NASC SYSTEM SCAFFOLD ASSESSMENT REPORT

Supplier: _____ **Location:** _____

Supplier Category: _____ **Name of System:** _____

Manufacturer _____ **Location** _____

Manufacturer _____ **Location** _____

Manufacturer _____ **Location** _____

Manufacturer _____ **Location** _____

Previous Assessment Category: N/A

Meeting With: _____

_____

Assessment Date: _____ **Response Due By:** _____

Assessment Summary

Overall Assessment Score: 0%

Penalty Deductions: 0%

Overall %: 0%

Overall Assessment Category: D

Individual Category Assessment Scores

	(A) 90%+	(B) 80-89%	(C) 70-79%	(D) 0-69%		
Quality Management Score					>	D
Product & Process Score					>	D

Assessment Summary

Assessor: _____ **Title:** _____

cc: _____ **cfi:** _____

Supplier Category 1.	Single Product & Single Manufacturer
Supplier Category 2.	Single Product & Multiple Manufacturer
Supplier Category 3.	Multiple Product & Multiple Manufacturer

ASSESSMENT NOTES

SUPPLIER		DATE:	

SECTION NUMBER	ASSESSOR NOTES	ACTION BY WHO

ASSESSMENT NOTES

SUPPLIER		DATE:	

SECTION NUMBER	ASSESSOR NOTES	ACTION BY

ASSESSMENT NOTES

SUPPLIER		DATE:	

SECTION NUMBER	ASSESSOR NOTES	ACTION BY

SUPPLIER		DATE:	

1.	QUALITY ASSURANCE (NASC Code of Practice - Sections B4 & B5)	Yes	No	See Notes
1.01	Is there a Quality Policy developed from Company objectives and is it appropriate to the purpose of the organisation and reviewed on a regular basis by senior management?			
1.02	Is there a UKAS accredited and internationally recognised Quality Management System at all the suppliers UK sites to the requirements of ISO 9001:2015?			
1.03	If the answer to question 1.02 is No, is there an auditable Quality Management System in place designed around the requirements of an internationally recognised System?			
1.04	Is a senior employee responsible for Quality Management and do they have the authority to halt despatch of products?			
1.05	Is there a documented and demonstrable procedure for the control of documentation?			
1.06	Do written specifications exist for all system components?			
1.07	Are there processes in place to ensure all changes of specification are agreed with the supplier?			
1.08	Do you hold adequate Product & Public Liability and Employers Liability insurance?			

2.	SUPPLIERS & SUB CONTRACTORS (NASC Code of Practice - Section B4)	Yes	No	See Notes
2.01	Is there an effective vendor questionnaire available from all system manufacturers and where applicable component suppliers?			

3.	COMPLAINTS & CUSTOMER FEEDBACK (NASC Code of Practice - Section B4)	Yes	No	See Notes
3.01	Is there a documented and demonstrable procedure for dealing with customer complaints and is complaint & feedback information used to improve processes and product quality?			
3.02	Have all outstanding quality issues been fully resolved, with documented confirmation of CAR closure and preventive actions, either implemented or planned, to prevent known or foreseeable problems?			

SUPPLIER		DATE:	

4.	PRODUCT TESTING (NASC Code of Practice - Sections B2 & B3)	Yes	No	See Notes
4.01	Has the full system been tested by an externally approved & accredited body and if so who?			
4.02	Is the system tested and analysed to EN 12810?			
4.03	Is the system testing and analysis in accordance with data taken from EN 12811?			
4.04	Is there data available regarding the grade of steel or aluminium used?			
4.05	Is there data available regarding wall thickness on standards and have external tests confirmed this?			
4.06	Is there data available regarding the maximum leg loads and if so is it stated?			
4.07	Is there a system specific user guide available?			
4.08	Is the system classification to EN 12810-1:2003 section 4 & 5?			
4.09	Is there evidence of weld testing having taken place to an internationally recognised standard?			
4.10	Has a system standard, ledger, steel deck, transom or board bearer been identified by the NASC auditor and sent for independent test and analysis and have such tests confirmed compliance with the supplied specification?			

5.	RAW MATERIAL & COMPONENT CONTROL (NASC Code of Practice - Section B4)	Yes	No	See Notes
5.01	Are incoming goods verified as conforming to specification?			
5.02	Is there an effective system for raw material traceability to mill certification at goods inward?			
5.03	Are material certificates available for the whole System?			
5.04	Is the material correct to the relevant British and/or European specification?			
5.05	Confirm availability of first article (FAI) inspection records and master samples for all key components and confirm records are traceable to latest controlled drawings?			

