



**TECHNICKÝ A ZKUŠEBNÍ ÚSTAV STAVEBNÍ PRAHA, s.p.**  
**Technical and Test Institute for Construction Prague, SOE**

Akreditované zkušební laboratoře, Autorizovaná osoba, Notifikovaná osoba, Oznamovaný subjekt, Subjekt pro technické posuzování, Certifikační orgány, Inspekční orgán / Accredited Testing Laboratories, Authorized Body, Notified Body, Technical Assessment Body, Certification Bodies, Inspection Body • Prosecká 811/76a, Prosek, 190 00 Praha 9, Czech Republic

**Notified Body 1020**  
**Branch Office 0100 – Prague**

# SURVEILLANCE REPORT

In compliance with Regulation (EU) 305/2011 of the European Parliament and of the Council of 9 March 2011 (the Construction Products Regulation or CPR), Annex V, Art. 1.3 (system 2+)

**No. 010-044707**

Trade name:

**Flexible sheets for waterproofing**  
**- Plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet EN 13967:2012**  
**- Plastic and rubber sheets for roof waterproofing EN 13956:2012**

type: listed in cl. 1.2

Manufacturer:

**BALCIOĞLU GRUP STANDART IZOLASYON ve YAPI MATERY ALLERİ**  
**San. ve Tic. A.Ş.**

INo: 910 - Silivri  
Address: Fevzipaşa Mah. Kınalı Kavşağı Cad. No:123 ve No: 123/1  
Silivri, İSTANBUL, TURKEY  
Plant: BALCIOĞLU GRUP STANDART IZOLASYON ve YAPI  
MATERYALLERİ San.Tic.A.Ş.  
Address: Fevzipaşa Mah. Kınalı Kavşağı Cad. No:123 ve No: 123/1  
Silivri, İSTANBUL, TURKEY  
Order: Z010140127

Certificate number: 1020-CPR-010033603 dated on 31.05.2017

Number of pages including cover page: 4      Number of annexes: 1

Responsible person for content of this report:

Martin Minx  
Chief assessor

Responsible person for correctness of this report:

Stamp of the Notified Body 1020

Prague, 24.09.2021



Ing. Iveta Jiroutová  
Deputy Manager of the Notified Body

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Bank Name: KB Praha 1 Czech Republic, Account number: 1501-931/0100, INo: 00015679, VAT: CZ00015679

## 1 General

### 1.1 Information about the manufacturer

Name: BALCIOĞLU GRUP STANDART IZOLASYON ve YAPI  
MATERYALLERİ San.Tic.A.Ş.  
Address: Fevzipaşa Mah. Kınalı Kavşağı Cad. No:123 ve No: 123/1 Silivri,  
İSTANBUL, TURKEY  
Plant: Fevzipaşa Mah. Kınalı Kavşağı Cad. No:123 ve No: 123/1 Silivri,  
İSTANBUL, TURKEY

### 1.2 Information about the product

Plastic and rubber sheets for roof waterproofing  
EN 13956:2012 products:

Simplan Roofcap-UV  
Simplan TPO Roofcover

Plastic and rubber damp proof sheets including plastic and rubber basement tanking  
EN 13967:2012: products:

Simplan Basecap  
Simplan Basecap Signal  
Simplan Watercap  
Simplan Lakecap  
Simplan Lakecap-UV Plus

### 1.3 Technical specifications relating to the product (as amended)

- EN 13956:2012 - Flexible sheet for waterproofing - Plastic and rubber sheets for roof waterproofing - Definitions and characteristics
- EN 13967:2012 - Flexible sheets for waterproofing - Plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet - Definitions and characteristics

### 1.4 List of other documentation used during the surveillance

- Audit checklist of 09.09.2021
- Description of the products
- Manufacturer's documentation – production control

### 1.5 Information about previous surveillance

The previous surveillance was carried out on 16.10.2020 by the Notified Body 1020 with positive result - surveillance report No. 010-043491 of 02.11.2020.

## 2 Course of the surveillance

### 2.1 Date of performance:

The surveillance audit of the factory production control was performed on 09.09.2021 by auditor (see cl. 2.2) in the presence of representatives of manufacturer Arda KÜTÜKÇÜ and Serkan ŞENOL. Data of assessment are listed in the checklist which is archived by Notified Body.

