Template for audit report

# Information

|  |  |
| --- | --- |
| Year of accession to BASTA | Click here to enter text |
| Version of the BASTA system's criteria document | Click here to enter text |

# Details of the audit

|  |  |
| --- | --- |
| Company | Click here to enter text |
| Visiting address | Click here to enter text |
| Company contact (name, position, phone) | Click here to enter text |
| Auditor (name, company) | Click here to enter text |
| Date of audit | Click here to enter text |
| Participants from the company (name, position, phone) | Click here to enter text |
| Products for which assessment and documentation have been examined in detail (description, id) | Click here to enter text |
| Additional information about the connected company |
| Does the company have documented quality and environmental management systems? Which? | Click here to enter text |
| Has the company been audited previously (specify the audit report document name)? | Click here to enter text |

# Report of audit execution

|  |  |
| --- | --- |
| **Date** | **Event** |
| Click here to enter a date | Click here to enter text |
| Click here to enter a date | Click here to enter text |
| Click here to enter a date | Click here to enter text |
| Click here to enter a date | Click here to enter text |

# Action report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Concerns entry “No”** | **The company's measures taken to extinguish the above deviations** | **Deviations rectified** | **Deviations not rectified** | **Audit advisory board** |
| Write no. | Click here to enter text |[ ] [ ] [ ]
| Write no. | Click here to enter text |[ ] [ ] [ ]
| Write no. | Click here to enter text |[ ] [ ] [ ]
| **Concerns entry “No”** | **Suggestions for improvement** |
| Write no. |  |
| Write no. |  |
| Write no. |  |

# Audit conclusions

|  |  |
| --- | --- |
| No deviationsComment*:*Click here to enter text | [ ]  |
| All deviations closedComments*:*Click here to enter text |[ ]
| Deviations remain on system levelComments*:*Click here to enter text |[ ]
| Deviations remain in sampleComments*:*Click here to enter text |[ ]

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

Place and date:

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

Signature of auditor:

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

Auditor's printed name:

# Notes of BASTAonline AB

|  |  |
| --- | --- |
| *Comment:*Click here to enter text | **No action**[ ]  |
| Measures decidedClick here to enter text |
| Audit closed on Click here to enter a date |

# Audit results / incident report

## Preparations

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **No.** | **Description/Comment** | **Meets the requirement** | **Deviation** | **Severe deviation** | **Note** |
| 0.1 | Requested documentation has been sent to BASTAonline/auditor.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ]
| 0.2 | Contact and company information is correctly entered and updated*:*Click here to enter text |[ ] [ ] [ ] [ ]

## Organisation and responsibilities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **No.** | **Description/Comment** | **Meets the requirement** | **Deviation** | **Severe deviation** | **Note** | **Not relevant** |
| 1.1 | Written routine for assessment and registration of products are in place.Criteria: O1, O3Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 1.2 | There is a clear list of responsibilities for tasks that form the basis for assessment and registration.Criteria: O1Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 1.3 | There is a routine for follow-up by the subcontractor to ensure that registered products meet the criteria over time.Criteria: O2, O3Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 1.4 | There is a procedure for requesting sub supplier declarations for products or parts of products for which the company has not been able to obtain complete information about the contents.Criteria: O2, O3Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 1.5 | Only needed if audit is done after 24-08-01.There is updated assessments published according to Criteria document V34.1Criteria: O3Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]