6.	PROCESS (NASC Code of Practice - Section B4)	Yes	No	See Notes
6.01	Is there a procedure for the identification & control of non-conforming products?			
6.02	Is there an effective system for product traceability?			
6.03	Are there appropriate quality controls in place at the start of process to establish conformity prior to full production?			
6.04	Are there appropriate controls in place during the production process?			
6.05	Is there a final assurance of conformance to specifications?			

6.06	Is there an effective system for product traceability throughout the production process?			
6.07	Are products inspected in a suitable and adequate environment and is there a mechanism in place for verifying that products and components supplied are fit for purpose?			
6.08	Is galvanising and weld quality to an acceptable visual quality and are there site documents detailing the specification requirements?			
6.09	Is there an ISO 9001:2015 accredited Quality Management System at the manufacturing site?			
6.10	Are procedures in place to ensure that all equipment that is used to make direct measurements is regularly calibrated?			
6.11	Confirm all measuring equipment is satisfactorily marked with a suitable and legible label or permanent mark to show that it is within calibration, with a unique reference that is traceable to a calibration record?			
6.12	Are all site jigs & gauges calibrated or verified using calibrated measuring equipment and are records of this activity available by individual equipment number?			
6.13	Confirm that the calibration procedure details a product conformity review process after measuring equipment that has been used for direct measurement has subsequently been identified as out of calibration?			
6.14	Confirm availability of certification records of annual external calibration of weld sets for all suppliers carrying out welding activities?			
6.15	Confirm availability of external approval certification to the requirements of EN9606-1/2 for all welders carrying out manual welding activities?			
6.16	Confirm availability of external approval certification to the requirements of EN14732 for all operators carrying out mechanised and automatic welding activities?			
6.17	Confirm availability of welding procedure specifications (WPS's) for all welding operations?			
6.18	Confirm availability of welding procedure qualification records (WPQR's) for all welding operations?			
6.19	Confirm availability of weld related records for daily parameter checks and modified parameter sign offs?			
6.20	Confirm availability of weld related records, for six monthly external macro weld integrity inspections, for two welds on all key products to the requirements of ISO 5817:2014 minimum level D for steel and ISO 10042:2018 minimum level D for aluminium?			

SUPPLIER SITE PROFILE

Supplier: _____ **Date:** _____

Site: _____ **Site Contact:** _____

Supplier Address: _____

_____

_____

_____

Postal Code: _____ **Country:** _____

Telephone No: _____ **Fax No:** _____

E-Mail: _____ **Website:** _____

Nearest: **Airport:** _____

Rail Station: _____

QA Contact Name: _____ **Position:** _____

Mobile No: _____ **E-Mail:** _____

Size of Site(sq Mtr) (Enclosed/Open): _____ / _____

Business Type: **Private Owned** ☐ **Public Ltd** ☐ **State Owned** ☐

Year Site Business Commenced: _____ **Annual Turnover £** _____

Current Annual Volume (Units Sold): _____ **Number of Days Worked per Week:** _____

Number of Shifts Worked: _____ **Hours per Shift:** _____

Number of Site Employees (Production/Office): _____ / _____

Other Information:

NB. THE INFORMATION PROVIDED AND CONTAINED IN THIS DOCUMENT IS CONFIDENTIAL TO THE NATIONAL ACCESS & SCAFFOLDING CONFEDERATION.

THE AUDIT IS ON A SAMPLE BASIS AND THEREFORE NONCONFORMITIES MAY EXIST WHICH HAVE NOT BEEN IDENTIFIED.

SUPPLIER RESPONSE

RESPONSE DUE BY: 21/01/1900

Please note that if a satisfactory response is not received by the above date, the site may be downgraded by one category e.g. A to B, B to C, C to D.

SUPPLIER:		ASSESSMENT DATE:	

Auditor Comment	
Supplier Response	Action Date

Auditor Comment	
Supplier Response	Action Date

Auditor Comment	
Supplier Response	Action Date

Auditor Comment	
Supplier Response	Action Date

Auditor Comment	
Supplier Response	Action Date

Auditor Comment	
Supplier Response	Action Date

Auditor Comment	
Supplier Response	Action Date

Auditor Comment	
Supplier Response	Action Date

SUPPLIER ASSESSMENT

SUPPLIER RESPONSE

SUPPLIER:	0	ASSESSMENT DATE:	

Auditor Comment	
Supplier Response	Action Date

Auditor Comment	
Supplier Response	Action Date

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Supplier Response	Action Date

SUPPLIER ASSESSMENT

SUPPLIER RESPONSE

SUPPLIER:	0	ASSESSMENT DATE:	

