TER/Listing Quality Control Review Checklist

This form is used to review a client's quality control documentation. The purpose of DrJ quality control manual criteria is to establish and maintain well-documented requirements for a quality control system on all products, systems, and materials being recognized in Technical Evaluation Reports (TERs) and/or Listings. The criterion identifies what is critical for the technical review of the product and what will need to be included in the applicant's quality system.

TER and/or Listing Number(s):	TER/Listing ☐ | Listing Only ☐
QC Responsibility:[1]	DrJ ☐ | Another Agency ☐
Responsible Agency Report Number(s):	
Responsible Agency Report Expiration Date(s):	

Quality Control Manual

During an annual review, check for any revisions since the most recent submission.

Revision Number and/or Date of Quality Control Manual	

Item	Definition	Date Reviewed	Document Reference and/or Comments
Signature	An authorized representative of the manufacturer has signed and dated the documentation.		
Manufacturing Information	The facility name of the manufacturing location, the street address, and name and phone number of the contact person will be clearly stated on the documentation.		
Quality Manual Revisions	The quality system documentation shall be reviewed once every two years and a record of the review maintained.		
Declaration (Language must be explicitly stated in the QC Manual)	The DrJ Engineering name, mark or evaluation report number will only be used on product(s) that are in compliance with the published evaluation report and the quality control documentation approved by DrJ Engineering.		
	When apprised of field complaints concerning product performance, Report Holder will promptly investigate and respond to DrJ Engineering.		
	Report Holder agrees to permit DrJ Engineering or the third-party inspection agency to examine at distribution points and the manufacturing plant(s), any product labeled as being in conformance with the evaluation report.		
	Report Holder will notify DrJ Engineering in writing if the product is changed from what was originally recognized.		
	Report Holder will notify DrJ Engineering in writing prior to cancellation of the agreement with the inspection agency.		
	Copies of inspection reports for inspections conducted by the inspection agency that indicate any major quality deficiencies shall be forwarded to DrJ Engineering within 10 days of the noted major deficiency.		
	Report Holder will notify DrJ Engineering in writing if the follow-up inspections have not been conducted as prescribed in the manual approved by DrJ Engineering.		
	The report holder shall notify DrJ of any situation where a certified product could lead to a potential hazard.		

[1] If QC is the responsibility of another agency, check the responsible agency report number(s) are still active and update the expiration date(s). The rest of this form shall be left blank.

Item	Definition	Date Reviewed	Document Reference and/or Comments
Organizational Information	Documentation must include the organizational chart and a description of the key positions in the quality program.		
Product Identification	The product identity will be recognized and consistent with the section of the listing in the report.		
Product Changes	Product changes and the process for making them must be documented along with notification to involved parties.		
Manufacturing Process	The manufacturing process workflow will be described in the documentation.		
Incoming Materials	Documentation must include inspection or tests on incoming materials to prove that the materials meet the specifications. If materials or products are outsourced, quality assurance and required documentation are must be specified.		
Required Certificate	Documentation of the certificate(s) required/ provided at the time of delivery for the incoming material is required.		
Traceability	The product identification will provide the ability to trace the product back to the production at the manufacturing location.		
Quality Control	All in-process quality control procedures, including manufacturing processes, are monitored and described in documentation.		
Quality Control Forms	Any forms, checklists, reports, etc. used by personnel to document tests, inspections, and other control procedures need to be identified and documented.		
QC Documentation Authorization	Quality control forms must be completed and approved by the responsible personnel.		
Test Equipment	The measuring and test equipment used to determine if a product meets specifications must be identified.		
Calibration	Frequency of the equipment calibration and traceability of measurements to national standards must be documented.		
Final Inspection	Final inspections and tests conducted before product is labeled and shipped must be in documentation to ensure the finished product complies with specifications.		
Packaging	If packaging and storage affect the product performance, information on the packaging and storage of the product shall be included in the documentation.		
Record Maintenance	It must be documented that the manufacturer has committed to retaining the completed forms, checklist, etc. for a minimum of two years.		
Nonconforming Materials	Documentation must include how nonconforming materials are separated from production until the manufacturer makes a decision regarding their outlook.		
Complaints Procedure	Documentation must be in place for handling of complaints about the product, action taken for complaints, and the documentation of the actions taken.		
Third-Party Inspections	Documentation must include the name of the third-party inspection agency and the frequency with which inspections are to take place. The location of the inspection(s) should be noted, as well as any additional information relevant to inspections (paperwork only, etc.)		
Additional Comments			

Third-Party Inspection Agreement

A signed agreement between the manufacturer and an approved third-party inspection agency (QF 3.1) is required. For any missing information, provide further guidance on the actions necessary.

Inspection Agency:	
Contract Date and/or Quote No:	
Expiration:	Valid Until Canceled ☐ | Expires ☐
Expiration Date:	

Necessary Item	Date Reviewed
The contract scope is correct.	
The signature and date signed are provided and current.	
The frequency of inspections is listed and consistent with DrJ's requirements.	

Additional Comments	

Inspection Reports

Inspection reports are required from the most recent inspection showing compliance with requirements of the client's quality management system. For each item not checked as present, provide guidance on the required action.

Inspection Frequency for Each Location:	
Inspection Locations:	
Inspection Report Date(s):	

Necessary Item	Present
New client with no previous quality audits (if checked, skip the rest of this table).	☐
The required inspection frequency was completed or justification for not completing the inspections is present and acceptable to DrJ.	☐
The inspector reviewed the quality system documentation and found it to be acceptable.	☐
Any non-conformances were documented, and any non-conformances from the previous inspection were resolved.[2]	☐

Additional Comments	

[2] DrJ must be notified of all non-conformances. Non-conformances affecting certification shall be brought to the attention of DrJ Management.

Verification Testing

Where verification testing is required, verify that the tests have been completed at the frequency required. For new TERs and/or Listings, this section shall be left blank. For each item not checked as present, provide guidance on the required action.

Verification Test Type(s):	
Verification Test Frequency:	
Reason for Verification Testing:	
Test Report Date(s):	

Necessary Item	Present
Verification test reports have been received for all required tests.	☐
Where control charts are used for the specified tests, the test data has been added to control charts for review.[3]	☐
The results of all verification tests are satisfactory.	☐

Additional Comments	

[3] If test results are outside the upper and lower control limits after the limits have been set, DrJ shall be notified.