

Check list for the initial inspection or monitoring of the factory production control according to BS EN 1090-1



Company Name:

Address:

Production site Address:

Contact Person:

Phone:

Fax:

Internet:

Mail:

Project Number:

Lead Auditor:

Auditor:

Reference documents (Rev.):

Audit date:

Kind of Audit:

Initial Inspection

Continuous Surveillance

Monitoring based on Changes

Special visit

Remotely undertaken

Signature (Leader FPC)

Signature (Auditor(s))

Prepared by: Paul Ward	Reviewed by: Steve Brown	Authorised by: Paul Ward	Document ID: PC003F001	Date: 12/05/2021	Revision: 1
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EN 14371, 6.1 / A	B Basic technical knowledge (EN-ISO 14731:2019, 6.2.4); S Specific technical knowledge (EN-ISO 14731:2019, 6.2.3); C Comprehensive technical knowledge (EN-ISO 14731:2019, 6.2.2).		
1.6	What kind of products are to be made under the EN 1090-1?	Description:	
2 Process "Structural design and calculation" (applicable to EN 1090-1 clause 6.3.4)			
2.1 B.2-1	Should structural design work activities be a constituent of the certification? (ITC "Initial type calculation")	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", continue with 3 Remarks:	
2.2 B.2-1	Are structural design work activities carried out by in-house personnel or subcontracted?	<input type="checkbox"/> Are carried out by in-house personnel <input type="checkbox"/> Are subcontracted, name subcontractor: <input type="checkbox"/> See attachment.	
2.3 B.2-1	Who is the person responsible for structural design work activities?	Name: Please add attachments.	<input type="checkbox"/> Organizational chart <input type="checkbox"/> Matrix responsibilities <input type="checkbox"/> Function descriptions <input type="checkbox"/> Qualification profiles <input type="checkbox"/> See attachment C
2.4 B.2-1	How are the personnel qualified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attachment Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attachment Remarks: C
2.5 B.2-1 5.6.2.1-1	To what standard / criteria is the designed carried out?		
2.6 B.2-1	How is structural design work carried out?	<input type="checkbox"/> Computer/software <input type="checkbox"/> Manually Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: C
2.7 B.2-1	Is the operability of the structural design work procedure functional?		<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: C
2.8 6.3.4-1	Are the records kept for the specified duration? (EN 1090-1, Section 6.3.4)	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Archived for 10 years <input type="checkbox"/> Archive accessible <input type="checkbox"/> Archive in paper <input type="checkbox"/> Archive in electronic C
2.9	Are the standards in use available and valid?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: C
2.10	Who is responsible for determination of the Execution Class?		
3 Tasks in relation to execution work (see table B.1 from EN 1090-1, right column)			
3.1 Subcontracting and Constituent product supply measures			
3.1.1	Are subcontracting measures taken? If yes, please add the subcontractors.	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	

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3.1.2		Awarding of welding and or fabrication work <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:	(to be sampled by EN 1090 LA)-reference 3834 for full evaluation	
3.1.3		Weld procedure and qualification testing <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		
3.1.4		Corrosion protection <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		
3.1.5		Mechanical (bolted) jointing / assembly (non-welded) (this would be trail assembly and or erection) <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		
3.1.6		Thermal cutting <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		
3.1.7		Awarding of NDT/ NDE <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		
3.1.8		Awarding of execution work monitoring measures (e.g. welding supervision/ coordination) <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		
3.1.9		Awarding of heat treatments <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		
3.1.10		Awarding of hot or cold forming <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		