Auditor Comment		
Supplier Response		**Action Date**

Auditor Comment		
Supplier Response		**Action Date**

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Supplier Response		**Action Date**

Auditor Comment		
Supplier Response		**Action Date**

Auditor Comment		
Supplier Response		**Action Date**

System Scaffold Assessment: Photographic Evidence

Assessor Notes & Images	Assessor Notes & Images
	insert photograph here
insert text here	insert text here
Assessor Notes & Images	Assessor Notes & Images
	insert photograph here
insert text here	insert text here
Assessor Notes & Images	Assessor Notes & Images
	insert photograph here
insert text here	insert text here

System Scaffold Assessment: Photographic Evidence

Assessor Notes & Images	Assessor Notes & Images

insert text here

insert photograph here

insert text here

Assessor Notes & Images

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System Scaffold Assessment - Guidance Notes

1.01 Is there a Quality Policy developed from Company objectives and is it appropriate to the purpose of the organisation and reviewed on a regular basis by senior management?

- A quality policy developed from company objectives to provide the framework & limits for decision making on quality related activities. The policy should reflect preventative activities & management commitment & involvement.
- A documented quality policy that exists to channel actions & decisions along a path that will fulfil the organisations mission & purpose. The quality policy should:

  · Be appropriate to the purpose of the organisation.

  · Include a commitment to comply with requirements & continually improve the effectiveness of the QMS.

  · Provide a framework for establishing & reviewing quality objectives.

  · Be communicated & understood within the organisation.

  · Be formally reviewed on a regular basis for continuing suitability by senior management.

  · Evidence of documented review within the last 2 years.

1.02 Is there a UKAS accredited and internationally recognised Quality Management System at all the suppliers UK sites to the requirements of ISO 9001:2015?

- A UKAS accredited and internationally recognised QMS which provides a details as a minimum of:-

  · The scope of the Quality Management System.

  · Documented procedures to the requirements of ISO 9001:2015.

  · Reference to all other QMS documents i.e. work instruction / visual aids / forms etc.

  · Evidence of a documented review within the last 2 years.

- Copy of certification to be retained for NASC records.

1.03 If the answer to question 1.02 is No, is there an auditable Quality Management System in place designed around the requirements of an internationally recognised System?

- An auditable QMS which is designed to the requirements of an internationally recognised System. The QMS must have: -

  · Documented procedures. (product based procedures only required).

  · Reference to all other QMS documents i.e.. work instruction / visual aids / forms etc.

  · Evidence of documented review within the last 2 years.

1.04 Is a senior employee responsible for quality management and do they have the authority to halt despatch of products?

- That a member of management has been appointed who has the responsibility & authority that includes: -

  · All processes needed for the quality management system are established implemented & maintained.

- Reports directly to top management on the performance of the QMS & any need for improvement.
- Ensures the promotion & awareness of customer requirements throughout the organisation.
- Has the authority to halt production or dispatch of products.

1.05 Is there a demonstrable procedure for the control of documentation?

- Any document that is used or generated by the process is controlled. There should be a documented procedure in place defining the controls needed to control documents that include: -
  - How documents are approved prior to use.
  - Document review & update as necessary.
  - Ensuring changes & revision levels of documents are identified.
  - Ensuring relevant versions of applicable documents are available at the point of use.
  - Evidence that documents are legible & readily identifiable.
  - Prevention & unintended use of obsolete documents, applying suitable identification to them if they are retained for any purpose.

1.06 Do written specifications exist for all system components?

- Product specifications that specify requirements for the manufacture, assembly & installation of the product in a manner that provides clear acceptance criteria for inspection & testing. This shall include all component drawings.

- A specification should be in use covering each product supplied. The specification should include where applicable drawings, samples, packing & labelling instructions & any other relevant documents, that are required to prevent non-compliance. This will include where applicable, confirmation that all external accreditation certificates. e.g. DIN, Dibt, TUV, SP, UL, NF etc. for products supplied have been issued and received.

- Suppliers may use their own format as long as it covers all of the QA requirements. e.g. includes material specification and grade, reference to any appropriate EU Directives, dimensions and tolerances, packaging requirements and key inspection requirements etc.

1.07 Are there processes in place to ensure all changes of specification are agreed with the supplier?

- Processes & procedures to ensure all design changes & modifications are identified, documented, reviewed & approved by authorised personnel before implementation.

- That a documented process exists to communicate & agree any design changes & modifications with the our Technical function prior to implementation. e.g. Concession procedure with appropriate authorisation.

