impression of the products and processes

STAGE 2 - REVIEW OF SYSTEMS

After the short factory tour we will re-convene in the meeting room. During this stage, the personnel involved should now be restricted to those directly responsible for the areas under review.

- Review of the information provided on the membership application form
- Clarification of the product range under the scope of oSa membership
- Review of the Company's Quality Management System
- Review of the Company's Health, Safety and Welfare Procedures
- Review of the Company's Environmental Protection Procedures and legal requirements

What you need to provide and have available in the meeting room:

- Copies of your company's product promotional literature
- A copy of your Quality manual with at least the table of contents in English
- Written evidence that conformance to EN standards is part of your procedures stated in the Quality manual
- Documentary evidence of your internal management review
- Copies of your calibration procedures and records
- Design test records sufficient to confirm conformance to EN requirements
- Copies of travelling works tickets (job cards) with evidence of sign-off for required inspection tests. A blank copy of each in English



STAGE 3 - DETAILED FACTORY INSPECTION

Detailed inspection of plant and processes with particular emphasis on:

- Application of the Quality Management System
- Documentary evidence showing conformance to EN Standards
- Frequency of testing
- Conformance to additional requirements of oSa
- Product marking
- Sampling and testing of products

On the day(s) of the inspection the applicant should ensure:

- Availability of the defined product ranges under the scope to examine in-process inspection
- Availability of key personnel responsible for quality control and product development
- Availability of products within each of your defined ranges for the inspector to sample at any stage of production
- Operation of all necessary testing equipment
- Finished, unpackaged product to check conformance to marking requirements

STAGE 4 - FINAL REVIEW AND COMMENTS

After the detailed factory inspection we will re-convene in the meeting room.

- Any further samples or documents required will be requested.
- The factory inspector and oSa official will then require approx. 30 minutes alone to review the inspection, agree on the outcome and prepare the summary report.
- The key personnel will rejoin the meeting and the factory inspector will explain the conclusions of his report.
- The Company representatives will then be able to make comments and ask questions.
- The senior Company official will then sign the summary report to confirm that the inspection has been carried out satisfactorily and that he understands the comments of the factory inspector.
- The oSa official will then explain what will happen next.

Following the inspection a full factory inspection report will be sent to you by oSa giving the actions required where relevant for conformance.

I have read this document and have understood the requirements.

(Name in block letters)

(Place and date)

(Company stamp and signature)