## 2.2 Surveillance was performed by:

chief assessor: Martin Minx  
auditor: Gulden METE

## 2.3 Method and range of surveillance

The continuous surveillance containing assessment and evaluation of factory production control in scope specified in the technical specification was carried out. The effectiveness of the FPC was assessed with regard to its ability to ensure the declared performances of the product.

## 2.4 Results of the surveillance of factory production control

Results of surveillance are given in record of FPC audit, which was handed over to the manufacturer. Non-conformities were not identified during the surveillance.

## 3 Evaluation of surveillance results

### 3.1 Evaluation of the surveillance of factory production control

Technical specification of the BALCIOĞLU GRUP STANDART IZOLASYON ve YAPI MATERYALLERI San.Tic.A.Ş. contains the description of factory production control (FPC) in the production place mentioned in cl. 1.1.

The assessment of the factory production control was carried out according to the standards EN 13956:2012; EN 13967:2012.

During the surveillance audit no non-conformities were found.

The FPC is in accordance with the technical specifications.

### 3.2 Evaluation of the observance of conditions of the certificate validity

- Since last surveillance there are no changes in circumstances under which the certificate No. 1020-CPR-010033603 was issued.

## 4 Conclusion

- Factory production control as implemented by manufacturer according to the technical documentation complies with the technical specification and ensures that the declared performance of the products is actually achieved
- Findings and conclusions referred to this report are valid providing that none of facts, the FPC assessment was performed within, will be changed.
- All products listed in cl. 1.2 correspond with the product data sheets sent by the manufacturer.

## 5 Annexes

Annex No. 1 - Checklist of 09.09.2021



**TECHNICKÝ A ZKUŠEBNÍ ÚSTAV STAVEBNÍ PRAHA, s.p.**  
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## CHECKLIST of factory production control

initial inspection       surveillance

Product:	FOK, PENGUEN, PANDA, UNO, SIMSELF AND POWER VIA SERIES BITUMEN SHEETS FOR ROOF WATERPROOFING, AND BASEMENT TANKING. Flexible Sheets For Waterproofing Plastic and rubber sheets for roof waterproofing Plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet	Order No.:	Z010140127-B
Manufacturer:	BALCIOĞLU STANDART İZOLASYON ve YAPI MATERYALLERİ SAN. TİC. A.Ş. <b>Rebranding Manufacturer:</b> SİKA YAPI KİMYASALLARI A.Ş.	Date of FPC	09.09.2021
Plant:	FevziPaşa Mahallesi Kınalı Kavşağı Caddesi No : 123 ve No:123/1 Silivri / İSTANBUL / TÜRKİYE (TURKEY)	Chief assessor (CH.A.):	
		Assessor:	Gülden METE
Technical specification:	-EN 13969:2004/A1:2006 - Flexible sheets for waterproofing - Bitumen damp proof sheets including bitumen basement tanking sheets - Definitions and characteristics - EN 13707:2004+A2:2009 - Flexible sheets for waterproofing - Reinforced bitumen sheets for roof waterproofing - Definitions and characteristics - EN 13956:2012 Flexible sheets for waterproofing - Plastic and rubber sheets for roof waterproofing - Definitions and characteristics -EN 13967:2012 Flexible sheets for waterproofing - Plastic and rubber damp proof sheets including plastic and rubber basement tanking sheet - Definitions and characteristics		

Audit purpose:	to assess conformity of FPC with audit criteria; to assess of the ability of the FPC to ensure that the products meet the relevant requirements				
Audit scope:	plant, laboratory, storehouse				
Audit criteria:	requirements of CPR, technical specification, FPC documentation				
Audit process:	Time schedule	NB	Activity	Place of audit	Audit participants
	8:00 – 8:15	CH. A.	Opening of meeting	manufacturer's office	representative of manufacturer
	8:15 – 15:00	CH. A.	Assessment of FPC	plant, laboratory, storehouse	relevant responsible staff
	15:00 – 15:15	CH. A.	Closing of meeting	manufacturer's office	representative of manufacturer

<b>Classification of compliance with requirements:</b>	C – conformity
	R – minor non-conformity – remark
	NC –non-conformity

No.	Requirement	C	R	NC	Findings
1.1	Is there clearly defined a scope of products which are covered by FPC?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Membrane products are defined in KEK 13.09.2018; rev05. Defined FPC quality controls.