1.08 Do you have adequate product & public liability and employers liability insurance?

- Does the Company have adequate product & public liability and employers liability insurance?
- Minimum insurance values of £5m and £10m respectively with evidence required of values currently in place.
- Copy of certificate to be retained for NASC records.

2.01 Is there an effective vendor questionnaire available from all system manufacturers and where applicable component suppliers?

- Documented procedures for planning & implementing the assessment of suppliers.
- Records of supplier assessment & list of approved suppliers.

- Methods to score or grade supplier assessment results in order to provide a basis for supplier improvement.
- Basis for supplier selection and deselection.
- Records of timely corrective actions resulting from deficiencies identified during the assessment of suppliers.
- Processes to evaluate & select suppliers on the basis of their ability to meet sub-contract requirements. e.g. Vendor Questionnaire / Rating etc., independent product certification. ISO Registration etc., with evidence of documented review within the last 2 years.
- Evidence that any alternative supplier proposed is accredited.

3.01 Is there a documented and demonstrable procedure for dealing with customer complaints and is complaint & feedback information used to improve processes and product quality?

- A process for the registering complaints in order to account for them & monitor progress.
- The process for investigating the nature & cause of complaints & taking appropriate action to resolve the complaint & trigger improvements that will prevent re-occurrence of the complaint.
- Included in the above a documented procedure for the recall of products in the event of a major issue.
- This procedure shall detail that measures are in place to manage and control the process e.g. advertising templates, dedicated telephone lines, method of product collection etc.

3.02 Have any outstanding quality issues been fully resolved, with documented confirmation of CAR closure and preventive actions, either implemented or planned, to prevent known or foreseeable problems?

- A documented procedure for reviewing non-conformities (including product customer complaints), determining the causes of non-conformities & evaluating the need to ensure non-conformities do not re occur.
- Processes that monitor customer complaint trends, overall number of complaints & the distribution of complaints by type, customer, location & nature of complaint.
- Records to show that customer complaint information has been used effectively to improve product & processes.

4.01 Has the full system been tested by an externally approved & accredited body and if so who?

- Examples of external test authorities are as follows:-
- European Approvals - DIN, Dibt, TUV, SP, UL, NF, AENOR.
- UK Approvals - Lloyds, Lloyds British, Oxford Brookes, Testconsult, S-Mech, Tes-Mech or approved by NASC.
- Confirm availability of external testing & design documentation.
- Key test requirements will include node point fixity and stiffness.
- Confirm availability of headline certification and retain copy for NASC records.
- All testing must be to above EN 12810/12811, although testing to prEN 12810/12811 will be accepted but only if detailed external testing & analysis data is available to support this. In addition this must have been carried out by an external body and be fully verifiable.
- Failure to comply will result in a mandatory default to 0% giving an assessment category of "D".

4.02 Is the system tested and analysed to EN 12810?

- EN 12810-2:2003 Facade scaffolds made of prefabricated elements - Part 2 Particular methods of structural design
- EN 12810-1: 2003 This European standard specifies the performance requirements and the general requirements for structural design and assessment for prefabricated facade scaffold systems
- Test results should include classification of scaffold systems:-

1. Service loads
2. Platforms and their supports
3. System width
4. Headroom
5. Cladding
6. Vertical access method
7. Cyclic Loading (if applicable)

- Confirm availability of test results against the above requirements.

  · Set of full test data

  · Set of summary data (Analysis document detailing summary of all testing undertaken including cyclic loading)

  · Above data should tie up with data given in suppliers user guide.

  · If more than one System supplier then data from the lowest analysis & testing results must be used.

- All testing and analysis must be to above EN 12810/12811, although testing and analysis to prEN 12810/12811 will be accepted but only if detailed external testing & analysis data is available to support this. In addition this must be carried out by an external body, be fully verifiable, with confirmation of full compliance to EN 12811 Parts 1 & 3.
- Failure to comply will result in a mandatory default to 0% giving an assessment category of "D".

4.03 Is the system testing and analysis in accordance with data taken from EN 12811?

- EN 12811-1:2003 Temporary works equipment Part 1: Scaffolds - Performance requirements and general design
- This European standard specifies performance requirements and methods of structural and general design for access and working scaffolds. Requirements given are for scaffold structures, which rely on the adjacent stuctures for stability
- EN-12811-2:2004 Information on materials
- EN 12811-3:2002 load testing
- Confirm availability of test results against the above requirements No timescale applicable on testing and analysis providing supplier or material specification has not changed.
- All testing and analysis must be to above EN 12810/12811, although testing and analysis to prEN 12810/12811 will be accepted but only if detailed external testing & analysis data is available to support this. In addition this must be carried out by an external body, be fully verifiable, with confirmation of full compliance to EN 12811 Parts 1 & 3.
- Failure to comply will result in a mandatory default to 0% giving an assessment category of "D".