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		Awarding of Cold rolled section supply according to BS EN 1090-4/ BS EN1090-5 <input type="checkbox"/> Yes / <input type="checkbox"/> No Subcontractor(s): Remarks:		
3.1.11	Are the necessary documents/specifications made available to the sub-supplier?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	Complies: <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.1.12	How is the compliance with the relevant requirements in EN 1090-2 up to and including EN 1090-5 (where and if applicable) ensured by the sub-supplier?	Remarks:	Complies: <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: Subcontractor has to meet the relevant requirements in <input type="checkbox"/> EN 1090-2 <input type="checkbox"/> EN 1090-3 <input type="checkbox"/> EN 1090-4 <input type="checkbox"/> EN 1090-5 <input type="checkbox"/> EN ISO 3834-(2/3/4) <input type="checkbox"/> Other:	C
3.1.13	How is the acceptability of the sub-suppliers checked?	Remarks:	Complies: <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: Add e.g. certificates <input type="checkbox"/> see attachment.	C
3.2	Process of "welding"			
3.2.1 6.3.2-1	Who is/are the welding supervisor(s)/coordinators?	Name/names:		
3.2.2 6.3.2-1 7.4.3-2 7.4.4-3 Not applicable at EXC-1	What qualification(s) do(es) the responsible welding supervisor(s) have?	Remarks:	Number appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No Qualification appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Not applicable at EXC-1	Welding supervisor/ coordinators expert discussion to be conducted as part of the assessment.			
3.2.3 6.3.2-1 Not applicable at EXC-1	How is the responsible welding supervisor/ co-ordinators authorised in the terms of welding related activities.	Remarks: <input type="checkbox"/> See attachment.	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks: <input type="checkbox"/> appointed by management <input type="checkbox"/> authority defined <input type="checkbox"/> supported by management <input type="checkbox"/> Role definition <input type="checkbox"/>	C

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3.2.4 6.3.2-1 Not applicable at EXC-1	How are the tasks and responsibilities of the welding supervisory/ coordination personnel stipulated?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.2.5 6.3.2-1 7.4.2-2	Are enough welders/operators available and qualified by means of suitable qualification tests?	Remarks:	Number of certified welders/operators appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No Qualification appropriate? <input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.6 6.3.3-1	Is an up-to-date list of the fabrication and testing facilities/equipment essential for production by means of welding technology available?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Equipment lists / maintenance schemes handed over / seen Remarks:	
3.2.7 B.2-1	Are the in-plant facilities sufficient and suitable for the planned area of application?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.2.8 B.2-1	Are plans available for the maintenance of the facilities?	<input type="checkbox"/> plans are available <input type="checkbox"/> plans are not available	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.2.9 B.2-1	Is it ensured that damaged facilities are not utilised?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.2.10 EN ISO 4063	What welding processes are applied?	Overview of process numbers: <input type="checkbox"/> 43 <input type="checkbox"/> 111 <input type="checkbox"/> 131 <input type="checkbox"/> 135 <input type="checkbox"/> 136 <input type="checkbox"/> 138 <input type="checkbox"/> 141 <input type="checkbox"/> other		
3.2.11 7.4.1.1-2	Are welding procedure specifications (WPS) available for the applied welding procedures?	Are available for process numbers: <input type="checkbox"/> 43 <input type="checkbox"/> 111 <input type="checkbox"/> 131 <input type="checkbox"/> 135 <input type="checkbox"/> 136 <input type="checkbox"/> 138 <input type="checkbox"/> 141 <input type="checkbox"/> other	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.12 7.4.1.1-2 7.4.1.2-2 7.4.1.3-2	How are these welding procedures qualified?	Remarks:	Remarks:	

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3.2.13 7.4.1.2-2	Are work qualification tests and or instructions according to EN 1090-2/3 required and available?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.14	Are work procedure specifications applied in addition to welding procedure specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.15	Is fabrication planning carried out?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.16 6.3.7-1	How is monitoring, inspection and testing before/during and after welding carried out in conformity with the contract specification.	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.17	Is the status of the inspection and testing indicated in a suitable way?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.18 7.5.15-2	Are post-weld heat treatments carried out (also subcontracting)?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.19 7.5.15-2	Have the responsibilities for the procedure for the execution of the post-weld heat treatment been stipulated?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.2.20	Has a procedure been set up for the elaboration, checking and archiving of quality-relevant documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	
3.3	Process "Mechanical (bolted) jointing (non-welded)			
3.3.1	Are the personnel adequately instructed (and qualified) for the execution of mechanical joints?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.3.2	Are procedure descriptions available?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.3.3	How are the results of the inspection and or tests documented?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C

