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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 instructionsIs 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 ControlTotal 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 recordsAll 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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