

**TASA MEMBERSHIP ASSESSMENT CHECKLIST OFFICE**

Name .....

Date ..... SATAS MS 78.3

No.	SUBJECT	N/C	COMMENTS/OBSERVATIONS
1	Contractors insurance in place		
2	VAT No WCA No UIF No SARS No		
3	Inspect Engineer's Certificates where applicable		
4	Roofs with span of 6m+ designed or approved by a competent person		
5	All modifications approved by competent person		
6	In case of an existing sub structure is the owner made aware of the contractors assumption regarding the capability of such sub structure		
7	Complaints ie: snag lists and action taken.		
8	<b>Quotations. Must be written and not verbal and must include the following:</b>		
8.1	Is the thatch area clearly defined?		
8.2	Painting of rafters i.e. included or optional extra		
8.3	Placement of valley liners included or optional extra.		

**ASSESSMENT/AUDIT CHECKLIST Office**

8.4	Guarantee period minimum 12 months - only on new structures regarding workmanship and materials		
8.5	Quotation valid for i.e.: 30 days.		
8.6	Fire prevention systems. i.e. included or optional extra		
8.7	Engineer costs (Included or excluded)		
8.8	Payment Terms laid out.		
8.9	VAT (shown		
8.10	Wire netting (external)		
8.11	Lightning Conductors included or optional extra.		
8.12	Flashings (Included or excluded		
<b>9.0</b>	<b>Personnel performing quality functions</b>		
9.1	Man. Rep. appointed in writing by Top Management?		
9.2	Quality responsibility defined and communicated.		
9.3	All personnel performing work affecting product quality, trained and evaluated for competence ? List training records and certificates viewed.		

**ASSESSMENT/AUDIT CHECKLIST Office**

<b>10.0</b>	<b>Incoming material</b>		
10.1	Are there arrangements in place to control the purchasing and verification incoming of product affecting the quality of the final Structure <b>product</b> ? State what products are controlled.		
10.2	Where required is material ordered to national specs. Or covered by a COC for each batch? Check if Pole Supplier is Certified		
10.3	Is there recorded evidence of the verification of incoming material and control of it's release to production?		
<b>11.0</b>	<b>Control of quality documents/records</b>		
<b>11.1</b>	Are there arrangements to control quality documents?		
<b>11.2</b>	Is the overall responsibility for this function defined?		
<b>11.3</b>	State what documents (including records) were viewed.		
<b>11.4</b>	Are the relevant documents accessible to the persons that require the information? (SANS Standards)		
<b>11.5</b>	Has the retention period being defined for all records and are records easily retrieved		

**ASSESSMENT/AUDIT CHECKLIST Office**

<b>12.0 Internal audits</b>			
12.1	Are internal audits scheduled and does the schedule cover all areas of the quality system		
12.2	Are records kept of all audit results?		
12.3	Is there evidence of the timely review of the effectiveness of corrective action taken?		
<b>13.0 Corrective Action/Non conforming material</b>			
13.1	Are processes monitored		
13.2	Are customer complaints logged, followed up and analyzed for preventative action.		
13.3	Is immediate corrective action taken to restore product conformity?		
<b>14 Certificate and logo</b>			
14.1	Evidence of abuse of TASA membership on promotional documents , brochures and letterhead		