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3.4 Process "NDT" (Non-destructive test methods)				
3.4.1	Who is the responsible person for the selection of testing methods?	Name: (with indication of the qualification)		
3.4.2 12.4.2.6-2	Are testing procedures applied (in addition to direct visual inspection)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, which? <input type="checkbox"/> Penetration test (PT) <input type="checkbox"/> Magnetic particle test (MT) <input type="checkbox"/> Radiographic test (RT) <input type="checkbox"/> Ultrasonic test (UT) <input type="checkbox"/> Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.4.3 12.4.1-2 12.4.2.2-3	How is the competency of personnel evaluated and recorded?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.4.4	Are the available testing facilities and or equipment suitable for NDT?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attachment. Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.4.5	How are the testing facilities monitored?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> See attachment. Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.4.6	Are procedure descriptions available for the execution of the tests?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.4.7	How are the results of the tests documented?	<input type="checkbox"/> Test report <input type="checkbox"/> Checklist <input type="checkbox"/> Handwritten Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.5 Process "corrosion protection"				
3.5.1 F.1-2 E.4-5	What corrosion protection procedures are applied?	<input type="checkbox"/> Applying paint <input type="checkbox"/> intern <input type="checkbox"/> extern <input type="checkbox"/> Powder coating <input type="checkbox"/> intern <input type="checkbox"/> extern <input type="checkbox"/> Thermic metal spraying <input type="checkbox"/> intern <input type="checkbox"/> extern <input type="checkbox"/> Galvanising <input type="checkbox"/> intern <input type="checkbox"/> extern <input type="checkbox"/> Other:		
3.5.2 6.3.2-1	How are the personnel instructed (and qualified) for the execution of corrosion protection?	Qualified by: Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.5.3	Are procedure descriptions available for corrosion protection?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
3.5.4	How are the manufactured coatings inspected/ tested?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C

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3.5.5	How are the results of the tests documented?	<input type="checkbox"/> Test report <input type="checkbox"/> Checklist <input type="checkbox"/> Handwritten Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
4 Calibration, verification and validation				
4.1 6.3.3-1	Have measuring, monitoring and testing facilities/ equipment been calibrated, verified and validated?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
5 Constituent products used for manufacture				
5.1 6.3.5-1 5.2-2	Are material certificates available for the utilised base materials, welding filler materials, fixings, corrosion protection substances etc.?	<input type="checkbox"/> Yes <input type="checkbox"/> No Add examples:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
5.2 6.3.5-1 5.2-2	Has traceability and appropriate documentation been verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
6 Storage of Constituent products				
6.1 6.3-2	How are the constituent products stored (also those provided by the customer)?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
6.2 5.2-2	How is marking/identification and traceability ensured during the storage and fabrication periods?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
7 Execution specification				
7.1 7-1 4.1-2	What documentation/ instruction are issued for the Execution (manufacture) of works?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8 Product assessment (performance characteristics according to table ZA.1)				
8.1 Permissible deviations for dimensions and shape				
8.1.1	How are tolerances stipulated?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.1.2	How are tolerances for dimensions and shape checked and documented?	Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2 Preparation and assembly				
8.2.1	Identification & Handling, Procedures + implementation	Handling and storage	See section 6 of this list	
8.2.2	Cutting, Procedures + implementation	Shearing and nibbling	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Sawing	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Water jetting	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C

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		Punching	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Thermal cutting	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Hardness of free edge surfaces	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Other processes:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2.3	Shaping / Forming, Procedures + implementation	Hot forming (EN 1090-2)	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Flame straightening (EN 1090-2)	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Cold forming	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2.4	Holing Procedures + implementation	Execution of holing	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Dimensions of holes	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
		Tolerances on hole diameter for bolts and pins	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2.5	Cut outs	Procedure + implementation	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2.6	Full contact bearing surfaces	Procedure + implementation	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2.7	Assembly	Procedure + implementation	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2.8	Assembly check	Procedure + implementation	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2.9	Heat treatment (EN 1090-3)	Procedure + implementation	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.2.10	Straightening (EN 1090-3)	Procedure + implementation	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C
8.3	Annexe ZA			
8.3.1	How are the requirements of Annexe ZA met? Or How do you intend to mark your product?			
8.3.2	What documentation is issued to the client upon completion?			

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9 Non-conforming products (lack of compliance and corrective measures)				
9.1 6.3.8-1	Have measures been stipulated for how to proceed in the event of a lack of compliance with stipulated requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	<input type="checkbox"/> Yes <input type="checkbox"/> No Remarks:	C