

ICC-SRCC Qualifying Factory Inspection Report	Listee Name:	
	Report Date:	

Summary Remarks – Continued:

4. SIGNATURES

By signing below, the lead inspector attests that the information provided is accurate to the best of their knowledge, and that they have no undeclared conflicts of interest with the manufacturer and/or listee. By signing, the manufacturer’s representative acknowledges the findings of this inspection report and any non-conformities. Both parties may enter any remarks for the benefit of the certification body reviewer.

LEAD INSPECTOR	MANUFACTURER’S REPRESENTATIVE
<i>Signature and date</i>	<i>Signature and date</i>
<i>Print Name</i>	<i>Print Name</i>
	<i>Title:</i>

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5. FACTORY PRODUCTION CONTROL ASSESSMENT

Part A: Review of Quality System

Evaluate the policies, procedures and records associated with the Quality System used for the production of the certified products. Review may be conducted on the scheduled date of the inspection or through a prior document review.

TOPIC	EFFECTIVELY IMPLEMENTED?	NOTES
<p>1. Basic Elements (AC-10 §2.0) A quality system is in place and effectively implemented to produce the certified products with the following basic elements:</p> <p>Describes the manufacturing process for the certified products and in-process quality control procedures.</p> <p>Organizational chart and a description of the responsibilities of key positions in the quality program.</p> <p>Procedures/policies implemented for processing and documenting complaints and actions taken as a result for the certified products.</p> <p>Retention policies and procedures to keep quality control records for a minimum of 2 years.</p>	<p>yes no</p> <p>yes no</p> <p>yes no</p> <p>yes no</p>	
<p><i>List key quality system documents evaluated. Use Appendix B if additional space is required.</i></p>		
<p>2. Design Control. (AC-10 §1.4.4.1, §2.1.7)</p> <p>Documents controlling the design of the certified product maintained for components, sub-assemblies, and final assemblies.</p> <p>Criteria for conformity/non-conformity of materials, components and assemblies are documented.</p> <p>Product design and material changes are documented and evaluated. Appropriate parties (including ICC-SRCC) are notified of significant changes.</p>	<p>yes no</p> <p>yes no</p> <p>yes no</p>	
<p><i>List design documents reviewed in Appendix B if additional space is required.</i></p>		
<p>3. Incoming Goods and Materials. (AC-10 §2.2)</p> <p>Procedures in place to inspect incoming goods and materials to meet relevant design control specifications.</p>	<p>yes no</p>	
<p><i>Applies to materials and components (custom and off-the shelf) used in the manufacture of products and systems regardless of whether the assembly takes place in a factory or in the field. List incoming goods and materials inspections that are conducted for certified products.</i></p>		
<p>4. Calibration. (AC-10 §2.6)</p> <p>Procedures are in place to maintain the calibration of testing, measuring and inspection devices used for incoming goods inspections and production quality control for certified products.</p> <p>Calibrated devices are required to be physically marked for traceability to calibration records.</p> <p>Calibrated devices are required to be checked and recalibrated by a qualified party on a prescribed frequency. Results of calibration activities shall be recorded for a minimum of 2 years.</p>	<p>yes no</p> <p>yes no</p> <p>yes no</p>	
<p><i>List all evaluated devices with calibration.</i></p>		
<p>5. Finished Products. (AC-10 §2.1.9)</p> <p>Procedures for testing, inspection, and acceptance of final product.</p> <p>Directions are provided for packaging and storage of the final product prior to shipment or transport.</p> <p>Procedures in place for the identification, handling, segregation, and disposition of non-compliant product.</p>	<p>yes no</p> <p>yes no</p> <p>yes no</p>	

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Part A Remarks:

Part A Non-Conformities:

Part B: Incoming Goods Facility Check

Confirm implementation of incoming goods and materials inspections of incoming goods and materials are conducted in accordance with the policies and procedures reviewed in Part A. Applies to goods and materials inspected in a factory location for a production line and for inspections occurring in the field for a field assembly and installation.

TOPIC	EFFECTIVELY IMPLEMENTED?	NOTES
1. Inspections are being carried out for the materials and goods listed in Part A.	yes no	
2. Results of incoming goods inspections are recorded in accordance with policies and procedures in Part A.	yes no	
3. Devices for measurement, test or inspection equipment required are present and have appropriate calibration labeling.	yes no	
4. Instructions are available to responsible personnel describing the incoming goods and materials inspections to be conducted and process for recording any results.	yes no	

Part B Remarks:

Part B Non-Conformities:

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PART C: IMPLEMENTATION OF QUALITY SYSTEM IN PRODUCTION PROCESSES

Evaluate the location(s) where any onsite manufacturing activities for the certified products are conducted and verify compliance with quality policies and procedures identified in Part A. If the production line is not operating, the inspector should review recent past production records to assess compliance with the items listed below. For products that are field-assembled, documentation or some other evidence must be provided to demonstrate compliance with Quality System requirements as listed below.

TOPIC	EFFECTIVELY IMPLEMENTED?	NOTES
1. Instructions for the proper production and/or assembly of the certified products are readily available for personnel.	yes no	
2. Any devices used for quality checks conducted during production and/or assembly are present or readily available to responsible personnel. If calibrated, they are labeled in accordance with the requirements in Part A.	yes no NA	
<i>Identify evaluated devices used to check whether products meet design specifications.</i>		
3. Results of production/assembly quality checks are recorded and retained in accordance with policies reviewed in Part A.	yes no	
4. Non-conforming products are marked, segregated, or otherwise controlled as specified in policies reviewed in Part A.	yes no	
5. Finished products are handled, packaged, and stored to prevent damage or deterioration as specified in policies reviewed in Part A.	yes no NA	
6. For onsite production facilities, was the production line in operation at the time of inspection?	yes no NA	
<i>Onsite production facility is not required to be in operation at the time of inspection (although it is preferred). If "Yes", list the specific product(s) under production. If all products are assembled in the field, select "NA".</i>		

Part C Remarks:

Part C Non-Conformities:

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PART D: PRODUCT MARKING & LABELING

List the name/number of key technical drawing(s), bills of materials, and parts lists used to control the design of the certified product listed in Part 2. Must include revision number and date. Add rows and additional sheets to the list as needed.

TOPIC	EFFECTIVELY IMPLEMENTED?	NOTES
1. Products are marked with the information required in the "Identification" section of the associated certification or listing report and the prescribed ICC-SRCC or ICC-SWCC mark in the location required for each program. <i>Provide examples/photos of product marking/labels for sampled products if available. See certificate or listing and ICC-SRCC Rules for Mark and Certificate Use for more information.</i>	yes no	

Part D Remarks:

Part D Non-Conformities:

6. SUBMISSION INSTRUCTIONS

1. Inspection reports must be signed by both the inspector and manufacturer's representative in Section 4. Electronic signatures are acceptable.
2. Completed reports, along with attachments, should be submitted to ICC-SRCC by email to the srcc@solar-rating.org address for solar heating and cooling equipment. Reports for wind turbines should be submitted to ICC-SWCC by e-mail to swcc@solar-rating.org
3. A copy of the completed report must be provided to the listee or manufacturer's representative who signed Section 4 by the lead inspector. The copy may be either paper or electronic form.