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| **IQC-schedule**  **INTERNAL QUALITY PLAN** | Manufacturer / supplier :  Production location address : | | Number of appendices: |
| Field(s) of application    According Evaluation Guideline(s) | | | |
| Number of production shifts: | | Quality manual, procedures and working instructions  Is the Quality Management System (QMS) certified according to ISO 90011)?  If yes, by which certification body:  If yes, is the certification body accredited for the particular scope of certification?  In case the QMS is **not** certified according to ISO 9001:   * Working instructions, test instructions and procedures are documented as follows: * The following procedure for dealing with complaints applies: * The following procedure for nonconformity review applies: | |
| Quality Control  Total number of employees in QC department :  Number of QC-operators per shift :  If no QC-inspections are carried out during night shifts, state the QC procedure(s)/instruction(s) to be followed:      , documented in: | |
| Inspection and test records  All records shall be maintained for a minimum of       years. | |
| Specific agreements/comments/explanations | | Signature of the manufacturer/supplier:  Date : | |

1) In case the QMS is ISO 9001 certified and covers the scope of the product certificate(s), reference to the applicable procedure(s) on the next pages is sufficient and the tables A till F do in principle not have to be further filled-out except for the frequency of tests/inspections (to be approved by Kiwa) in tables B, C and D.

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| 1. **Calibration of measuring and test equipment**   Applicable procedure(s) nr(s): | | | | |
| Equipment to be calibrated | Calibration aspect | Calibration method | Calibration frequency | Calibration file  (name and location) |
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| **B. Raw material and additives**  Applicable procedure(s) nr(s):  **B.1 Receipt**  For each delivery of raw material or additives data with respect to dates, producers, types and quantities are recorded as follows:  **B.2 Entry control** | | | | |
| Type of raw material | Inspection aspect | Inspection method | Inspection frequency | Registration file (name and location) |
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| **C. Batch release tests per machine (including in-process and finished product testing)** Applicable procedure(s) nr(s):  Production process(es): | | | | |
| Type of product | Type of test | Test method | Test frequency | Registration file  (name and location) |
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Specific agreements/comments/explanations:      

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| **D. Process verification tests**  Applicable procedure(s) nr(s): | | | | |
| Type of product | Type of test | Test method | Test frequency | Registration file (name and location) |
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| **E. Control of nonconforming and/or rejected products**  Applicable procedure(s) nr(s): |
| **E.1 Method of registration** |
| **E.2 Method of identification** |
| **E.3 Method of nonconformity review and disposition** |

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| **F. Inspection with regard to packaging, storage and transportation of the finished product**  Applicable procedure(s) nr(s): | | | |
| Inspection aspects | Inspection method | Inspection frequency | Registration file (name and location) |
| **F.1** **Packaging/storage/ transportation etc** | | | |
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Specific agreements/comments/explanations:      

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| **Raw materials list   (not required to fill-out this appendix in case reference can be made to the Kiwa ATA part of the certification agreement)** | **Appendix I**  Date: ……… |
| **I.1 The product is built-up of the following raw materials:   a) In case of products made from ready-made raw materials: listing of name and/or unique code of the raw material(s);  b) In case of products made from own compounded raw materials: reference to raw material/compound sheets which are (only) available at   the production location and which have to be authenticated by Kiwa (e.g. by the Kiwa inspector);  c) In case of composed products (e.g. plastics fitting body, with separate nut, clamp ring and rubber sealing ring): of each part a   specification according to a) or b) (whatever applicable).**  -  -  -  -  -  -  - | |

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| **List of technical drawings** | | | | **Appendix II**  Date:…….. |
| Drawing title and number | Drawing date | Drawing title and number | Drawing date | |
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