



## **Inspector's Procedures for the PVC Coated Conduit Verification Program**

### **1.0 Definitions**

The following words and phrases shall have the following definitions when used in this Procedure.

#### **1.1 Manufacturer**

A person, firm, corporation, or other business entity that manufactures PVC Coated Conduit.

#### **1.2 Participant**

Any person, firm, corporation, or other business entity which manufactures, assembles, or markets PVC Coated Conduit. If a participant does not manufacture one or more of its verified products, the participant shall be responsible for compliance with all requirements of the Procedural Guide to be performed by the manufacturer and for the manufacturer's failure or refusal to comply with any such requirements.

#### **1.3 Selection Sample**

The samples shall be randomly selected by the inspector. If in production, the samples shall be selected from regular production, after final test. If it is not in production, samples may be selected from stock.

**1.3.1** Three 8 inch sections of PVC Coated Conduit taken from the threaded ends.

**1.3.2** Three 8 inch sections of PVC Coated Conduit (without threads) taken from other than the threaded ends.

**1.3.3** Three 8 inch sections of PVC Coated Conduit taken from the threaded ends and cut in half longitudinally to allow access to the interior coating for evaluation.

**1.3.4** Three 8 inch sections of PVC Coated Conduit (without threads) taken from other than the threaded ends and cut in half longitudinally to allow access to the interior coating for evaluation.

#### **1.4 Priority Selection**

A written request made by Intertek to the inspector indicating that a special selection is required. This commonly occurs during the qualification of a product to bear the ETL Verified Mark.

### **2.0 Periodic Follow-up Inspections**

#### **2.1 Inspection Frequency**

The inspector shall make unannounced visits to the manufacturing facility on a quarterly basis (4 times per year).

#### **2.2 Inspection Criteria**

At each visit the inspector shall review the following criteria:

##### **2.2.1 Inspection Checklist**

Use the Quality Program Audit (Form PVC-001A) as a guideline for the inspection. Note all deviations or comments on the Inspection Report (Form PVC-001B). See Appendix A.

##### **2.2.2 Test Equipment**

The inspector shall review the test equipment used, to ensure that all are in current calibration.

##### **2.2.3 ETL Verified Mark**

The participant and the manufacturer shall use the ETL Verified Mark only when its use has been expressly authorized by Intertek. The particular product part numbers that shall be marked with the ETL Verified

Mark are to be designated by Intertek and are listed on the inspector's selection sheet. The entire production of a product which has the same design as the product that has been verified to meet the requirements of the Intertek ETL SEMKO PVC Coated Conduit Verification Program shall bear the ETL Verified Mark.

#### **2.2.4 Safety Listing Mark**

All verified products shall, if appropriate, be listed for compliance to nationally recognized safety standards by a Nationally Recognized Testing Laboratory and shall bear the mark of the test laboratory.

#### **2.2.5 Private Brand Names and Catalog Numbers**

Promptly upon beginning or discontinuing the use of a private brand name or part number on a private brand or unbranded verified product, the participant is required to notify the Intertek Program Administrator. The notification will include the private brand name and part number of the verified product.

If products are produced with the ETL Verified Mark that are not listed on the Sample Selection Sheet, the inspector shall notify the Program Administrator by phone and in writing of the brand name and the part number using the Non-Compliance Report (Form PVC-001C).

#### **2.2.6 Inspection of labels**

The inspector shall inspect the surface printing on the ETL Verified PVC coated conduit or the label on the verified products during the quarterly inspection. While inspecting these labels, the inspector shall carefully observe the size, configuration and location of the ETL Verified Mark. The inspector shall report promptly to the Program Administrator any unauthorized use of the ETL Verified Mark.

### **2.3 Sample Selection**

The inspector will work from a list prepared by Program Administrator indicating the part numbers of product due for selection.

#### **2.3.1 Selection Frequency**

Each quarter one sample of each verified product type is to be selected.

### **2.4 Selection Guidelines**

A selection sample shall be taken from the latest available production and should not duplicate previous sample dates unless this exception is specified by Intertek. Products being produced on the day of the inspector's visit shall be taken randomly from the production line. Products not being produced at the time of the visit shall be randomly selected from stock, but only stock which has been manufactured subsequent to the date of the previous selection.

### **2.5 Preparation of Samples for Shipment**

#### **2.5.1 Labeling**

Each inspector is supplied with selection labels and/or ETL adhesive tape, and an Intertek Order Number for each Participant. The Order Number and date of selection shall be written on the label, or visibly on the product container. The labels, or tape, shall be applied so that opening of the product container would destroy the integrity of the label. Also, the label information and the information on the product type are readily recognized.