4.04 Is there data available regarding the grade of steel or aluminium used?

- Confirm chemical analysis (including nitrogen content) & mechanical analysis for the grade of steel or aluminium has been undertaken. All testing must be by a UKAS accredited external test facility, TUV or SGS with satisfactory results achieved and documented. Testing of Standards, Ledgers, Transoms, Steel Decks & Board Bearers for each supplier (manufacturer) should be undertaken a minimum of every 12 months. Note:- Internal testing for steel or aluminium grade is permissible only if a current internationally recognised approval is in place and recent detailed data is available to support this. e.g. Dibt, NF, SP & AFNOR schemes.
- Confirm availability of test results against the above requirements traceable to drawings and / or Purchase Order.
- All testing must be by each NASC member Company unless supplier/manufacturer is an NASC member in their own right

- Failure to comply with the above will result in a penalty deduction of 31% giving an overall audit rating of "D".

4.05 Is there data available regarding wall thickness on standards and have external tests confirmed this?

- Does the tube, stripped of the galvanising where applicable, conform to EN 39:2001 as detailed below.

- Confirm wall thickness tolerances on standards conforms to EN 39:2001. All testing must be by a UKAS accredited external test facility, TUV or SGS with satisfactory results achieved and documented. Testing for each supplier (manufacturer) should be undertaken a minimum of every 12 months. Note:- Internal dimensional checking is permissible only if a current internationally recognised approval is in place and recent detailed data is available to support this. e.g. Dibt, NF, SP & AFNOR schemes.

- All testing must be by each NASC member Company unless supplier/manufacturer is an NASC member in their own right.

4.06 Is there data available regarding the maximum leg loads and if so is it stated?

- EN12811-1:2003 Table 3 gives the service loads on working areas.
- Confirm availability of data against the above requirements and that the maximum leg load is stated.

4.07 Is there a system specific user guide available?

- Instruction manual for use on site to include sections on the following from EN 12810-1:2003:-

- A list of all components with descriptions from which each can be identified, for example with a drawing

- Instructions for the sequence of erection and dismantling the components and for the way to handle them

- The layout of each system configuration of the standard set giving its class for loading and width, its overall dimensions, its anchorage pattern and how to include the ancillary components.
- Instructions for tying under all these circumstances
- A statement of limitations of use with reference to wind velocity pressure, to ice and to snow

- A full specification of the items which are not purpose designed components. e.g. Loose tubes and couplers

  Note:- This will enable their purchase to be arranged if they are not supplied by the manufacturer
- Loads imposed on the facade to which the scaffold is tied and loads on the foundation from base plates
- An indication that obviously damaged components may not be used
- Any instructions for storage, maintenance or repair which the manufacturer considers appropriate

- How to obtain further information should the circumstances of the potential application be outside the standards set of system configurations, for example temporary removal of ties, or a height greater than 25.5 metres
  (Note:- if more than one System supplier then data from the lowest analysis & testing results should be used)

- Failure to comply will result in a mandatory default to 0% giving an assessment category of "D".

4.08 Is the system classification to EN 12810-1:2003 section 4 & 5?

- Confirm designation to - Scaffold EN 12810 - 4D - SW09/250 - H2 - B - LS
- See EN 12811-1:2003 for tables.
- If system utilises a staircase, do the stairs conform to the formula in EN 12811-1:2003 Part 1:-

4.09 Is there evidence of weld testing having taken place to an internationally recognised standard?

- Confirm weld testing has been undertaken and that all testing is by a UKAS accredited external test facility, TUV or SGS with satisfactory results achieved and documented. Testing of Standards, Ledgers, Transoms, Steel Decks & Board Bearers for each supplier (manufacturer) should be undertaken a minimum of every 12 months to the requirements of of ISO 5817:2014 for steel and ISO 10042:2018 for aluminium both to a minimum level D. Minimum test requirements shall include visual inspection and MPI of four welds, two off micro/macro weld specimen analysis and cross weld or bend hardness survey.
- All testing must be by each NASC member Company unless supplier/manufacturer is an NASC member in their own right.
- Welding approved to an internationally recognised Standard e.g. ISO 3834-2/3/4 or EN1090-1/2 overrides the guidance note requirement in relation to external testing as detailed above.
- Failure to comply with the above will result in a penalty deduction of 31% giving an overall audit rating of "D".

4.10 Has a system standard, ledger, steel deck, transom or board bearers been identified by the NASC auditor & sent for independent test & analysis and have such tests confirmed compliance with the supplied specification?

