



# UNITED KINGDOM CAST STONE ASSOCIATION

## OPERATING STANDARD -- AUDIT DOCUMENT

NAME OF REPRESENTATIVE PERFORMING INSPECTION:

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DATE OF INSPECTION:

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COMPANY NAME:

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OFFICE ADDRESS:

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PLANT LOCATION AUDITED:

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LOCATION

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COMPANY REPRESENTATIVE:

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TITLE:

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OFFICE TELEPHONE NUMBER:

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FAX NUMBER:

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EMAIL ADDRESS:

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

<b>3</b>	<b><u>RECORDS</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Are procedures for control of documents and records available?	( )	( )
<b>B</b>	Are customer records current and on file, ready to reference projects?	( )	( )
<b>C</b>	Is there a list of approved raw material suppliers and agreed material specifications?	( )	( )
<b>D</b>	Are supplier certificates of conformity available to relevant BS EN Standards?	( )	( )
<b>E</b>	Are current production planning records available?	( )	( )
<b>F</b>	Are Third Party Test Reports To UKCSA Standard Compressive Strength available?	( )	( )
<b>G</b>	Are Third Party Test Reports To UKCSA Standard Capillary Absorption (CAT) available?	( )	( )
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<b>4</b>	<b><u>ISSUING OF SHOP FLOOR INSTRUCTIONS</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Is there a controlled method of issuing shop floor instructions to production?	( )	( )
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<b>5</b>	<b><u>MOULDS</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Is the standard of the moulds sufficient to produce a quality product?	( )	( )
<b>B</b>	Are procedures used to check alignment and other physical qualities of the mould?	( )	( )
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<b>6 RAW MATERIAL STORAGE</b>		<b>YES</b>	<b>NO</b>
<b>Cement</b>			
<b>A</b>	Are bins/storage areas arranged to prevent cement contamination and effects from weather conditions?	( )	( )
<b>B</b>	Where Bulk Cements are used, can compliance to the Environmental Protection Act Regulations be demonstrated?	( )	( )
<b>Aggregates</b>			
<b>C</b>	Are bins/storage areas arranged to prevent aggregate contamination and effects from weather conditions?	( )	( )
<b>Reinforcing / Handling Steel</b>			
<b>D</b>	Is steel from a CARES registered source? (Certification scheme for manufacturing and supply of reinforcement steel.)	( )	( )
<b>E</b>	Is the method of steel storage adequate to prevent contamination?	( )	( )
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<b>7 BATCHING</b>			
		<b>YES</b>	<b>NO</b>
<b>A</b>	Is batching controlled to prevent contamination of different mixes?	( )	( )
<b>B</b>	Can all the raw materials be consistently batched and mixed?	( )	( )
<b>Scales / volumetric dispensers</b>			
<b>C</b>	Are the scales / volumetric dispensers checked for accuracy in accordance with calibration schedule?	( )	( )
<b>Mix Moisture</b>			
<b>D</b>	Are measures in place to control moisture content?	( )	( )
<b>Mix life</b>			
<b>E</b>	Are procedures in place to control life span of mix?	( )	( )
<b>Mix Recipes:</b>			
<b>F</b>	Are documented Mix Recipes available?	( )	( )
<b>G</b>	Is an integral Waterproofer Admixture used for Semi-dry production method?	( )	( )
<b>H</b>	Can compliance to established maximum Pigment addition rates be demonstrated?	( )	( )
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<b>8</b>	<b><u>CASTING</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Is casting protected from extremes of weather, e.g. direct sun, wind, & cold temperatures?	( )	( )
<b>B</b>	Is a correct method of bonding achieved where backing mix is used?	( )	( )
<b>C</b>	Are systems in place for correct steel cover within product to be maintained?	( )	( )
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<b>9</b>	<b><u>CURING</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Is curing carried out in a controlled environment to a minimum level as required by the UKCSA "Curing Regime & Standards"?	( )	( )
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<b>10</b>	<b><u>FINAL PRODUCT</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Is the product consistent in texture & colour, whilst free of obvious imperfections?	( )	( )
<b>B</b>	Are Finished Units identifiable?	( )	( )
<b>C</b>	Does product meet UKCSA specification for Tolerances?	( )	( )
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**11 PACKAGING****YES****NO**

- A** Is suitable internal packaging used to protect faces? ( ) ( )
- B** Is product protected from the elements? ( ) ( )
- C** Are the contents of finished packs readily identifiable? ( ) ( )
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**12 STORAGE****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? ( ) ( )
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**13 QUALITY CONTROL / TESTING****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? ( ) ( )
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<b>14</b>	<b><u>QUALITY ASSURANCE</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Is a documented Quality Management System in place?	( )	( )
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<b>15</b>	<b><u>ENVIRONMENTAL</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Is a documented system in place to a minimum level as required by the UKCSA “Environmental Management System”?	( )	( )
<b>B</b>	Is Authorisation of Prescribed Process available?	( )	( )
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<b>16</b>	<b><u>PERSONNEL</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Does Plant Management have experience and knowledge for the Operation to produce Quality Cast Stone as required by UKCSA Specifications?	( )	( )
<b>B</b>	Are Personnel Training Records documented?	( )	( )
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<b>17</b>	<b><u>LIABILITY INSURANCE</u></b>	<b>YES</b>	<b>NO</b>
<b>A</b>	Is Insurance up-to-date & current certificate displayed?	( )	( )
<b>B</b>	Does minimum level of cover exceed £3 Million?	( )	( )
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**18 HEALTH & SAFETY**

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

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**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:**

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**DATED:**

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