| Production Control Assessment for Series-produced Goods (TPC) |
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| Fairground Attractions and Playground Equipment (Commodities Act) Decree - Minimum requirements for the technical construction file.When applying for type approval, a manufacturer must submit its organisation’s own regulations (as applied to the production of multiple pieces of equipment or essential components that must be replaced regularly for safety purposes) to make sure the products are identical to the sample that is representative of the type (Fairground Attractions and Playground Equipment (Commodities Act) Decree, Appendix II g).This document will address the following aspects:1. General information
2. Organisation
3. Design
4. Raw materials
5. Production
6. Production control
7. Installation
8. Traceability, spare parts and complaints procedure
 |
| Date: |  | Ref: |  |
| Manufacturer: |  |
| Address: |  |
| City: |  |
| Inspection authority: |  |
| Inspector/s: |  |
|  |
| Please note that it is not allowed to answer the questions in this document by simply saying ‘yes’. You must always specify how your organisation satisfies the relevant requirements. In many cases this will require (additional) referral to separate document(s) to be appended. |

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| 1. **General information**
 |
|  | For which product or product family is a TPC being performed? |
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|  | Do you (the manufacturer) already have a quality management system in place that covers all aspects of production? | □ Yes □ No □ n/a |
|  |
| If ‘yes’, is this demonstrable by presenting a valid certificate issued by an officially recognised certification body? E.g. ISO 9001 issued by an accredited certification body.  |
|  | Valid until:  |
|  | Valid until: |
|  | Valid until:  |
|  | Are materials procured from third parties and the entire production process of all products to be certified part of the quality management system proven certified in Question 1.2? *For instance, a certificate may have been issued solely for wooden pieces of equipment. Such a certificate does not cover equipment made of steel.*  | □ Yes □ No □ n/a |
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| If Question 1.3 was answered with ‘yes’, your product **may** meet the requirements of the Fairground Attractions and Playground Equipment (Commodities Act) Decree, Appendix II g, once the relevant documents are appended to the TCD. If this is the case, completing the rest of this form is not necessary. |

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| 1. **Organisation**
 |
|  | Does have an employee who is ultimately responsible for monitoring production quality? | □ Yes □ No □ n/a |
| Name / position:  |
|  | Is it clear which employees are responsible for the various stages of production? | □ Yes □ No □ n/a |
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|  | Does your organisation have a document that shows the various positions, duties, responsibilities and powers (e.g. an organogram)? | □ Yes □ No □ n/a |
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| 1.
 | Does your organisation record the competencies of its employees with regard to the development, manufacturing and installation (where applicable) of its products in qualifications records or personnel files? | □ Yes □ No □ n/a |
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|  | Do your organisation’s employees keep up to date with the latest trends in legislation and certification? | □ Yes □ No □ n/a |
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| 1. **Design**
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|  | Was the entire piece of equipment designed by you (the manufacturer)?  | □ Yes □ No □ n/a |
| If the design of the piece of playground equipment was completely or partially outsourced, please provide the name of the party to whom it was outsourced. Name of third party:  |
|  | Is this piece of equipment subject to any relevant criteria (norms, etc.)? | □ Yes □ No □ n/a |
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|  | Is there a system in place governing modifications, e.g. with regard to notifying the inspection authority?  | □ Yes □ No □ n/a |
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| 1. **Raw materials**
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|  | Are raw materials and parts purchased from other parties (intermediate goods) subjected to quality control when they arrive at the factory (incoming goods inspection)? How are non-conforming components recorded and processed in your organisation’s quality management system? | □ Yes □ No □ n/a |
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|  | Are the results of incoming goods inspections recorded, analysed and edited if necessary? | □ Yes □ No □ n/a |
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|  | Are raw materials and parts purchased from other parties (intermediate goods) stored properly? | □ Yes □ No □ n/a |
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|  | Are there any material certificates, data sheets and/or test results available, where applicable? | □ Yes □ No □ n/a |
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| 1. **Production**
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|  | Are the production equipment and measuring tools subjected to proper and regular maintenance, and is this process documented?\* e.g. in accordance with manufacturing specifications | □ Yes □ No □ n/a |
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|  | Do the employees have all the qualifications and training they need to be able to work with the equipment and machines?*For instance, do the welders have all the qualifications they need to carry out the required welding activities?* | □ Yes □ No □ n/a |
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|  | Does the production department have up-to-date drawings (with all the relevant revisions), bills of materials and (where necessary) the right procedures? | □ Yes □ No □ n/a |
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|  | Does the production department use moulds, probes, templates or similar such resources? | □ Yes □ No □ n/a |
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|  | Is it clear (e.g. by means of a checklist) which employees are responsible for the various stages of production?  | □ Yes □ No □ n/a |
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|  | Are non-conforming components effectively separated from regular products? | □ Yes □ No □ n/a |
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| 1. **Production control**
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|  | Is there an assessment-and-inspection plan in place allowing the organisation to carry out essential quality control tests during and after production?  | □ Yes □ No □ n/a |
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|  | Are the findings of the final inspection recorded and archived? | □ Yes □ No □ n/a |
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|  | Where applicable: has the testing equipment undergone regular maintenance and is it regularly recalibrated and/or tested to ensure constant accuracy in the test results? | □ Yes □ No □ n/a |
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| 1. **Installation**
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|  | Can the organisation trace which piece of equipment (serial number) was delivered to which client (i.e., to the location at which it was installed)? | □ Yes □ No □ n/a |
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|  | Does the piece of equipment come with a complete manual, thus allowing non-experts to install it? (The manual must be in the language of the country to which the piece of equipment is delivered.) | □ Yes □ No □ n/a |
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If Question 7.2 was answered with ‘yes’, skip the next three questions and go to the next chapter.

If Question 7.2 was answered with ‘no’, meaning that the piece of equipment must be installed by qualified employees, please answer the following questions, as well:

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|  | When the piece of equipment is installed, does it come with an up-to-date installation manual and relevant assembly diagrams? | □ Yes □ No □ n/a |
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|  | Have the employees involved in the installation of the piece of equipment received the right qualifications and training to be able to install the piece of equipment in accordance with the assembly diagram? | □ Yes □ No □ n/a |
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|  | Is a final inspection checklist completed and archived once the piece of equipment has been installed? | □ Yes □ No □ n/a |
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| 1. **Traceability, spare parts and complaints procedure**
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|  | Are the technical files, certificates, test reports and drawings archived in a ‘controlled’ manner? | □ Yes □ No □ n/a |
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|  | Are modifications implemented in the correct manner, so that all parties involved (ranging from design to procurement of materials and parts, and from production to installation) are up to date with said modifications? | □ Yes □ No □ n/a |
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|  | Can products be identified and/or traced in the event of real of alleged safety issues or in the event that spare parts are required? | □ Yes □ No □ n/a |
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|  | Does the organisation have a complaints procedure? | □ Yes □ No □ n/a |
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|  | Does the organisation sufficiently follow up on complaints?  | □ Yes □ No □ n/a |
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