- A system standard, ledger, steel deck, transom or board bearer shall be selected by the NASC auditor from each supplier (manufacturer) and sent for independent test & analysis at a UKAS accredited external testing house to confirm material grade / specification and also weld quality. ISO Standards utilised will be at the discretion of the testing authority. Minimum weld test requirements shall include visual inspection and MPI of four welds, two off micro/macro weld specimen analysis and cross weld or bend hardness survey to the requirements of ISO 5817:2014 for steel and ISO 10042:2005 for aluminium both to a minimum level D. In addition testing shall include chemical analysis (including nitrogen content), mechanical analysis and dimensional verification.

- Samples will be taken at random by the auditor at a location of the auditors choice and will be marked with details of the supplier, product, date & auditors signature. Photographic evidence will also be attached to the audit report.

- Sampling will be required for each member Company for each "own brand" system supplied. Where a UK stockist/supplier is utilised for procurement, if more recently manufactured stock is available at this location, then at the auditor's discretion, this can be used for independent test purposes only.

- Failure of independent test will result in a penalty deduction of 31%, giving an audit rating of "D". A further two samples will immediately be selected by the NASC auditor for independent re-test and if these pass test a positive score will be given and the audit result / grade amended accordingly.
If either of the two further samples selected fail independent re-test, then upon receipt of written notification of test failure, the NASC member Company must provide a proposed written corrective action plan within 14 working days and a completed written corrective action plan within 28 days. This should include supporting test data.
At this point, or when new stock is available that has been subject to the corrective action taken, a further three samples will be selected by the NASC auditor. Then, and only if satisfactory independent test results are achieved, will a positive score be given and the audit result / grade be amended. If any of these further three samples fails re-test then a revised corrective action plan must be submitted, including supporting test data as above, with further independent testing then carried out. This process may be continued until a satisfactory conclusion is recorded.

5.01 Are incoming goods verified as conforming to specification?

- Documented procedures for receiving inspection & testing activities in order to verify that specified requirements are met. Procedures should include methods for refusing a shipment & identification & segregation of non-conforming product.
- Documents defining which products require receiving inspection or testing, methods to be used, including jigs where appropriate.
- Records that provide evidence that the product has been inspected. These records must show if the product has passed or failed inspection according to defined inspection criteria.
- Evidence that goods receiving inspection results are reported to purchasing, & results are used to monitor & improve sub contractor performance.
- Appropriate inspection facilities & equipment to conduct goods inwards inspections, including provision of training for all personnel performing activities affecting quality.
- As a minimum standards and ledgers should be checked dimensionally and where applicable for for fit / function. Records of this activity must be available.
- Any Sampling plans & Switching procedures should be based on the requirements of the recognised sampling plans e.g. BS 6001, ISO 2859.

5.02 Is there an effective system for raw material traceability to mill certification at goods inward?

- Process for identifying raw material to mill certification at initial receipt and then during all stages of production through to final inspection and delivery.

5.03 Are material certificates available for the whole System?

- Confirm availability of material (mill) test certificates for each order, detailing chemical & mechanical analysis, for all system materials & components to the requirements of EN 10204:2004 section 3.1 which must be detailed on the certificate.
- Check system material & components against supplier drawings and trace back to Drawings & Purchase Orders.

5.04 Is the material correct to the relevant British and/or European specification?

- Confirm compliance to the relevant British and/or European material specification. The appropriate British and/or European Standard must also be clearly identified on the material & component certification.

5.05 Confirm availability of first article inspection (FAI) records and master samples for all key components and confirm records are traceable to latest controlled drawings?

- Confirm first article inspection records are available for all key components from all suppliers and that they are traceable to latest controlled drawings.
- Confirm master samples carry an approval signature of a competent person, date and are retained undamaged, clean and are suitably identified.

6.01 Is there a procedure for the identification & control of non-conforming products?

- Documented procedures to ensure that product which does not conform to specified requirements is prevented from unintended use or delivery.
- Procedures for identification, documentation, evaluation, segregation & disposal of non-conforming product & for notification to the functions concerned.

- Recording of non-conformities & any actions taken including concessions & identifying opportunities for prevention of further non-conformities.
- Evidence that non-conforming material is conspicuously identified & positively controlled.
- Must include section on the procedure or process to recall any non-conforming product if not already detailed in complaints procedure.

6.02 Is there an effective system for product traceability?

- Assurance that all system components supplied have unique identification, in the form of a permanent stamp on the product, applied by the manufacturer, with this identification recorded & traceable. Minimum requirement to detail the original manufacturer & year of manufacturer with the NASC member Company also detailed when the original manufacturer is not an NASC member in its own right.
- Failure to comply with the above will result in a penalty deduction of 11%, downgrading the overall score by one category.