#### **2.5.2 Record of Selection**

The inspector shall make a record of the selection using the Inspection Report (Form PVC-001B). A copy of the Inspection Report shall be included with the shipment of samples to Intertek.

#### **2.5.3 Shipping of the Selection**

The inspector will direct the manufacturer to ship the selection samples, freight prepaid to Intertek within 10 days from the date of the selection.

## **2.6 Inspector's Report to Intertek**

The Inspection Report (Form PVC-001B) shall include the manufacturer name, location and contact at the inspected plant, a record of the sample selection, the date of the inspection, the location of selection and a general view of the inspection visit. On the report, the inspector shall note any of the following occurrences:

- If a new product is (or will be) manufactured in the visited plant.
- If any unusual experiences are encountered during his selection
- The name of the manufacturer in the case of private labeling (multiple listing)

The Program Administrator will review all inspectors' reports noting any variances and will direct inspectors to verify corrections of these variances.

## **3.0 Facility Audit**

### **3.1 Audit Frequency**

Audits are performed at the initiation of participation in the program and then on an annual basis. Facility Audits will be scheduled in writing with the inspector by Intertek.

### **3.2 Audit Criteria**

Intertek developed a document entitled Quality Program Audit (Form PVC-001A) to use as an audit checklist.

### **3.3 Sample Selection**

It may be necessary to perform a sample selection during a Facility Audit. If required, Intertek will notify the inspector of the part numbers and the number of samples to be selected.

When performing the selection, the inspector shall follow the procedure indicated in Sections 2.4 and 2.5 of this procedure.

## **Holding Areas**

### Incoming Receiving/Inspection/Storage

- Identified with a sign
- Segregated
- Secured with a latched gate

### Incoming "Reject" area

- Identified with a sign
- Segregated
- Secured with a latched gate & locked

### Examine Rejected material within the area

- Distinctly labeled with a REJECT tag
- Pertinent information entered on the tag

### In-Process "Reject" area

- Identified with a sign
- Segregated with distinct area enclosures

### Examine Rejected material within the area

- Distinctly labeled with a REJECT tag
- Pertinent information entered on the tag

### Final Inspection "Reject" area

- Identified with a sign
- Segregated
- Secured with a latched gate & locked

### Examine Rejected material within the area

- Distinctly labeled with a REJECT tag
- Pertinent information entered on the tag

### Scrap

- Identified with a sign
- Segregated

## **Production**

### Production Machines

- All test/measuring equipment calibrated and have calibration label affixed (some equipment is acceptable as "For Reference Only" labeled)

### Operators Stations

- Measuring devices calibrated, calipers, micrometers, etc

### Calibration

- Is all test/measuring equipment in the following areas in current calibration?

### Inspection

- Incoming receiving
- In process
- Final
- Calibration Laboratory
- QC Laboratory
- Functional/Operating machines

### Final Test

- Electrical characteristics

Dielectric (hipot)

Shipping Area

Scales

**Reviews of Calibration Files**

Random selection of test/measuring equipment and review of documentation.

Items Selected:

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Comments:

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Test Data Review

- QC records
- Data sheets
- Logs
- Final test (electrical & hipot)

Visual Inspection of PVC Coated Conduit

Lettering on outside of PVC coated conduit

- Clarity
- Quality
- Should contain "ETL Verified"

Periodic Selection for Follow-up Testing at Intertek

- One Random selection from at least 3 samples

After Selection

- Affix Intertek Inspector seal to protective wrapper seam
- Observe PVC Coated Conduit while being prepared for shipment
- Affix Intertek Inspector seal(s) to outside shipping "envelope"
- Include in report to Intertek, product, certificate of conformance number of sample selected, and when shipped

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

ETL Order Number: \_\_\_\_\_

Supplier: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: Kathy Heath  
Program Administrator  
Intertek ETL SEMKO  
3933 US Route 11  
Cortland, NY 13045

From: ETL Representative \_\_\_\_\_

INSPECTION REPORT



ETL Representative: \_\_\_\_\_

Participant Representative: \_\_\_\_\_

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

ETL Order Number: \_\_\_\_\_

Supplier: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: Kathy Heath  
Program Administrator  
Intertek ETL SEMKO  
3933 US Route 11  
Cortland, NY 13045

From: ETL Representative \_\_\_\_\_

NON-COMPLIANCE REPORT

Product and Type of Non-Compliance:

Resolution to Non-Compliance (including additional follow-up):

ETL Representative: \_\_\_\_\_

Participant Representative: \_\_\_\_\_