KENYA BUREAU OF STANDARDS

QUESTIONNAIRE FOR INITIAL FACTORY ASSESSMENT

NOTE

This document shall be completed by the applicant and shall be returned together with the application Form STA/1 and/or covering letter.

Supplementary may be included where it is necessary to expend any statement.
A separate document shall be completed for each factory involved.
The statements shall relate to the facilities available as of the date of completion of the form.
The information given in this document shall be treated in Strictest Confidence.

1.0 FACTORY ORGANIZATION

1.1 PROCEDURES/PAPERWORK

Please give the following information on basic system:

a) Do you produce against Orders or for Stock?…….
…….

b) Do you issue a works Order or equivalent?…….
…….

c) If so does this identify a batch as a separate entity?……..
……..

d) Do products and/or containers carry works order identification in manufacture?
…….

e) If not how does system allow for products to be isolated in case of doubtful quality? …….
……..

1.2 QUALITY CONTROL/INSPECTION STAFF:

Please give the following information on factory QC staff organization:

a) i) Head of Quality Assurance Qualification, Training etc.
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ii) Reporting to: ……
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b) Is there a separate Quality Control Inspection Department?……
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c) If so, indicate if staff are aware of the tests in the relevant standards(s)……

d) Are Storemen/Production Operations responsible for inspection and test on:

i) In-coming materials?…….
ii) In process operations? …….
iii) Final Products? …….

e) If so are they monitored by Quality Control Staff?…….
…….

f) Are Quality Audit checks carried out and by whom? …….
…….

g) Please give any other information on Quality Control Staff Organization……..
……..

2.0 MATERIALS OR COMPONENTS

2.1 PURCHASE SPECIFICATION/MATERIALS QUALITY ASSURANCE

a) Please detail main materials purchase specification used and major samples involved.
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……..

b) Please also give quality assurance methods adopted on receipt of materials, or components indicating action taken on reject……..
…….
……..

c) What storage facilities exist for in-coming materials and finished products?……..
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…….
…….

3. 0 MANUFACTURE

3.1 SYSTEM

a) Please detail various steps in manufacture – a production schedule and/or supplement in chart form showing stages which may be advantageous…….
…….
…….

3.2 MAINTENANCE STYSTEM – PLANT AND EQUIPMENT

a) What maintenance system is in operation? …….
…….
…….
…….

4. 0 QUALITY CONTROL AND TESTING

4.1 SYSTEM

Please detail Quality Control System, including sampling, system followed with particular reference to the tests in the relevant Standard. A Quality Control Schedule or a supplement cross-referenced to Chart required in 3.1 is advantageous.

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b) Please attached a copy of the "Quality Manual" or instructions on Quality Control issue to staff

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4.2 TEST EQUIPMENT/INSTRUMENTS GAUGES AND TOOLS

a) Please detail test equipment used. Is any of the production or test equipment calibrated? Specify and furnish brief details, giving date of last calibration.

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b) Indicate External arrangement for testing if any

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5.0 RECORDS AND DOCUMENTATION:

5.1 COMPLIANCE TO SPECIFICATION

a) Please indicate level of defectives found in past six months. If tests in accordance with the relevant standard(s) have already been carried out attach copies of test reports if available.

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b) Please indicate the level of claims/complaints made under warranty and/or otherwise and give also as a percentage of total output.

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c) Have independent tests been made on products against the Standard? By whom? Please attach copies if available.

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6.0 AFFIXATION ON MARK OF CONFORMITY

a) Please attach an illustration if available and indicate method e.g. special label, embossing etc which will be used to affix the mark of Conformity. Please indicate at which stage manufacture the Mark of Conformity will be affixed.

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