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
Environmental & Sustainability					>	D
Health & Safety					>	D
Ethical					>	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

SUPPLIER		DATE:	

1.	QUALITY ASSURANCE	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	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	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?			

4.	PRODUCT TESTING	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?			

SUPPLIER		DATE:	

5.	RAW MATERIAL & COMPONENT CONTROL	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	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 manual welding activities?			
6.15	Confirm availability of certification records of annual external calibration of machines for all suppliers carrying out mechanised and automatic welding activities.			
6.16	Confirm availability of external approval certification to the requirements of EN9606-1/2 for all welders carrying out manual welding activities?			
6.17	Confirm availability of external approval certification to the requirements of EN14732 for all operators carrying out mechanised and automatic welding activities?			
6.18	Confirm availability of welding procedure specifications (WPS's) for all welding operations?			
6.19	Confirm availability of welding procedure qualification records (WPQR's) for all welding operations?			
6.20	Confirm availability of weld related records for daily parameter checks and modified parameter sign offs?			
6.21	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		DATE:	

7.	ENVIRONMENTAL & SUSTAINABILITY	Yes	No	See Notes
7.01	Is there a communicated and measurable Environmental Policy and/or guidelines in place, that is reviewed on an annual basis which includes a commitment to meet the legal requirements of the country in which the site operates?			
7.02	Does the company have clearly defined and measurable environmental objectives?			
7.03	Are there systems in place for the safe handling of any hazardous substance in production, including relevant training for any affected workers?			
7.04	Are hazardous substances, oils, lubricants and fuels stored safely?			
7.05	Are procedures and controls in place for spillages or major accidents, emergencies or breach of legislation?			
7.06	Are all emissions and effluents from the site to the environment adequately managed?			
7.07	Are the first and second largest volumes of waste segregated and sent for recycling and is there an active and measurable waste recycling programme in place?			
7.08	Is the site generally clean and well maintained?			

8.	HEALTH & SAFETY	Yes	No	See Notes
8.01	Is there a communicatedand measurable Health #& Safety Policy and/or guidelines in place that is reviewed on an annual basis?			
8.02	Are H&S risk assessments conducted, documented, reviewed and communicated on a regular basis?			
8.03	Are material safety data sheets available for all products?			
8.04	Are all accidents reported and records kept?			
8.05	Are visitors offered personal proectiveequipment (PPE) where appropriate?			
8.06	Where appropriate are employees wearing the correct PPE and are site management enforcing it's use?			
8.07	Are there adequate cable control, noise management and trip hazard precautions in place?			
8.08	Are all machines and equipment fitted with adequate guards and emergency stop buttons and is all site machinery operated in a safe and responsible manner?			
8.09	Are first aid/medical facilities available on site?			
8.10	Are fire extinguishers readily available, showing original inspection label and evidence of a monthly check, in addition have workers been trained in their use?			
8.11	Are fire drills conducted and recorded?			
8.12	Are all fire exits and equipment clearly markder and unblocked?			

9.	ETHICAL	Yes	No	See Notes
9.01	Are all employees provided with a written contract of employment?			
9.02	Are there formal and fair disciplinary and grievance procedures in place?			
9.03	Is there a formal Modern Slavery Policy in place?			
9.04	Are Country minimum age restrictions for employees adhered to?			
9.05	Is the Country minimum wages paid in all circumstances?			
9.06	Are basic wages protected from disciplinary action?			
9.07	Are there adequate hygiene facilities for the workforce and access to clean drinking water?			
9.08	Does the Company have documented and measurable Social Accountability and Welfare policies and /or guidelines in place?			

SUPPLIER SITE PROFILE

Supplier: _____ **Date:** _____

Site: _____ **Site Contact:** _____

Supplier Address: _____

_____

_____

_____

Postal Code: _____ **Country:** _____

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

System Scaffold Assessment: Photographic Evidence

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

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 specification as detailed below.
- Confirm wall thickness tolerances on standards conforms to material specification. 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, e.g. 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 for scope, testing and analysis will be at the discretion of the external test facility. 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 10042:2018 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 on the original failure mode only 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, 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 also be detailed on the certification.
- 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 and material grade 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. The manufacturers name and NASC member identification can be coded as long as full traceabilty details are available.
- 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 of weld sets for all suppliers carrying out manual welding activities?

