TIMBER PRODUCTS INSPECTION, INC.

Auditing Certifications and Requirements

Chris Barber

Timber Products Inspection

Laboratory Manager

Prepared For:

Pellet Fuel Institute Annual Conference

July 26, 2011

Outline

- What and Who
- How to Start
- Qualification Audit
- Facility Audits

What and Who

- An auditing agency is an organization that is independent of any facilities that manufacturer products for consumer interest.
- Auditing agencies will consist of inspectors/auditors that perform unannounced inspections of facilities that have registered in a standard program.
- Agencies are qualified and accredited by a certification body that ensures the agency is performing inspections per the standard program.
- Qualified agencies are typically found on the certifications body website.

How to Start

- Log onto the certifications' body website to determine which agencies have been qualified to perform these inspections.
- Contact agency and discuss prices, contracts, etc.
- Once relationship has been established with an accredited agency, a qualification audit will be scheduled.
- Auditors will be performing inspections in accordance with regulations set forth by the Pellet Fuel Institute Residential/Commercial Densified Fuel QA/QC Handbook

Qualification Audit

- Once the auditing agency and manufacturer have agreed upon a contract, a qualification audit will be scheduled.
- During this audit, the inspector will review all relevant documentation and equipment to be sure the facility is in compliance with the established regulations.
- Inspector will also collect samples to be sent to an accredited independent laboratory.
- Once this audit is complete, the certification body will be informed by the agency that the facility has been qualified.

Audits

- Inspector/Auditor is required to perform 12 unannounced audits in a calendar year. (Typically once a month)
- During the audit, the manufacturing facility is required to have all relevant documentation easily accessible for the auditor to inspect.
- This will include production since the last audit and all QC records.
- There will also be an inspection of bags and labels to make sure they are in compliance.

Audits

- Once the inspector/auditor has completed the records check, they will then inspect the facility grounds for properly labeling of bags and storage of material.
- Sample bags (40 lbs.) will then be randomly selected from the inventory at a rate of 1 bags for every 1,000 tons produced and submitted to an accredited laboratory for analysis. One bag must be submitted on each visit.
- If during the audit, any corrective actions are necessary than the auditor will communicate with the facility these corrective actions before leaving the plant.

Corrective Actions

- There are two measures where corrective actions maybe necessary.
  - During the audit, the inspector finds documents or materials (bags, labels, etc) that does not meet the regulations.
  - After the agency has received the laboratory analysis from the samples submitted by the auditor.

- Both corrective actions require the agency to increase the frequency of the inspections until the facility has satisfied the requirements of the regulations.
- If the corrective actions are not resolved during follow up inspection, than the facility can be subjected to Warning, Operational restrictions or Suspensions.

TIMBER PRODUCTS INSPECTION, INC.

- Please understand that the auditors are not at the facility to “Police” or to control the way a facility does business. Their only purpose is to ensure the certifications and proper production of material to the clients. Most auditors and manufacturing facilities have a very good working relationship.

TIMBER PRODUCTS INSPECTION, INC.

THANK YOU FOR YOUR TIME

CHRIS BARBER

cbarber@tpinspection.com

770-922-8000 ext. 302