6.03 Are there appropriate quality controls in place at the start of process to establish conformity prior to full production?

- Documented procedures to address first off inspection & any testing activities in order to verify that specified requirements are met.
- Documents defining what is verified, accept / reject criteria, the verification aids & test equipment required, the inspection method & frequency and the method for recording the results of inspections.
- Route cards or equivalent clearly showing the inspection & test status of products passing through the production process.
- Independent verification of initial set-up to approved specifications.

6.04 Are there appropriate controls in place during the production process?

- Documented procedures to address in-process inspection & any testing activities in order to verify that specified requirements are met.
- Documents defining what is verified, accept / reject criteria, the verification aids & test equipment required, the inspection method & frequency and the method for recording the results of inspections.
- Route cards or equivalent clearly showing the inspection & test status of products passing through the production process.
- Review of tolerances on in-process instructions, gauges etc. to ensure they are aligned to the tolerances specified on any drawings and product specifications.
- Evidence of capability studies and on-going SPC charts (such as Mean & Range charts etc.) with upper and lower control limits.
- Evidence that, where the process has been ‘out of control’, corrective action has been taken and followed through with relevant preventive action.

6.05 Is there a final assurance of conformance to specifications?

- Documented procedures to address final inspection & any testing activities in order to verify that specified requirements are met.
- Documents defining what is verified, accept / reject criteria, the verification aids & test equipment required, the inspection method & frequency and the method for recording the results of inspections.

- Evidence of tear down audits from final production areas and from despatch locations. i.e. warehouse stock.
- Confirmation of compliance to original order requirements.
- Records defining who is authorised to release finished product.

6.06 Is there an effective system for product traceability throughout the production process?

- Process for identifying product by suitable means from initial receipt and then during all stages of production through to final inspection and delivery.

6.07 Are products tested / inspected in a suitable and adequate environment and is there a mechanism in place for establishing (by physical testing & traceable means) that products and components supplied are fit for purpose?

- Where appropriate, suitable laboratory with adequate (calibrated) inspection/test equipment and good lighting.
- Product inspected/tested by a competent person with authority to carryout appropriate action if tests found to be unsatisfactory.
- Mechanism in place for establishing (by physical testing & traceable means) that products and components supplied are fit for purpose.

6.08 Is galvanising and welding to an acceptable visual quality and are there site documents detailing the specification requirements?

- Confirm all on site galvanising is to an acceptable visual quality and are there site documents detailing the specification requirements.
- Confirm all on site welding is to an acceptable visual quality and are there site documents detailing the specification requirements.

6.09 Is there an ISO 9001:2015 accredited Quality Management System at the manufacturing site?

- An accredited and internationally recognised QMS which provides a details as a minimum of:-
  - The scope of the Quality Management System.
  - Documented procedures to the requirements of ISO 9001:2015.
  - Reference to all other QMS documents i.e. work instruction / visual aids / forms etc.
  - Evidence of a documented review within the last 2 years.
- Copy of certification to be retained for NASC records.

6.10 Are procedures in place to ensure that all equipment that is used to make direct measurements is regularly calibrated?

- Documented procedures to control, calibrate & maintain inspection, measuring & test equipment.
- An established calibration system for inspection, measuring & test equipment.
- Evidence that inspection, measuring & test equipment, including jigs, is calibrated against certified equipment, which is traceable to national standards.
- Where an alternative process is in place for control of direct measurement, this will only be acceptable if the process has been approved by an internationally recognised & accredited body.

6.11 Confirm all direct measuring equipment is satisfactorily marked with a suitable and legible label or permanent mark to show that it is within calibration, with a unique reference that is traceable to a calibration record?

- Evidence that all equipment used to make direct measurements are part of a calibration system & are identified as "in calibration" via a suitable permanent label or unique number that is traceable to the calibration record.

6.12 Are all site jigs & gauges calibrated or verified using calibrated measuring equipment and are records of this activity available by individual equipment number?

- Confirm all on site jigs & gauges are calibrated or verified using calibrated measuring equipment and are records of this activity available by individual equipment number.
- Evidence that all jigs & gauges are part of the calibration system & are identified via a suitable permanent label / mark or unique number that is traceable to the calibration record.

6.13 Confirm that the calibration procedure details a product conformity review process after measuring equipment that has been used for direct measurement has subsequently been identified as out of calibration?

- Calibration recall system that identify when measuring equipment requires re-calibration after it has been used for direct measurement and has subsequently been identified as out of calibration.