No.	Requirement	C	R	NC	Findings
1.2	Has the initial type testing (ITT) been performed for all products covered by FPC?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Reaction to Fire tests have been performed by EEA. Other performance tests have been performed by manufacturer having own quality control lab.
<b>2</b>	<b>Organization</b>				
a	Does the manufacturer use a quality management system related to the technical specification?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Membrane products are defined in KEK 13.09.2018; rev05.
b	If YES, is this provable by a valid certificate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certification Body: QACS International Pvt. Certification; IAS accredited.. Belge No/ Certificate Nr: QAIS-Q-TUR-BG-08.20.046 Yayın tarihi/ Date of release: 22.10.2020 Expiry date:21.10.2023 ISO 9001:2015 audit has performed by QACS on valid until 21.10.2023
c	Does the production control of products to be certified form part of a quality management system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, membrane and production defined in the scope of Quality Management System. Please see 1.1.
<b>2.2</b>	<b>Responsibility and competence</b>				
a	Are the responsibilities of all employees defined in the scope of FPC?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes: HR Manager is also responsible for QMS and FPC. Mrs Füsün AKGÜÇ BULUT. Appointment letter has been checked 01.08.2018, as Quality Management Representative is Arda KÜTÜKÇÜ Checked job description for Füsün Akgüç Bulut Document No:03 Revision date:20.04.2017.
<b>2.3</b>	<b>Management representative for FPC</b>				
a	Has been a management representative appointed for the FPC?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appointment letter has been checked 01.08.2018, as Quality Management Representative is Arda KÜTÜKÇÜ
b	Does he have the authority to ensure that requirements are implemented and complied?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checked appointment of Management Representative; date: 01.08.2018. Arda KÜTÜKÇÜ has authority of implementation and compliance
<i>Findings, notes:</i>					
<b>2.4</b>	<b>Management review of FPC</b>				
a	Does the management review the FPC system at least once a year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Management review procedure PR.9.03. Rev.04 – 03.09.2018 It is performed once a year
b	Are review records available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	YGG has been performed on 07.06.2021; some of the participants Levent ÇEKİ (General Manager), Arda KÜTÜKÇÜ (General manager Assistant) İbrahim Bilgin (Production and Purchase Manager) a- Evaluation of quality targets b- Customer complaints. c- Result of audits d- Monitoring and measurement results e- Performance of process and conformity of product f- Performance of suppliers
<b>3</b>	<b>Management procedures</b>				

No.	Requirement	C	R	NC	Findings
a	Has an FPC manual been created or has the FPC been embedded into the manufacturer's existing QMS documentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	KEK 13.09.2018; rev05.
<b>3.1 Document and data management</b>					
a	Is there a procedure relating to document and data management relevant to FPC requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Document Control List has been checked PR.7.05; rev 4 03.09.2018. Records Control List Procedure PR.07.06 Rev 04 03.09.2018
b	Are in the procedures described responsibilities for approving, issuing, distribution, management of internal and external documents and data, and for processing, issuing and recording changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Quality Records Master List LS.7.04 has been checked, defined in Quality Records Control Procedure PR.4.02.
c	Are the valid documents required for the management (including any necessary instructions) at the appropriate places?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Machinery 2 operating instruction TA.6.09 has been checked on site. Related documents are placed on site.
d	Are external documents (standards, legal regulations, etc.) required for product implementation identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, External extraneous documents were defined as EN 13707 and EN 13969 in Master List and also 305/2011/EU. Checked External document list LS.7.03 - Rev.04 – 03.09.2018
<b>3.2 Contract suppliers</b>					
a	Has the manufacturer prepared and approved an overview of subcontractors that affect product quality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchasing Procedure PR.08.04; rev 03, date 03.09.2018 Approval Supplier List- LS.8.02 REV 03 is checked. Checked evaluation of supplier of raw material
b	Has the manufacturer set out complete requirements for securing the relevant subcontracts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes
c	Has the manufacturer established a control system for all subcontracting activities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approval Supplier List- LS.8.02 REV 03 is checked. Checked evaluation of supplier of raw material
d	Are controls performed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checked evaluation of supplier of raw material. Supplier: YENIYURT for IPP Average Score: 100 Document No:FR.08.09-Rev02-03.09.2018  In annex you can find the results, ok
<b>3.3 Hazardous substances</b>					
a	Has the manufacturer identified hazards and requirements for hazardous substances in the assessed product?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Defined in MSDS.
b	Does the manufacturer detect the presence of hazardous substances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Defined in MSDS.
c	Is it ensured that hazardous substances do not exceed the applicable limits at the place of use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Defined in MSDS.
<i>Findings, notes:</i>					
<b>4 Production management</b>					
a	Are there any procedures for identifying and inspecting of input materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Purchasing Procedure PR.08.04; rev 03, date: 03.09.2018
b	Are there any procedures for identifying and inspecting of materials during production process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production Procedure: PR.8.05.Rev 02 date 03.09.2018.