- Confirm availability of certification records to confirm annual external calibration for all site weld sets for all suppliers carrying out manual welding activities. 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 certification records of annual external calibration of machines for all suppliers carrying out mechanised and automatic welding activities?

- Confirm availability of certification records to confirm annual external calibration for all machines for all suppliers carrying out mechanised and automatic welding activities. Internal calibration shall be permissable if EN3834-2/3/4, EN1090-1/2, WPS's, WPQR's and an IWE are in place.

6.16 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?
- Failure to comply with the above will result in a penalty deduction of 11%, downgrading the overall score by one category.

6.17 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.

6.18 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.

6.19 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 6.18 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.

6.20 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.

6.21 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.
- Failure to comply with the above will result in a penalty deduction of 11%, downgrading the overall score by one category.

7.01 Is there a communicated and measurable Environmental Policy and/or guidelines in place, that is reviewed on an annual basis which includes a commitment to meet the legal requirements of the country in which the site operates?

- A policy or guidelines defining the organisations commitment to the protection of the environment. The policy should define top management commitment & involvement & reflect preventative activities & a commitment to assess & improve environmental performance & impacts.
- The environmental policy should: -

· Be appropriate to the nature, scale & environmental impacts of the organisation's activities, products & services.

· Include a commitment to continual improvement & prevention of pollution.

· Provide a framework for setting & reviewing environmental objectives & targets.

· Be formally reviewed on an annual basis for continuing suitability.

· Be communicated & understood within the organisation.

· Be made available to the public.

· Include a commitment contained within the environmental policy to follow the country legal requirements.

· Comply with expectations in respect of the environment.

· A register detailing environmental legislation, which affects the organisation.

· Evidence such as records that a concerted effort has been made to demonstrate active management & improvement of environmental issues, rather than doing the minimum possible to avoid prosecution.

· Evidence that the site has been free from environmental prosecution for the last 5 years.

7.02 Does the company have clearly defined and measurable environmental objectives?

- That the auditee can respond without prompting by listing a number of key environmental objectives e.g. reduce energy use, cut production waste, buy more certified timber.
- That there is a plan and process detailing how these objectives will be measured and achieved.
- That objectives have been communicated to at least senior management level within the company.

7.03 Are there systems in place for the safe handling of any hazardous substance in production, including relevant training for any affected workers?

- Evidence that all hazardous substances are kept in appropriate labelled containers.
- Procedures or work instructions on the safe handling of hazardous substances & measures to take to avoid accidents & what to do in the event of accidents.
- Evidence that employees are aware of safe handling procedures for substances.
- Manual handling training has been provided to all applicable employees.

7.04 Are hazardous substances, oils, lubricants and fuels stored safely?

- Evidence that all hazardous substances including oils, lubricants and fuels are stored in such a way so as to prevent accidents & avoid leakage in case of accident with Flt's or other mobile plant. e.g. secure storage areas, bunds, locked cages, safe storage of IBC's.
- Evidence that oil, lubricants and fuels stored in quantities over 100 litres is on a drip tray or in a bund, which is in good condition.
- Evidence that bulk stored liquids are stored within well maintained bunds that would prevent spillage into water courses.

7.05 Are procedures and controls in place for spillages or major accidents, emergencies or breach of legislation?

- Procedures to identify & prevent potential emergency situations & potential accidents that can have an impact on the environment & how to respond to actual emergencies & accidents.
- Evidence of periodic testing of emergency response procedures.

- Evidence that spill kits & other applicable accident containment controls are available in key areas, & key employees have been trained in dealing with spillage's, accidents & emergencies.
- Evidence that the location & types of drains are known & identified on the ground.
- Evidence that any spilled waste is segregated & consigned to legal sites using licensed agencies.

7.06 Are all emissions and effluents from the site to the environment adequately managed?

- That the number of emissions to air, water and land from the site are identified.
- That the site is taking reasonable steps to prevent pollution.
- Evidence that hazardous waste is segregated and separately consigned to legal sites using licensed agencies.

7.07 Are the first and second largest volumes of waste segregated and sent for recycling and is there an active and measurable waste recycling programme in place?