6.14 Confirm availability of certification records of annual external calibration for all site weld sets?

- Confirm availability of certification records to confirm annual external calibration for all site weld sets. Internal calibration shall be permissable if EN3834-2/3/4, EN1090-1/2, WPS's, WPQR's and an IWE are in place.

6.15 Confirm availability of external approval certification to the requirements of EN9606-1/2 for all welders carrying out manual welding activities?

- Confirm availability of external welder approval certification to the requirements of EN9606-1/2 for all welders carrying out manual welding activities?

6.16 Confirm availability of external approval certification to the requirements of EN14732 for all operators carrying out mechanised and automatic welding activities?

- Confirm availability of external approval certification to the requirements of EN14732 for all operators carrying out mechanised and automatic welding activities.

6.17 Confirm availability of welding procedure specifications (WPS's) for all welding operations?

- Confirm availability of of welding procedure specifications (WPS's) that describe how welding is carried out in production. As a minium should include procedure number, reference standards, process type, welding current & voltage, gas type, consumable type & code, parent material grade & specificaion, thickness range, welding position, joint configuration sketch, welding sequence sketch and preparation, cleaning & dimensional requirements.

6.18 Confirm availability of welding procedure qualification records (WPQR's) for all welding operations?

- Confirm availability of of welding product qualification records (WPQR's) that describe how welding activities are recorded. As a minium the WPQR should be cross referenced to the approriate WPS and include all the requirements as detailed in 6.17 and further include confirmation that the test weld was prepared, welded and tested in accordance with the relevant testing standard and be approved by an appropriately qualifed person by name signature and date.

6.19 Confirm availability of weld related records for daily parameter checks and modified parameter sign offs?

- Confirm availability of weld related records for daily welding parameter checks and any modified parameter sign offs.

6.20 Confirm availability of weld related records, for six monthly external macro weld integrity inspections, for two welds on all key products to the requirements of ISO 5817:2014 minimum level D for steel and ISO 10042:2018 minimum level D for aluminium?

- Confirm availability of weld related records, of six monthly external macro weld integrity inspections, for two welds on key all products to the requirements of ISO 5817:2014 for steel welding and / or ISO 10042:2018, minimum level D for aluminium welding.

- Welding approved to an internationally recognised Standard e.g. ISO 3834-2/3/4 or EN1090-1/2 overrides the guidance note requirement in relation to external testing as detailed above.

Audit Notes:-

Note 1:- If the full System manufacturer is changed then full re-testing & analysis will be required. An NASC audit will also be carried out within 6 months of any such change. In addition, if the manufacturer of any individual load bearing components changes then appropriate re-testing & analysis to latest EN 12810/EN 12811 will also be required which will be verified at the next scheduled NASC audit. Note:- Testing and analysis will only be required again when the manufacturer is changed if the NASC member Company is not the design authority.

Note 2:- For stand alone Stair Towers testing & analysis must be carried out to the relevant parts of prEN or EN 12810/12811 as detailed in section 4.0 Product Testing.

Note 3:- Load testing ,analysis & the user guide / manual must relate to the NASC member Company being audited and the actual product being submitted for audit and not historical data / product.

Note 4:- All member Company's System Scaffolds are to be included as part of the audit process. The only exception to this will be when a System is being completely phased out and then the details and period must have been notified to the NASC in writing prior to the audit. Confirmation required in writing from the NASC of acceptance of outlined proposal.

Note 5:- If an internationally recognised and externally accredited Quality Management System is in place, but product is received direct to satellite sites from the supplier/manufacturer, then records must fully satisfy the auditor that all activities that take place at all of these satellite locations are fully verifiable, through an independent authority, for **all** relevant audit questions. If not, additional sites will be visited, location at the auditors discretion, at the frequency detailed below.

Note 6:- If an internationally recognised and externally accredited Quality Management System **is not** in place, but product is received direct to satellite sites from the supplier/manufacturer, then additional sites will be visited, location at the auditors discretion. Frequency will be 2 sites as a minimum and up to a maximum of 10% of all relevant total Company sites.

Note 7:- At the auditor's discretion a positive mark may be given, potentially overriding the specific content of the guidance notes, if it is deemed that the information provided satisfies the headline question adequately. This must be detailed in the audit report assessor notes.

Note 8:- Audit frequencies are as follows:-

Grade A - Every 2 years (Compliant with NASC Code of Practice audit)

Grade B - Annually (Compliant with NASC Code of Practice audit)

Grade C - Annually (Compliant with NASC Code of Practice audit)

Grade D - Every 6 months (Non Compliant with NASC Code of Practice audit)

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