

Building and Construction Products Client IFA Check List

Getting Ready for Your Initial Factory Assessment (IFA)

An Intertek Field Representative will be contacting you to schedule your Initial Factory Assessment (IFA) and to review the following items with you. Please review these items prior to your IFA.

1. Have you received the fire door and/or frame products from your supplier? Please schedule your inspection accordingly. It is possible to perform an IFA if you have all of the required component parts available for inspection, or a sample in stock, but seeing units in production during the first inspection is preferred.
2. Is this the site where the final assembly of the product is completed, and the Intertek Certification Label applied?
3. Machining location shall have documentation describing approved suppliers and traceability of products via label logs. Attached is a copy of our generic label log, with the label procedures noted on page one. Please note that they do need to be kept locked, and that they can only be shipped to the location that is being inspected.
4. You should have documented process and record keeping for incoming materials in order to determine if the materials meet the required specifications.
5. If the incoming materials do not meet specifications, is there a segregation procedure established?
6. Are all measuring and test equipment calibrated regularly, and corresponding records kept?
7. Customer complaint routines should be available including records which include response and solutions.
8. Have you been provided with the proper labelling information (open stock list, order form)?

The IFA is scheduled at your convenience. As all future inspections will be unannounced, please provide the Intertek Field Representative with a list of personnel who may be contacted when he/she arrives for future inspections. This will allow the Field Representative access to your facility when the regular contact person is not available.

Upon successful completion of the IFA, you will receive an Authorization to Mark (ATM) form.