- That there is an appreciation of what elements make up the waste stream.
- That key waste is segregated and sent for recycling.
- That there is an active and measurable waste recycling programme in place

7.08 Is the site generally clean and well maintained?

- A clean & hygienic place of work consistent with industry standards.
- Walkways that are free of obstacles.
- Working areas that are tidy organised & free from clutter.
- Evidence that (where applicable) cleaning schedules are in place.
- Evidence that buildings, plant & equipment are in a good state of repair & are regularly maintained.

8.01 Is there a communicatedand measurable Health #& Safety Policy and/or guidelines in place that is reviewed on an annual basis?

- A Health & Safety Policy or guidelines authorised by top management that clearly states overall H&S objectives & a commitment to improving H&S performance & providing a safe working environment.
- The H&S policy should: -
  - Be appropriate to the nature & scale of the organisations H&S risks.
  - Include a commitment to continual improvement.
  - Include a commitment to at least comply with current applicable H&S legislation.
  - Be documented implemented & maintained.
  - Be communicated to all employees with the intent that all employees are made aware of their individual H&S obligations.
  - Be reviewed on an annual basis to ensure that it remains relevant & appropriate to the organisation.
  - Evidence that the site has been free from environmental prosecution for the last 5 years.
- Additionally the auditor will be looking for evidence that a member of management been appointed who has the responsibility & authority that includes: -
  - Reporting directly to top management on the performance of H&S & any need for improvement.
  - Ensures the promotion & awareness of H&S throughout the organisation.
  - Confirm the Company has been free prosecution for breaches of H&S legislation for the last 5 years.

8.02 Are H&S risk assessments conducted, documented, reviewed and communicated on a regular basis?

- Documented procedures for planning & implementing risk assessments every 12 months as a minimum requirement.
- Schedule of periodic risk assessments and evidence of regular review and communication.
- Appropriate training & qualification of risk assessors.

- Records of risk assessments and evidence of communication to those who may be affected by the hazard.
- Records of timely corrective actions resulting from risks identified during risk assessments.

8.03 Are material safety data sheets available for all products?

- COSHH sheets (or equivalent for non-European Community countries) for any product identified under CHIP 3 categorisation.
- That COSHH sheets or equivalent are available at the point of use.
- Evidence that COSHH data is current & is regularly reviewed.

8.04 Are all accidents reported and records kept?

- Evidence that accidents and near misses are recorded.
- Records to show that accident and near miss information is used to improve H&S performance.
- Accident and near miss information is communicated to the work force.
- Even if no accidents have occurred to date, a recording method is still required.
- Evidence of major reportable accidents as required by national or local legislation

8.05 Are visitors offered personal proectiveequipment (PPE) where appropriate?

- H&S rules & risks explained to visitors & is appropriate PPE offered to visitors & enforced during the visit.
- Appropriate procedures for contractors working on site, including work permits, explanation of rules & regulations & enforcement of PPE while on site.

8.06 Where appropriate are employees wearing the correct PPE and are site management enforcing it's use?

- Appropriate signage instructing the wearing of PPE in applicable areas on the site.
- Rules with regard to the wearing of appropriate PPE including foot-ware, clothing, jewellery & the tying back or covering of hair.
- All site management to wear appropriate PPE when visiting areas where it's use is required.
- Is the appropriate PPE worn in relevant areas, & does site management enforce the wearing of PPE.

8.07 Are there adequate cable control, noise management and trip hazard precautions in place?

- Background working conditions are reasonable to ensure that workers are not exposed to unsafe / unhealthy working conditions. e.g. appropriate workplace ventilation, heating /cooling mechanisms, trip hazards. noise as appropriate.

8.08 Are all machines and equipment fitted with adequate guards and emergency stop buttons and is all site machinery operated in a safe and responsible manner?

- Appropriate guarding or electronic beams etc to protect employees from moving machinery.
- That machinery is being used safely and responsibly for the functions that it was designed for & is not being overloaded or operated in an unsafe way.
- Evidence of tampering with guards to aid speed of production.
- Emergency stop buttons on all machinery that is located next to the operator & not able to be by-passed.
- Records of testing emergency stop buttons & interlocked guarding.
- Interlocked guarding (where appropriate) which automatically stops machinery operating when guards are opened.

