**CONFIDENTIAL WHEN FILLED IN**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### MANUFACTURER’s Questionnaire

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| **i** | * When filling in the questionnaire please present only main short information. References to internal producer’s or other documents (technical specifications) preferred. * When filling in the application form in a computer file in order to mark check boxes  double click them. * You can present answers to the questions in a free form annexes, especially if you have them ready. |

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| **GENERAL INFORMATION** | | |
| K.I | Title of producer |  |
|  | Address of manufacturing plant |  |
|  | Telephone |  |
|  | Fax |  |
|  | E-mail |  |
|  | Direction for reaching the manufacturing plant (nearest station, airport) |  |
|  | Present coordinates of place, map link |  |
| K.I.1 | Address of manufacturer office  (if differs from upper presented in K.I) |  |
|  | Telephone |  |
|  | Fax |  |
|  | E-mail |  |
| K.II | Give names and addresses of contact persons and management representative, responsible for certification |  |
|  | Contact person in manufacturing plant  (name, surname, address, tel., language available (LT, RU, EN or FR), position/functions) |  |
|  | Second contact person  (name, surname, address, tel., language available (LT, RU, EN or FR), position/functions) |  |
|  | Management representative  (name, surname, address, tel., language available (LT, RU, EN or FR), position/functions) |  |
| K.III | Approximate number of personnel in manufacturing plant: |  |

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| **FACTORY PRODUCTION CONTROL** | | | |
| 101 | Indicate names of main raw materials (components), abbreviations and titles of documents, setting the requirements for raw materials (components) |  | |
| 102 | Indicate, how the conformity of raw materials (components) is being checked.  Please list names of main materials and components, characteristics being checked, frequency of checks, abbreviation of test method document. | - according to records in conformity proving documents |  |
| - according to producers own test results |  |
|  | Where are the incoming raw materials (components) being registered? |  | |
| 103 | Indicate title and abbreviation of document, setting the requirements for storing conditions of raw materials (components). |  | |
|  | Is it possible to identify raw materials (their producer or supplier, date of production, acceptance and etc.)? |  | |
| 201 | Indicate title and abbreviation of document, setting the requirements for the order of technological process control. |  | |
| 202 | Where are the results of technological process control being registered? |  | |
| 204 | Indicate the purpose of premises that need special environmental conditions according to technological requirements of production. |  | |
|  | How are the environmental conditions being maintained? |  | |
| 205 | Indicate data (titles and years of production) of the main technological equipment of manufacturing plant. |  | |
| 301 | Indicate title and abbreviation of document, setting the requirements for the order of controlling the conformity to the requirements of final products. |  | |
| 301, 401 | What laboratory performs the tests? If not own laboratory, please list the laboratories (title and dependence), the tests they perform and the frequency of tests | Producers own laboratory | |
| Other laboratory (the list attached) | |
| 302 | Where are the results of laboratory tests being registered? |  | |

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| 203, 303 | Who is responsible for training of personnel performing the control? |  |
| 304 | Indicate the title and abbreviation of document setting the requirements for storing conditions of final products? |  |
| 305 | Indicate the way of marking final products. Present an example of marking (an accompanying label, a photo). |  |
| 306 | Are declarations of performance being issued together with supplied products?  Please present an example of declaration for a product. |  |
|  | Where are the submitted declarations being registered? |  |
| 401 | Have the initial type tests (ITT) been performed? |  |
| 402 | Where are the results of ITT recorded? |  |
| 501 | Are the measurement means used metrologicaly tested? |  |
| 601 | Indicate the title and abbreviation of technological document for production. |  |
| 701 | Indicate the title and abbreviation of the procedure for dealing with non-conforming products. |  |
| 702 | Is there a special place for isolation and storing of non-conforming product? |  |
|  | What is the order of marking the non-conforming products? |  |
| 801 | Is the procedure for examination of complaints and claims set and documented? |  |
| 802 | Where are complaints and claims being registered? |  |
| 803 | Who examines complaints and claims? |  |

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| **OTHER INFORMATION** | | |
| K.IV | What mark of certification has already been granted by other certification bodies?  Indicate name of the product, abbreviation of normative document to what conformity is assessed, number of the certificate, date of issue, validity, the name of the body that issued the certificate. |  |
| K.V | Is the quality management system of the producer certified?  If yes, indicate the number of the certificate, date of issue, validity, name and address of the body that issued the certificate. |  |
| **ANNEXES** | | |
| K.VI | * list of non-producer’s laboratories, that perform tests (see 301, 401 p.); | \_\_\_\_ pages |
|  | * examples of declarations and marking documents issued; | \_\_\_\_ pages |
|  | * list of bodies (indicate the names and the purposes of visits) that evaluated (assessed) production in the factory within 1 year. | \_\_\_\_ pages |
|  | * other | \_\_\_\_ pages |

I hereby confirm that I have read and understood the Policy of Certification Centre of Building Products (Statybos produkcijos sertifikavimo centras, hereinafter – SPSC) on the Processing of Personal Data, which is published at SPSC website, and I give my consent to the processing of my personal data by SPSC with the purpose and scope of SPSC services provision. I hereby acknowledge that I have the existence of the right: to request access to the personal data; rectification or erasure of personal data or restriction of processing the personal data in case of violation of the requirements for processing of personal data; the processing of personal data for direct marketing purposes may be regarded as carried out for a legitimate interest.

We agree, that the authorised experts of SPSC at usual working time, having agreed with the responsible person in advance and presented identification document, can reach all premises related to the production and control of the product and to make checks, necessary to ensure if the product and factory production control conforms the requirements of technical specification.

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| Representative of the Manufacturer: |  |
|  | (signature, name, surname, position) |
| Place and date: |  |