

## GUIDELINES FOR WORKS INSPECTION VISIT & TEST WITNESSING

### 1. GENERAL

Location: City, Province and Country.  
Works and office address  
Area.  
Factory History.  
General appearance, layout and tidiness.  
Organisation chart and qualification of personnel.  
Collaboration.  
Research & Development

### 2. FINANCIAL STRENGTH

Audited annual report / Financial statement (Manufacturer's and Vendor's).  
Financial Strength – Current, Debt ratios & Profit Margin (Manufacturer's and Vendor's).  
Current Ratio = (Current Asset/Current Liabilities), Debt Ratio = (Net Debt/Total Asset) & Profit Margin = (Net Income/Net Sales)

### 3. EDD SPECIFICATION COMPLIANCE

Complying with EDD specifications / Descriptions  
Complying with Schedule of Guarantee  
Sample Approval (if applicable)

### 4. PRODUCTION

Products range and Capacity.  
Machineries: makes, modernity.  
Key materials suppliers.  
Production process.  
Percentage of work manufacturing, percentage of work outsourced and percentage of work assembling

### 5. QUALITY ASSURANCE

Quality control (QC) set-up.  
Raw materials QC, rejections (% of each raw material rejected and method of disposing rejected materials)  
In-process QC.  
Finished product QC & rejections (including the percentage of rejection), managing non-conforming products  
Failure Investigation

### 6. TESTING

Testing facilities: modernity, makes, calibration  
Traceability of critical testing equipment (including frequency of calibration & source of calibration)  
Routine/type tests to EDD specification  
Test witnessing (if applicable): to provide test results.  
Conforming to IEC, BS, DIN

### 7. HANDLING

Handling facilities and materials flow  
Handling of raw materials  
Packing and shipping arrangements  
Warehouse and storage facilities

### 8. ACCREDITATION & AUDITING

Certificate of accreditation to ISO 9000 / ISO 9001, ISO 17025, ISO 18000, ISO 14000, ISO 27000  
Frequency of auditing

### 9. REFERENCE LIST

History of supply (problem/feedback from field)  
Supply to Bahrain, GCC, Middle East

### 10. FUTURE PLANS

### 11. COMMENTS/OBSERVATIONS/CONCLUSIONS/RECOMMENDATIONS

Recommendations, should clearly mention that the manufacturer is financially and technically capable of meeting all the requirements specified by EWA and therefore can be prequalified OR not capable of meeting all requirements specified by EWA and therefore can be disqualified.

### 12. PHOTOS

It is always advisable to include photos in the report.

### NB

If the manufacturer have any certificate (type test, ISO, etc), they have to present the original of these certificate to the 3<sup>rd</sup> party inspector(s)/engineer(s). A copy of the certificates have to be given to the 3<sup>rd</sup> party inspector(s)/engineer(s) who should put "ORIGINAL SEEN" on the copy and sign/stamp.

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Moh'd Jalal Isa - MJ/mj 12.12.2019