8.09 Are first aid/medical facilities available on site?

- Appropriately equipped first aid boxes located at key points throughout the workplace.
- Signage indicating who are the first aiders & where the first aid boxes are located.

- Appropriate records to show that first aiders have received adequate training, and that training is in date.
- Evidence that workplace accidents & “near misses” are recorded & reviewed to prevent re-occurrence.

8.10 Are fire extinguishers readily available, showing original inspection label and evidence of a monthly check, in addition have workers been trained in their use?

- Appropriate fire extinguishers are available at key points throughout the workplace, & are of the appropriate type of extinguisher.
- Extinguisher original inspection label and evidence of a monthly recorded check by site personnel.
- Records of employee fire extinguisher use training and fire marshal training.

8.11 Are fire drills conducted and recorded?

- Records to show when the last two fire evacuation drills took place & results obtained from the last fire drill which as a minimum should be carried out every 6 months.
- Designated fire assembly points & evidence that employees are aware of their assembly point.
- Records of regular fire alarm tests which as a minimum should be carried out on a monthly basis.

8.12 Are all fire exits and equipment clearly markder and unblocked?

- Clear unobstructed fire exit signage in corridors, on walls, over doors & overhead where applicable with emergency lighting where applicable.
- Clear unobstructed access to fire fighting equipment, fire alarms & fire exits.
- Fire exits must be outward opening, clear both inside & outside & allow easy access. Doors must not be locked in any way, and the outside area should be marked "Fire Exit - Keep Clear".
- Evidence that highly combustible material & liquids are stored away from stairwells & fire escapes.

9.01 Are all employees provided with a written contract of employment?

- Evidence that full terms of employment are clearly communicated in a language understood by the employee.

9.02 Are there formal and fair disciplinary and grievance procedures in place?

- Documented disciplinary & grievance procedures that have been communicated to all employees & clearly identify a formal process.
- Records of all disciplinary actions taken by the organisation.
- Evidence (where applicable) that the organisation has taken all appropriate measures to ensure their suppliers have disciplinary & grievance procedures & do not subject their employees to any form of physical, mental or verbal abuse.

9.03 Is there a formal Modern Slavery Policy in place?

- Evidence of a documented Modern Slavery Policy in place reviewed a minimum of every 2 years.
- Evidence that relevent personnel understand and comply with the Policy and have regular training on it.
- Evidence that the Policy is communicated to all suppliers.
- Evidence that any employee or supplier will face action if the Policy is breached.

9.04 Are Country minimum age restrictions for employees adhered to?

- Evidence such as records verifying the age of all workers & that no employee shall be less than 16 years of age, unless local law stipulates a higher age.
- Evidence that young persons up to the age of 18 should not be expected to work between the hours of 10pm & 6am or on tasks that are potentially hazardous to health.

9.05 Is the Country minimum wages paid in all circumstances?

- Evidence such as pay slips or payroll records that wages paid for a standard working week shall at least be paid at legal / industry minimum standards.
- Evidence such as pay slips or payroll records that overtime is paid at a premium rate.
- Evidence that all workers receive pay slips showing hours, pay & deductions.

9.06 Are basic wages protected from disciplinary action?

- Evidence such as payroll records or payslips show that all deductions from wages are not made for disciplinary purposes & that wages & benefit composition is detailed clearly & regularly for workers.
- Evidence that all workers receive pay slips showing hours, pay & deductions.

9.07 Are there adequate hygiene facilities for the workforce and access to clean drinking water?

- That employees have adequate access to clean, safe drinking water at all times.
- Toilet facilities that are hygienic, functional, & segregated & sufficient in number for the size of the workforce.
- Canteen & food preparation facilities (where appropriate) should be clean, tidy & hygienic.
- Locker rooms, changing facilities (where appropriate) & washing facilities that are clean, tidy & hygienic.

9.08 Does the Company have documented and measurable Social Accountability and Welfare policies and /or guidelines in place?

- Contracts of employment stating specific conditions of employment including rates of remuneration, type of work performed, employment rights etc.
- Polices promoting equality of treatment between manual workers & other employees & compliance with national laws.
- Procedures for the management & assessment of workers.
- Records of employee assessments consistent with national law to ensure compliance with laws & regulations.
- Policies relating to ethical trading and social accountability issues

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)