No.	Requirement	C	R	NC	Findings
c	Are there any procedures for identifying and inspecting of final products?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Production Procedure: PR.8.05.Rev 02 date 03.09.2018.

No.	Requirement	C	R	NC	Findings
d	Have the procedures been implemented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Yes</p> <p><b>Penguen SP 3000</b> Production date:03.09.2021 Party No:4643 acc.to EN 13969 .Amount:425 It was produced for stock. Checked final control report (FR.8.18 Rev 03).Date:03.09.2021</p> <p>Checked <b>Penguen SP 40 AR-Kırmızı</b> production date: 03.09.2021 Party No:4639 Amount:541,5 acc.to EN 13707 FR.8.18-Rev.03-03.09.2018 Product Test Report Date: 03.09.2021 Checked all the results, you can see in attached</p> <p><b>Simplan Roofcap-UV-1,2 mm –EN 13956</b> Production date:05.04.2021 Party No:050421acc.to EN 13956 Amount:180 rulo FR.8.18-Rev.03-03.09.2018 Product Test Report Date: 05.04.2021 Checked all the results, you can see in attached</p> <p><b>Simplan Watercap 1,5 mm –EN 13967</b> Production date:05.04.2021 Party No:050421 Amount :80 m. FR.8.18-Rev.03-03.09.2018 Product Test Report Date: 05.04.2021</p> <p>Checked the order form <b>SIKA YAPI KIMYASALLARI</b> to <b>BALCIOGLU</b> Order No: SA8805558 Product: <b>SIKA BİT® P-30-5 PE TR</b> Amount: 3.900 m2 Order date:17.06.2021</p> <p>Checked traceability of product for <b>SikaBit® P-30-5</b> .Production date:28.06.2021 Party No:4336 AMount:390 rulo. Checked final control test report(FR.8.18 Rev.03 - 03.09.2018).Date:28.06.2021</p> <p><b>Raw material for SikaBit P 30,</b> IPP-(FR.8.23 - Rev.02 - 03.09.2018 )Input date:25.0+6.2021 Supplier: YENİYURT</p> <p><b>Raw materials;</b> Raw material in <b>Penguen SP 3000;</b> PE Film –Input date: 14.07.2021 Supplier: NAKSAN Mass per unit area: 9 g/m2. Thickness:8 mikron Order Date:12.06.2021 Order No:23676</p> <p><b>Raw material Penguen SP 40 AR-Kırmızı;</b> Slate stone –Input date: 02.09.2021 Supplier: Arduaz yapı. Order Date:27.08.2021 Order No:24303</p> <p><b>Raw material of Simplan Roofcap-UV-1,2 mm and Simplan Watercap 1,5 mm</b> PVC- Input control date: 04.04.2021 Supplier: Polymer chemie Criteria: Softening in the oven at 160 °C Density: 1,345 g/cm3 Order No:19359 Order Date:20.01.2016</p>



