

## ACCREDITATION DOCUMENT

Document No.:- SAFPA001 Rev.02

Issue Date:-28/06/2011

<b>Auditors Details</b>			
<b>Name</b>			
<b>Auditor SAFPA</b>			
<b>Contact Details</b>	<b>email:</b>		
	<b>Phone:</b>		<b>Fax:</b> <span style="width: 25%;"></span>
<b>Venue</b>			
<b>Time + Date</b>			
<b>Company Details</b>			
<b>Company Name</b>			
<b>Co Reg Number</b>			
<b>Department</b>			
<b>Contact Details</b>	<b>email:</b>		
	<b>Phone:</b>		<b>Fax</b> <span style="width: 25%;"></span>
I confirm that: <ul style="list-style-type: none"> <li>the purpose of the audit has been clearly explained to me</li> <li>the criteria have been discussed with me, and I know I will be audited against these criteria</li> <li>I know when and where I will be audited, and I was given fair notice</li> <li>I know how the audit will be done, and any other requirements related to the audit.</li> </ul>			
<b>Signed:</b> _____		<b>Date:</b> _____	
Final Audit Decision	Acceptable	Unacceptable	
<b>Company Signature</b>		<b>Date</b>	
<b>Auditor's Signature</b>		<b>Date</b>	
<b>SAFPA Council Signature</b>		<b>Date</b>	

### **Disclaimer and Indemnity**

The Hose Assembly Certification and Accreditation scheme is a guideline and is the minimum SAFPA requirement in respect of certified hose assembly facilities. The guideline forms the basis of the SAFPA Accredited Hose Assembly Certification Scheme. It is recorded that members and customers may have requirements which differ or exceed those contained herein. Any member of SAFPA to whom SAFPA issues a certificate shall be deemed and agrees to indemnify SAFPA and its members from any claims, damages or losses which may now or in the future be suffered by any person, entity or property from any cause whatsoever and howsoever arising. Furthermore, any SAFPA certification does not constitute any warranty or representation of any nature whatsoever for the purpose for which the certificate is issued, either express or implied, including but not limited to a warranty or representation as to quality or fitness of any product or service for a particular use or purpose.

### **Waiver**

No member shall have any claim against SAFPA, or its members arising from the Hose Assembly Certification and Accreditation scheme and guideline, or any certificate issued by SAFPA, whether for any loss or damage to any person, entity or property, or any other cause whatsoever, and any claims, whether now or in the future are hereby waived and abandoned. Each member hereby releases and discharges SAFPA and its members from all claims from whatsoever cause arising.

## OVERVIEW OF THE ACCREDITATION PROCESS

### Summary of audit:

There are three basic audit activities that will take place :

#### **Audit activity 1** Workshop Inspection

The hose assembly workshop, stores, and receiving and despatch areas will be inspected

#### **Audit activity 2** . Meeting with responsible people

The auditor will hold a meeting with the relevant responsible persons to discuss the process of manufacturing of hydraulic hose assemblies

#### • **Audit activity 3** Manufacture a hydraulic hose assembly

Companies will be monitored in the process of making up a hydraulic hose assembly to suit a jig supplied the SAFPA auditor. All the processes will be witnessed from selection of the components through to inspection and testing and packaging for delivery to client.

### Preparation for auditing by auditors:

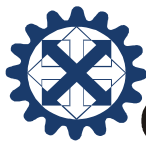
1. Check that the candidate is familiar with, and has a copy of the SAFPA: "Hose Assembly Certification and Accreditation Scheme"
2. Clarify the audit process – ie: it will be audited against the evidence guide in the next section.

### Expected Duration

- Company: 4 hours
- Auditor: 6 hours (including preparation, evaluation, feedback and reporting)

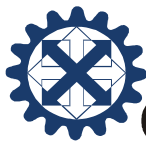
### Accreditation conditions

The company will be required to make up a hose assembly in a workshop environment where all tools and equipment are available. The interview questions will be answered orally and may be asked either before or after the practical inspection. Documentation evidence must be produced, where it is necessary to ensure the process is recorded correctly.



**EVIDENCE GUIDE FOR: HOSE ASSEMBLY ACCREDITATION**

Audit Activity 1:		Workshop Inspection				
		AC No	Evidence required	Sources of evidence	Judgement	
Y	N				O	
1.1	Are the employees wearing suitable PPE (personal protective equipment)?	Suitable overalls Safety shoes Goggles Gloves				
1.2	What condition is the hose assembly machinery in?	Suitable guarding Maintenance records Condition of tooling Condition of electrical connections				
1.3	Is their evidence to show the company complies with OHASA.	Display of act on wall Fire extinguishers Cleanliness				
1.4	Are their areas designated for receiving, dispatch, rejects and work in progress?	Marked off areas				
1.5	Are all hoses that are stored branded correctly?	Markings on hoses				
1.6	Are the hose assembly instructions, swaging data and skiving data readily available to the hose assemblers	Information boards or files easily available to operator				
1.7	Is their equipment available for the assembler to clean the hose	Air lines Pellets Cleaning fluid				
1.8	Check off what equipment is available: Lubrication fluid for assembly Good quality steel tape Rail for measuring of hoses Cutting machine, steel blade Skiving or brushing equipment Means to set & measure orientation Compressed air supply Crimping machine (suitable dies) Pressure test equipment					
1.9	Check off what quality equipment is available: 150mm vernier suitably modified and/or micrometers Test gauges for internal collapse Vernier check slips					



1.10	How are the hose assemblies packaged before handing over to customer	Caps Sleeving Identification markings				
1.11	Visually check the condition of the hoses and fittings in storage	Swelling, blisters tears, weathering. Used fittings in bins?				
1.12	Check how the fittings and collars are stored, labeled and marked	Mixing of different manufacturers collars and fittings in bins?				

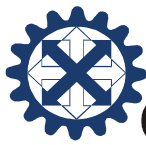
**JUDGEMENT KEY:**

**Y:** the evidence produced met the criterion

**N:** the evidence produced did not meet the criterion

**O:** evidence was not produced or was insufficient to make a judgement (not assessed)

<b>Audit Activity 2:</b>		Meeting with responsible persons (supervisors and appointed senior person)				
<b>AC No</b>	<b>Evidence required</b>	<b>Sources of evidence</b>	<b>Judgement</b>			<b>Auditor's comments in support of judgement</b>
			<b>Y</b>	<b>N</b>	<b>O</b>	
2.1	Show records of the training of each hose assembly operator and on what equipment they have been trained including product knowledge	Training records				
2.2	Explain the process of quoting for new business	Specifications on drawings Deviations to customer specifications Knowledge of fluid type				
2.3	How is inspection of incoming goods recorded	Correct product Correct hose and coupling identification Shipping damage				
2.4	How does the company treat goods that are found to be unacceptable?	Quarantine area				
2.5	How does the company ensure that it does not carry out assemblies using unbranded hose or reusing crimped fittings or re-using used hose	Company statement to customers				
2.6	Explain the process of how the final completed hose assembly is inspected and details recorded?	Inspection records Inspection equipment Crimping diameter checks				
2.7	Produce the calibration certificates and calibration register for the measuring equipment used on hose assemblies	Certificates Register of equipment tying up with equipment in the workshop Calibration records Frequency of calibration				



2.8	Category 1 work (1 offs) how is the specification of the hose and fittings on the new hose assembly identified and checked	Knowledge of employees Understanding of specifications				
2.9	What are the companies rules regarding packaging of newly assembled hose assemblies	Closing ends Cleaning out of hose				
2.10	Category 2 work (if carried out) How does the company carry out its quality checks on high volume supply of hose assemblies	Sampling plan Inspection requirements Identification markings Cleanliness Crimp diameter checks				
2.11	How does the company keep record of the storage life of its hose and rubber products	Storage records Receipting dates				
2.12	How does the company ensure that the crimping data it has is up to date?					
2.13	Explain how the company carries out a pressure test of a hose if requested and how is it recorded	Check equipment Records of pressure tests				

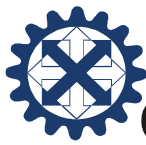
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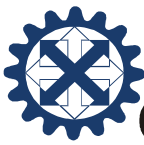
<b>Audit Activity 3:</b>		Manufacture a the hydraulic hose assembly on a SAFPA jig				
AC No	Evidence required	Sources of evidence	Judgement			Assessor's comments in support of judgement
			Y	N	O	
3.1	Tools and equipment are used in accordance with design and safety requirements.	Observation of work process				
3.2	The importance of adhering to manufacturer specifications is explained in relation to the effect on the hose assembly. <b>Range:</b> <i>Cutting, internal and external skiving, cleaning, fitting alignment, attachment of fittings</i>	Observe work process and ask questions to get idea of assemblers capabilities				
3.3	The selection of the hose and fittings is carried as per process and is correct in specification to the sample or the specification sheet	Observe work process and ask questions to get idea of assemblers capabilities				



3.4	The fittings are attached in accordance with manufacturer specifications.	Observation of work process				
3.5	The consequences of not adhering to the safety, health and environmental criteria are explained in terms of risk and liability.	Ask questions of assembler				
3.6	The correct steps are taken throughout the hose assembly process	Tick off : Cut to length Skiving to specification Cleaning of hose prior to assembly Lubricate hose tails Fit hose protection Orientation of hose ends Check crimp sizes Affixing of identification labels Cleaning and closing up of final assembly Packaging for despatch to customer				

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## RESULTS OF AUDIT

*Feedback from Auditor*

*Recommendations and Instructions*

*Audited Companies Comments*

<b>Audit Decision</b>			
<b>Name</b>			
<b>Company Signature</b>		<b>Date</b>	
<b>Auditor's Signature</b>		<b>Date</b>	