



THE MARK OF EXCELLENCE

UNITED KINGDOM CAST STONE ASSOCIATION

OPERATING STANDARD -- AUDIT DOCUMENT

NAME OF REPRESENTATIVE PERFORMING INSPECTION:

DATE OF INSPECTION:

COMPANY NAME:

OFFICE ADDRESS:

PLANT LOCATION AUDITED:

OTHER LOCATIONS:

COMPANY REPRESENTATIVE:

TITLE:

OFFICE TELEPHONE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

1	<u>COMPANY INFORMATION</u>	YES	NO
A	Is Total Cast Stone Turnover > £350 000	()	()
B	Has company manufactured cast stone for > 5 years?	()	()
C	<u>JOB SIZE:</u> <u>MAXIMUM:</u> _____ <u>MINIMUM:</u> _____ <u>TYPE OF PRODUCTS PRODUCED:</u> _____		
2	<u>DRAWINGS</u>	YES	NO
A	Is there a facility for the preparation of detailed drawings of any element?	()	()
	Unit Drawings:		
B	Are drawings prepared in such a manner that you can determine the shape and size of the units required for the project?	()	()
C	Are finishes, fixings, structural reinforcing shown?	()	()
	Setting Plans:		
G	Are drawings prepared in such a manner that you can determine layout and location of the units?	()	()

3	<u>RECORDS</u>	YES	NO
A	Are procedures for control of documents and records available?	()	()
B	Are customer records current and on file, ready to reference projects?	()	()
C	Is there a list of approved raw material suppliers and agreed material specifications?	()	()
D	Are supplier certificates of conformity available to relevant BS EN Standards?	()	()
E	Are current production planning records available?	()	()
F	Are Third Party Test Reports To UKCSA Standard Compressive Strength available?	()	()
G	Are Third Party Test Reports To UKCSA Standard Capillary Absorption (CAT) available?	()	()
4	<u>ISSUING OF SHOP FLOOR INSTRUCTIONS</u>	YES	NO
A	Is there a controlled method of issuing shop floor instructions to production?	()	()
5	<u>MOULDS</u>	YES	NO
A	Is the standard of the moulds sufficient to produce a quality product?	()	()
B	Are procedures used to check alignment and other physical qualities of the mould?	()	()

6	<u>RAW MATERIAL STORAGE</u>		
	Cement	YES	NO
A	Are bins/storage areas arranged to prevent cement contamination and effects from weather conditions?	()	()
B	Where Bulk Cements are used, can compliance to the Environmental Protection Act Regulations be demonstrated?	()	()
	Aggregates	YES	NO
C	Are bins/storage areas arranged to prevent aggregate contamination and effects from weather conditions?	()	()
	Reinforcing / Handling Steel	YES	NO
D	Is steel from a CARES registered source? (Certification scheme for manufacturing and supply of reinforcement steel.)	()	()
E	Is the method of steel storage adequate to prevent contamination?	()	()
7	<u>BATCHING</u>		
		YES	NO
A	Is batching controlled to prevent contamination of different mixes?	()	()
B	Can all the raw materials be consistently batched and mixed?	()	()
	Scales / volumetric dispensers		
C	Are the scales / volumetric dispensers checked for accuracy in accordance with calibration schedule?	()	()
	Mix Moisture		
D	Are measures in place to control moisture content?	()	()
	Mix life		
E	Are procedures in place to control life span of mix?	()	()
	Mix Recipes:		
F	Are documented Mix Recipes available?	()	()
G	Is an integral Waterproofer Admixture used for Semi-dry production method?	()	()
H	Can compliance to established maximum Pigment addition rates be demonstrated?	()	()

8	<u>CASTING</u>	YES	NO
A	Is casting protected from extremes of weather, e.g. direct sun, wind, & cold temperatures?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
B	Is a correct method of bonding achieved where backing mix is used?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
C	Are systems in place for correct steel cover within product to be maintained?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
9	<u>CURING</u>	YES	NO
A	Is curing carried out in a controlled environment?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
10	<u>FINAL PRODUCT</u>	YES	NO
A	Is the product consistent in texture & colour, whilst free of obvious imperfections?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
B	Are Finished Units identifiable?	(<input type="checkbox"/>)	(<input type="checkbox"/>)
C	Does product meet UKCSA specification for Tolerances?	(<input type="checkbox"/>)	(<input type="checkbox"/>)

11	<u>PACKAGING</u>	YES	NO
A	Is suitable internal packaging used to protect faces?	()	()
B	Is packed product protected from the elements?	()	()
C	Are the contents of finished packs readily identifiable?	()	()

12	<u>STORAGE</u>	YES	NO
A	Does stockyard facility have adequate storage for minimum of 3 weeks production?	()	()
B	Is finished product stored off the ground on pallets and on level areas?	()	()

13	<u>QUALITY CONTROL / TESTING</u>	YES	NO
A	Is there a documented quality control programme in place?	()	()
B	Are approved samples for colour & texture available?	()	()
C	Is CAT Testing – documentation available?	()	()
D	Is Cube Testing – documentation available?	()	()

14	<u>QUALITY ASSURANCE</u>	YES	NO
A	Is a documented Quality Management System in place?	()	()
15	<u>ENVIRONMENTAL</u>	YES	NO
A	Is a documented Environmental Management System in place?	()	()
B	Is Authorisation of Prescribed Process available?	()	()
16	<u>PERSONNEL</u>	YES	NO
A	Does Plant Management have experience and knowledge for the Operation to produce Quality Cast Stone as required by UKCSA Specifications?	()	()
B	Are Personnel Training Records documented?	()	()
17	<u>LIABILITY INSURANCE</u>	YES	NO
A	Is Insurance up-to-date & current certificate displayed?	()	()
B	Does minimum level of cover exceed £3 Million	()	()

18 HEALTH & SAFETY**YES****NO**

		YES	NO
A	Is a documented Health and Safety Management System in place?	()	()
B	Is Health Surveillance carried out at regular intervals?	()	()
C	Can compliance to HSE HAVS guidelines be demonstrated?	()	()
D	Can compliance to HSE Manual Handling Regulations be demonstrated?	()	()
E	Can compliance to the Noise at Work Act be demonstrated?	()	()
F	Is Appropriate Personal Protective Equipment in use?	()	()
G	Have Risk Assessments been carried out?	()	()
H	Are Safe Systems of Work documented?	()	()
I	Is a COSSH Register available?	()	()
J	Does the location have Trained First Aid Personnel?	()	()
K	Are Forklift Truck Operators' Licensed?	()	()
L	Does a general authorised users' list exist for the necessary equipment?	()	()

CONCLUDING REMARKS:

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CONFIDENTIALITY STATEMENT

When This Document is completed as part of a Membership Application the information remains confidential between the Applicant and the Executive Committee of United Kingdom Cast Stone Association.

SIGNED:

DATED:
