



Factory Visit Report

File No			
Audit Date			
Company Name			
Company Registration No			
Postal Address			
Physical Address			
Tel No		Fax No	

Personnel:	Name	E-mail	Contact #
MD / General Manager			
Production / Factory Manager			
Technical / Quality Manager			
Management Representative			

Factory Size			
Production Staff / Welders		Total Staff	

SANS Specification Number	Title	Copy Available	Comply
10268-1	Processes - Part 1: Heated Tool Welding		
10268-2	Processes - Part 2: Electrofusion Welding		
10268-3	Processes - Part 3: Hot-gas Welding		
10268-4	Processes - Part 4: Hot-gas Extrusion Welding		
10268-5	Processes - Part 5: Solvent Welding		
10268-6	Processes - Part 6: Ultrasonic Welding		
10268-7	Processes - Part 7: Infra-red Welding		
10268-8	Processes - Part 8: Bead & Crevice Free Welding		
10268-9	Processes - Part 9: Spin & Friction Welding		
10268-10	Processes - Part 10: Weld defects		
1671-1	Machines - Part 1: Heated Tool Welding		
1671-2	Machines - Part 2: Electrofusion Welding		
1671-3	Machines - Part 3: Hot-gas Welding		
1671-4	Machines - Part 4: Hot-gas Extrusion Welding		
1671-5	Machines - Part 5: Solvent Welding		
1671-6	Machines - Part 6: Ultrasonic Welding		
1671-7	Machines - Part 7: Infra-red Welding		
1671-8	Machines - Part 8: Bead & Crevice Free Welding		
1671-9	Machines - Part 9: Spin or Friction Welding		
6269 (Was SABS SM1269)	Test methods for Welded Joints		
1655	Welding Rods, Fillers and Solvents		
10269	Testing and Approval of Welders		
10270	Approval of Welding Procedures		

Check the following points and record details:

1. General				
	1.1	Are copies of specifications readily available in production and/or QC		
	1.2	Are copies of standard drawings readily available in production and/or QC		
2. Planning				
	2.1	Who does production planning?		
	2.2	Check detail of works orders issued		
3. Welders				
	3.1	Name of Welder	Identity Number	IFPA Welder Number
	3.2	Check competency of welders		
		i.	w.r.t. the welding process conforming to the applicable SANS 10268	
		ii.	to produce fabricated items, e.g. Bends, Tee's, Laterals	
		iii.	to read drawings	
	3.3	Identification of welds		
		i.	Official IFPA stamp	
		ii.	Company number	
		iii.	Welder number	
	3.4	Does testing and approval of welders conform to the requirements of SANS 10269		
	3.5	Welder familiar with machines		
	3.6	Personal Protective Equipment		
4. Equipment				
	4.1	Machines audit in line with IFPA requirements / applicable SANS 1671?		
	4.2	Are machines well maintained with documented service records?		
	4.3	No oil leaks in the hydraulic system		
	4.4	Ensure proper alignment of pipes when clamped		
	4.5	Are machines properly insulated electrically and safe to operate?		
	4.6	Heating elements calibrated with equipment traceable to national standards		
	4.7	Pressure gauges calibrated with equipment traceable to national standards		
	4.8	Instruction manual and welding tables available for all machines		
	4.9	Maintenance schedule for machines in place?		
	4.10	Use of chain bed machines (on site)		
5. Materials				
	5.1	Pipe conform to the relevant SANS Standard (4427-2, 966, 791, etc.)		
	5.2	Fittings conform to the requirements of SANS 4427-3		
	5.3	Stubs		
		i.	conform to "Requirements" in SANS 4427-3	
		ii.	according to IFPA dimensions	
	5.4	Pipes and fittings sourced from:		

		i.	SAPPMA members			
		ii.	IFPA members			
		iii.	Other			
	5.4	Certificates of Analysis / Conformance from Suppliers available?				
	5.5	Recycling of off-cuts, shavings, etc.?				
	5.6	Check rubber seals for SABS mark				
6.	Processes					
	6.1	Conform to the requirements of the applicable SANS 10268				
	6.2	Approval conform to the requirements of SANS 10270				
7.	Quality Control					
	7.1	ISO 9001?				
	7.2	Person in charge of QC				
	7.3	To whom does he / she report?				
	7.4	Checks performed			Frequency	
		i.	Visual			
		ii.	Dimensions			
		iii.	Workmanship			
		iv.				
		v.				
	7.5	Laboratory / destructive tests performed			Performed by	
	7.6	Calibration register in use and up to date				
	7.7	Check the quality of the marking of the finished products and ensure that it includes:				
		i.	Manufacturers name or trade mark			
		ii.	The nominal size			
		iii.	The pressure rating			
		iv.	The batch identification			
	7.8	Check availability of visual standards				
	7.9	Tests witnessed:				
	7.10	Are welds witnessed and documented by a qualified, e.g. Plastics/SA Thermoplastic Welding Inspection or AIA (Approved Inspection Authority), inspector				
		Name		Identity Number	Accreditation Number	
8.	Records					
	7.1	Check records of results of tests carried out since the last visit				
	7.2	Note the number and type of failures recorded and check corrective action taken				
	7.3	Ensure absolute traceability of product				
		#	Product	Batch	Raw Materials	Tests
		i.				
		ii.				
9.	Storage					
	9.1	Check that the storage and housekeeping conditions meet the relevant requirements given in the Appendix in the appropriate specification				
		Area		Storage	Housekeeping	
		i.	Raw materials			