No.	Requirement	C	R	NC	Findings
e	Does the manufacturer directly control the relevant facility for the production of the products to be included in the FPC?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Maintenance Procedure PR.7.01 Rev 05 03.09.2018
f	Is the maintenance of this facility and measuring equipment performed properly, regularly and is it documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checked for the Machinery Maintenance Planning for months on PL.7.01.rev 4-03.09.2018 Maintenances are planned to perform every month. Checked for 2021, plans, all maintenances were performed by Sedat Koroğlu Checked the 1 Numbered Membrane Machine maintenance record on 01.09.2021
g	Are employees involved in production sufficiently qualified and trained to operate and maintain the production equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Sedat Koroğlu is responsible for electrical and mechanical maintenance.
h	Are all production processes and procedures recorded at regular intervals or continuously (automatically)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Please see cl. 4.d.
i	Are non-conformities in production (failures, deviations of factory settings, results of inter-operational control, etc.) identified and resolved? Are relevant records kept, including the results of the solution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Control of Non-conforming Products Procedure PR.08.08. rev 04 03.09.2018 Checked Corrective&Protective Action Form FR.10.01 rev.04/03.09.2018
j	Is the final product handed over to the storehouse properly identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Storage and shipment Procedure PR.8.06 rev 04 03.09.2018
k	Is the product identifiable up to the sale's point (origin and type)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Production date, product name, delivery number.
<i>Findings, notes:</i>					
<b>5 Controls and testing</b>					
<b>5.1 General</b>					
a	Are all the necessary facilities and equipment for the prescribed inspections and tests (or appropriate subcontracting) available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, checked Machine&Equipment List FR.13.01. and also checked equipments in own laboratory of the manufacturer.
b	Are workers trained for the prescribed inspections and tests? Are training records available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Annual Training Plan PL.07.04-Rev 03 has been checked 2021; Checked Chemical, physical and ergonomic Risk factors training on 05.03.2021 Trainer: Job security specialist-KOCAK OSB Also checked evaluation of training records.
c	Is the manufacturer able to submit qualification of the subcontractors for the performing of tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturer has own quality laboratory and choose notified and accredited laboratory.
<b>5.2 Control, measuring and testing devices</b>					
a	Are calibration frequencies determined?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, PR.7.02 Rev :04 03.09.2018 Monitoring and Measurement devices procedure.. Checked PL 7.03 Reve 04-03.09.2017 Annual Calibration Plan Checked Annual calibration plan PL.7.03
b	Are there any procedures for operating the devices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PR.7.02 Rev :04 03.09.2018 Monitoring and Measurement devices procedure.

No.	Requirement	C	R	NC	Findings
c	Does the operator have written instructions for performing the tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Waterproof Test Instruction TA.8.03 REV 02 20.04.2017 TA.8.06 REV 02 20.04.2017 Tensile Strength and Elongation at Break Test Instruction
d	Is the device unmistakably identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, The unmistakable device is abolished and is removed Monitoring and Measuring Equipment List LS.7.01 REV 04
e	Are calibration records available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked calibration reports; for Furnace; cal. date: 30.12.2020; calibrated by : ARTI (accredited body-nr.:AB-0128-K); report nr.:BAL2022929
<b>5.3 Frequency and place of controls, sampling and testing</b>					
a	Is there a document describing the frequency and principle of controls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Rawmaterial Quality Control Plan PL.8.01 rev.03/03.09.2018. Checked Intermediate control plan (PL.8.02 REV 02/03.09.2018)
b	Is the frequency of sampling and testing determined in accordance with the relevant standard relating to CE marking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Checked Waterproof Test Instruction TA.8.03 REV 02 20.04.2017 TA.8.06 REV 02 20.04.2017 Tensile Strength and Elongation at Break Test Instruction
c	Are the sampling procedures required by the technical product specification or related standards used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Waterproof Test Instruction TA.8.03 REV 02 20.04.2017 TA.8.06 REV 02 20.04.2017 Tensile Strength and Elongation at Break Test Instruction
d	Are test procedures used in accordance with the applied product technical specification?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes.
e	Is the frequency of prescribed tests observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Rawmaterial Quality Control Plan PL.8.01 rev.03/03.09.2018. Checked Intermediate control plan (PL.8.02 REV 02/03.09.2018)
f	Are the tests evaluated in the prescribed way?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Limits are defined in documents and/or evaluated acc. to EN standards.
<i>Findings, notes:</i>					
<b>6 Records</b>					
a	Has the manufacturer determined procedures to manage FPC documents and records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Document Control list has been checked PR.7.05; rev 4 03.09.2018. Records Control List Procedure PR.07.06 Rev 04 03.09.2018
b	Are the records properly kept to be readily available on request?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Quality Records List LS.7.04 rev 4 03.09.2018