## Competence

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description/Comment**  | **In the company**  | **In the Group** | **Consultant** | **Subcontractor** | **Missing** |
| 2.1 | Competence corresponding to the requirements for the assessment of the company's products is available:Comment*:*Click here to enter text | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **No.** | **Description/Comment**  | **Yes, all** | **No** | **Some** |  |  |
| 2.2 | People with the competence can be namedComment*:*Click here to enter text | [ ]  | [ ]  | [ ]  |  |  |
| **No.** | **Description/Comment**  | **Meets the requirement** | **Deviation** | **Severe deviation** | **Note** | **Not relevant** |
| 2.3 | Adequate knowledge of the substance of the relevant articles/products/components is available.Comment:Click here to enter text |[ ] [ ] [ ] [ ]  [ ]  |
| 2.4 | Adequate knowledge of the BASTA system's criteria exists.Comment:Click here to enter text |[ ] [ ] [ ] [ ]  [ ]  |
| 2.5 | Adequate knowledge of health and environmental assessment of chemical substances exists.Comment:Click here to enter text |[ ] [ ] [ ] [ ]  [ ]  |
| 2.6 | Adequate knowledge of REACH, the European regulatory system for chemical control, exists.Comment:Click here to enter text |[ ] [ ] [ ] [ ]  [ ]  |
| 2.7 | Adequate knowledge of classification and labelling of chemical substances according to CLP exists.Comment:Click here to enter text |[ ] [ ] [ ] [ ] [ ]

## Assessment and documentation

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description/Comment**  | **Meets the requirement** | **Deviation** | **Severe deviation** | **Note** | **Not relevant** |
| 3.1 | Assessment according to criterion O2 is available.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.2 | The assessment contains constituent chemical substances in raw materials/materials/articles.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.3 | The assessment contains CAS numbers or equivalent identification systems for the chemical substances involved.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.4 | IF the CAS number is missing or not needed, this is justified.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.5 | The assessment contains information on the criteria for constituent substances.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.6 | The assessment contains information about which documentation the assessment is based on.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.7 | The assessment contains references to assessment documentation and where it was saved.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.8 | The sub supplier declaration is available in accordance with the criteria for products or parts of products where complete content information is missing.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.9 | If parts of the content is confidential, consent has been obtained from BASTAonline AB.Comment:Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.10 | It is credibly reported that "BETA to BASTA" and "DECLARED to BASTA" products undergo a curing process/drying under the conditions that can be expected on a construction site, and that at the built-in stage they have a chemical content that meets the BASTA grade.Comment:Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.11 | For products registered in the product group ELECTRONICS, the registration is correct and there is documentation for what is registered as BASTA, BETA, DECLARED and documentation regarding the proportion of RoHS. Comment:Click here to enter text |[ ] [ ] [ ] [ ] [ ]
| 3.12 | The assessments are correctly and reasonably carried out.Comment*:*Click here to enter text |[ ] [ ] [ ] [ ] [ ]

## Assessment of optional criteria area

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description/Comment**  | **Yes** | **No** | **Good quality** | **Deviation** | **Remark** | **Not relevant** |
| 4.3 | The company has used the opportunity to report according to one of the BASTA system optional criteria areas: |  |  |  |  |  |  |
|  | Circularity |[ ] [ ]   |  |  |  |
|  | Renewability |[ ] [ ]   |  |  |  |
|  | Environmental effects |[ ] [ ]   |  |  |  |
|  | Emissions and tests |[ ] [ ]   |  |  |  |
|  | Documentation has been demonstrated that the information presented is correct and in accordance with the criteria. Comment:Click here to enter text |[ ] [ ] [ ]  [ ]  |

## Registrations in BASTA system

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description/Comment**  | **Good quality** | **Deviation** | **Remark** | **Not relevant** |
| 5.1 | Registered articles are of acceptable quality (For example, article name, article ID, GTIN, description, documentation)Comment*:*Click here to enter text |[ ] [ ]  [ ]  | [x]  |
| 5.2 | Products that are added or discontinued are kept up to date at BASTAonline.Comment*:*Click here to enter text |[ ] [ ]  [ ]  | [ ]  |

## Marketing of registered products

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description/Comment**  | **Meets the requirement** | **Deviation** | **Severe deviation** | **Note** | **Not relevant** |
| 6.1 | Does the company follow the criterion "O5 – Marketing" regarding how the BASTA system logos may be used.Comment:Click here to enter text |[ ] [ ] [ ] [ ]  [ ]  |

Appendix – Assessment of the chosen products

| **Product#** | **Grade** | **Assessment summary** | **Information about the substance name and CAS#** | **Has the criteria been met**  | **Assessment summary:Full content/MSDS/Sub-supplier declaration /Already registered products**  | **Comment** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |