

Guidelines for Factory Inspections

1. Implementation of factory inspections

1.1 The implementation of a factory inspection (audit) is based on the assessment criteria of ISO 17021 (“*Conformity assessment – Requirements for bodies providing audit and certification of management systems*”):

- a. **Major nonconformity:** a nonconformity that affects the capability of management system to achieve the intended results
- b. **Minor nonconformity:** a nonconformity that does not affect the capability of the management system to achieve the intended results

The audit result must always reflect a company’s capability to achieve the *intended result*, i.e. the *production and sale of oSa-labelled abrasives in accordance with the safety regulations* as stipulated in § 2 (1) a) of the oSa statutes.

1.2 A withdrawal of the oSa trademark is conditional upon the assessment of an inspection as “major nonconformity” and must be caused by a persistent and systematic problem within the audited company. The withdrawal only takes effect after the unsuccessful expiration of a 30-day transitional period, within which the audited company has to take immediate action (e. g. a sales stop of the product, product line or product group concerned) with the aim to eliminate the causes that led to the audit result. A withdrawal is not considered justified if the major nonconformity can be quickly and easily remedied.

1.3 The applicant / member pays the audit costs.

2. Types of factory inspections

2.1 Initial factory inspection

Following the oSa statutes § 6 (1) subparagraph 2 the applicant needs to undergo a successful factory inspection before admission to oSa.

2.2 Repeated factory inspections after admission

In order to ensure consistent compliance to the oSa safety regulations, three repeat audits are conducted within the first three years following admission to oSa.

2.3 Regular factory inspections during membership

The right to use the oSa trademark is granted for a period of 5 years after admission of a company to oSa. The time limit of 5 years validity will start after completion of the third repeat audit (see 2.2). After 5 years, a factory inspection must be carried out. The factory inspection must be carried out within a transitional period of maximum 2 years after expiry of the 5-year validity.

2.4 Special factory inspections

Special audits are carried out under the following 3 conditions:

- In the event of justified doubts about the conformity of a member with regard to the oSa safety regulations, the oSa reserves the right to carry out an extraordinary factory inspection regardless of the 5 years period.
- If an oSa member expands its scope of oSa labelled abrasives to a new product group (bonded, coated, superabrasives), the manufacturing site of this new product group will be audited regardless of the 5 years period.
- If an oSa member starts producing oSa labelled products at a new production site with significant and representative production, this site will be audited regardless of the 5 years period.

3. Site selection for the regular factory inspection

3.1 One manufacturing site per member and per product group (bonded, coated, superabrasives) will be audited. Member companies with a production of oSa labelled abrasives in all product groups will consequently undergo 3 audits.

3.2 The manufacturing sites for inspection are selected by oSa in consideration of the following rules:

- In case of more than one manufacturing site, the oSa selects the site at its own discretion. oSa members may propose suitable manufacturing sites to oSa.
- In case of more than one oSa labelled product group (bonded, coated, superabrasives) and in order to minimize the effort, manufacturing sites will be preferred with the production of all product groups.
- Each time a different site must be selected, if in line with the above two rules.

In case of a major nonconformity as a result of the factory inspection, the right to use the oSa trademark will be temporarily suspended at the audited site only.

4. Entry into Force

These guidelines for factory inspections enter into force on 23 June 2023 and are applicable with immediate effect.

I/We recognize as binding on my/our company the conditions of use stipulated above.

.....
(Place and Date)

.....
(Company stamp and signature)