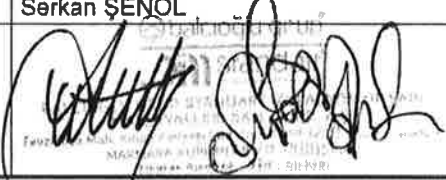
No.	Requirement	C	R	NC	Findings
c	Are the records available at determined locations and for specified periods?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, FPC records is kept in quality department for 10 years and in archeve for 2 years.
<b>7 Management of non-conforming products</b>					
a	Are all cases of non-conforming products recorded (including those related to customer complaints)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Customer Satisfaction and Complaint Traceability Procedure. PR.9.01 rev 05,date:03.09.2018 Customer complaints has been recorded with Customer Complaint Record Form FR .9.02 Complaint by Mr. Efdal Sirin Date of complaint: 15.03.2021 Product is Penguen SP 40 AR Complaint No:2021-06 Problem: It has been determined that there are cracks and oil stains on the rolls. Reason: Lubrication of the cutting blade during machine maintenance and conditioning problem The solution: Production personnel are warned Tests and results of 3679 batches of production with cracking complaints were checked. Complaint closed:22.03.2021
b	Are all cases of non-conforming products solved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Corrective&Protective Action Form FR.10.01 rev.04/03.09.2018
c	Are any documented procedures available to ensure that non-conforming products are not inadvertently used or delivered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checked Control of Non-conforming Products Procedure PR.08.08. rev 04 03.09.2018
d	Are non-conforming products separated from conforming if detected during production process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, They are separated in scrab area.
e	Are appropriate remedial action taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Corrective&Protective Action Form FR.10.01 rev.04/03.09.2018
<b>8 Storing, handling and transport</b>					
a	Does the manufacturer have documented procedures for storing and handling important input materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage and shipment Procedure PR.8.06 rev 04 03.09.2018
b	Does the manufacturer have documented procedures for storing, handling and transport the final product?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage and shipment Procedure PR.8.06 rev 04 03.09.2018
c	Are responsibilities for product storage, handling and transport specified in the FPC documentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage and shipment Procedure PR.8.06 rev 04 03.09.2018
<b>9 Packaging</b>					
a	Do the methods used for packaging the product prevent degradation of its properties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storage and shipment Procedure PR.8.06 rev 04 03.09.2018
b	If there are handling and storage policies that the customer must follow, does the manufacturer state these guidelines on the packaging or in the accompanying documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	There are expressions for storage and preventing shown on packages.
<i>Findings, notes:</i>					
<b>10 Employees training (see also 4.g and 5.1.b)</b>					
a	Does the manufacturer determinate procedures for the training of employees working under the FPC system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Training Procedure PR.7.03 rev 4 03.09.2018

No.	Requirement	C	R	NC	Findings
b	Are these procedures observed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Annual Training Plan PL.07.04-Rev 03 has been checked 2021;
c	Are training records available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes, Checked Chemical, physical and ergonomic Risk factors training on 05.03.2021 Trainer: Job security specialist-KOCAK OSB Also checked evaluation of training records.
<i>Findings, notes:</i>					

<b>11 – Factory production control – extension during surveillance inspection</b>					
Pof.č.	Requirement	C	R	NC	Findings
a	By which new product / standard has the FPC been extended? Has an initial product type test been added?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No extension.
b	Has a new plant been included in the existing FPC system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No new plant
c	Have there been any changes to the production and / or technical specifications since the last FPC inspection? If so, has the manufacturer adapted the documentation accordingly? Did the manufacturer notify the changes to the notified body that performed the FPC certification?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No
d	Does the manufacturer still use the FPC system covering certified products and has he got a valid certificate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes.
e	Do the accompanying documents for the product contain all the necessary information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No new documents.
<i>Findings, notes:</i>					

At the end of the audit / during the final meeting, the chief assessor / assessor acquainted the responsible representative of the manufacturer with the findings of the audit.

The manufacturer's representative has understood the audit findings, agrees and confirms his agreement with his signature.

NB 1020		Manufacturer	
Date	09.09.2021	Date	09.09.2021
Name	Gülden METE	Name	Arda KÜTÜKÇÜ Serkan ŞENOL
Signature		Signature	

The factory production control system is assessed as satisfactory if no requirement has been classified by the NC and if the occurrence of requirements classified as R is less than 20% of all findings.

C – conformity

R – minor non-conformity, problem must be solved within the specified period

NC – non-conformity, must be solved before a certification decision

If a significant non-conformity (NC) and a minor non-conformity (R) are detected, a non-conformity record must be prepared.