

**IAPMO EGS
PROCEDURE**

No: TEC-006

Title: Minimum Requirements for Listee's QA System

Created by: D. Woodcock Approved by: Shirley Dewi

Rev # 4 Date: Feb 27, 2017

Revised by: J. Dolhof

1.0 Scope: This procedure is written for the use of EGS clients. The listee's quality system shall be composed of written procedures, which are to be followed at the listee's applicable site(s). These procedures must be consistent with the requirements of the Listing Report.

This procedure outlines the minimum criteria that a manufacturer's quality system must meet.

2.0 Quality System Requirements: The items below correspond to the same items as those the FUS inspector will look at during the on-site inspection. Note that the inspector will also verify implementation and review records.

2.1 The manufacturer shall maintain copies of the IAPMO EGS Listing Report and supporting documents. These documents are provided to the Listee at the end of each project.

2.2 The manufacturer shall maintain an organizational chart to ensure that the person in charge of quality is different than the person in charge of production.

2.3 The manufacturer will have a quality manual on site as well as quality system procedures. The manual and procedures that are maintained by the manufacturer shall show the revision dates and revision history.

2.4 Procedures shall be in place for the control, calibration and maintaining of all inspection, measuring and production line test equipment used in the inspection and testing of certified products. Calibration certificates must be on site and show the equipment was "in tolerance" or show evidence of corrective action.

2.7 The manufacturer shall have a procedure in place to audit the quality system. Records must be kept of internal audits.

2.8 The manufacturer shall have a procedure in place to update the master specification documents, such as controlled drawings etc.

2.9 A procedure shall be in place to uniquely identify batches or runs of product.

2.10 A procedure shall be in place to isolate products in case of nonconformance.

2.11 A procedure shall be in place that requires the manufacturer to notify IAPMO EGS if changes in the product, process or quality management system may affect the listed product.

This procedure shall additionally prevent the manufacturer from releasing/shipping the products until authorized by an IAPMO representative

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- 2.12 A procedure shall be in place for inspecting and/or testing finished products.
- 2.13 There shall be a procedure and equipment in place to perform the required production line evaluations and tests as required in the listing report.
- 2.14 The manufacturer shall establish a sampling and testing frequency for a required production.
- 2.15 A procedure shall be in place that documents and establishes the required process for the handling of defects, claims and complaints.
- 2.16 The manufacture shall have procedures in place that document how incoming materials/components are to be inspected or tested to verify conformance to the requirements of the specifications in the listing reports and appropriate product standards.
- 2.17 The manufacturer shall maintain the required documentation to show that all products have passed all phases of inspection and/or testing. These documents shall be kept by the factory for a minimum of 1 year or a period of time specified by the manufacture if longer than 1 year.
- 2.18 The procedure(s) for inspection and testing of certified products shall require that all specified inspections and tests on final product have been carried out and documented and that the product meets specified requirements before product may be released for shipment bearing an IAPMO certification mark

REVISION OF THE PROCEDURE

REV	DATE	SECTION/PAGE	BRIEF DESCRIPTION OF REVISION
0	5/13/13	All	New
1	10/24/13	All	Revisions per OSHA Application Review Checklist of 8-8-13.
2	5/9/14	10	Added section
3	12/23/14	All	Changed Director titles to VP.
4	2/27/17	All	Changed entire procedure to more closely match the requirements of initial inspections per FORM TEC-007-2