

BUILDING & CONSTRUCTION PERIODIC INSPECTION REPORT

CLIENT NAME: DIAMOND DOOR PRODUCTS.

ORDER NUMBER: 5008215

INSPECTION DATE: 25-Jul-2024



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SECTION 1

INSPECTION INFORMATION

Field Representative's Name: Matthew Zalut

Order Number: 5008215

Inspection Date: 25-Jul-2024

Fire Door Machiner: Yes ☐ No ☒

COMPANY INFORMATION

Manufacturer Name: DIAMOND DOOR PRODUCTS.

Address: 5229 Hwy 290 West

City: Hempstead

Country: USA

State/Province: TX

Zip/Postal Code: 77445

Primary Contact (Name and Phone): Robert Muller 979-826-0238

SECTION 2

OPENING MEETING

Date: 25-Jul-2024 Time: 9:15AM

Date: Time:

Person Present	Title	Company
Robert Muller	Engineer	Sydney Kuzniarek Diamond Door Products

This location is authorized to produce the following products and enrolled in the following programs:

Table 1

Program	Initial/Qualifying	Inspection Frequency	Intertek Spec ID# (product)/CCRR #/ FL QA#/Other
FL QA	Yes ☐ No ☒	Annual	FL 12873
Selection One of the Following:	Yes ☐ No ☐	Select One of the Following:	
Select one of the Following:	Yes ☐ No ☐	Select One of the Following:	
Select One of the Following:	Yes ☐ No ☐	Select One of the Following:	

Variances

1. Were variances written during the last inspection? Yes ☐ No ☒ NA ☐ Spec ID:
2. If yes, has the client responded? Yes ☐ No ☐ NA ☒
3. Have all variances been resolved? Yes ☐ No ☐ NA ☒

Original Variance Date:

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Comments:

Interview with Robert, discussed manufacturing process, current product inventory, production equipment, and footprint of the facility.

4. Are there products being produced during this inspection or is finished product available?
Yes ☒ No ☐

Please reflect the products being manufactured or finished product available on Table 2:

Table 2

What Products are Being Manufactured Today?	Finished Product Available	What was Inspected Today? (Spec ID)
46059		46059

5. Were the ATMs reviewed with the manufacturer?
Yes ☒ No ☐
6. Is the facility location, address, telephone number, and plant contact the same as that noted in the QSD/FAM and Authorization to Mark (ATM)?
Yes ☒ No ☐ N/A ☐ Variance No.
7. Were there any reports of product failures resulting in personal injury or property damage?
Yes ☐ No ☒
If yes, please attach details.
8. Have any products approved for Intertek Certification been involved with a product recall or similar corrective actions?
Yes ☐ No ☒
If yes, please attached details.

Quality System Documentation:

Note: Please use the listing and most current version of the QSD/FAM for your inspection.

Quality System Documentation (QSD)/Factory Audit Manual (FAM) used for this inspection:

Document Number: Diamond Door Products Quality Control Manual

Document Date: 17-Oct-2018

Revision Date, if applicable:

QSD/FAM in use at the facility (list all manuals used if there are multiple manuals):

- a. Document Number:
Document Date:
Revision Date, if applicable:

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b. Document Number:

Document Date:

Revision Date, if applicable:

9. Has anything changed in the quality procedures? If so, does that cause a variance with the QSD/FAM on file with Intertek?

Yes ☐ No ☒ N/A ☐ Variance No.

10. Has the QSD, being used by the manufacturer, changed since the last inspection? Has the current documentation been signed by the appropriate management representatives?

Yes ☒ No ☐ N/A ☐ Variance No.

11. Has the manufacturer reviewed the QSD/FAM as required by the documentation quality system? (It is required to be reviewed annually, at a minimum).

Yes ☒ No ☐ N/A ☐

12. If the QSD/FAM has been reviewed and/or revised, is a record of reviews and revisions maintained as required?

Yes ☒ No ☐ N/A ☐ Variance No.

Comments:

The quality manual discussed with the client is consistent with the one on file with Intertek. A record of revisions and reviews is maintained; manual updates for revision to occur post inspection for 2024 year.

End of Opening Meeting

SECTION 3

Labeling:

Review product labeling on at least one certified/listed product and confirm it is consistent with the requirements in the applicable QSD/FAM/listing and the ATM. Attach a photograph of the label to this report.

13. Labeling Method: How is the label being applied?

☒ Self-Adhered - peel and stick/mechanically fasten/glue on

☒ Direct Imprint - printed on packaging or product/stamped/embossed

14. If serialized labeling is used, review log sheets. Are label logs up to date and do the logs match with label inventory?

Yes ☐ No ☐ N/A ☒ Variance No.

15. Are labels being applied to the correct products?

Yes ☒ No ☐ N/A ☒ Variance No.

Comments:

Finished product contains a product identification label and an ink stamp (date) at the end of the door. It was clear through discussions with client and from observations upon walk through of the facility that the labels are being applied to the correct product. A serialized log is not required and not implemented at this facility.

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SECTION 4

Traceability

16. Using the identification that is applied to the finished product or package, conduct a traceability study back to the production, quality control, and raw material records.

Please record documents used to establish traceability.

Products Selected:

- a. WSD3/140 3070 D DB Storm door manufactured 7.19.24

Traceable
Yes ☒ No ☐

b.

Yes ☐ No ☐

17. Is traceability adequate?

Yes ☒ No ☐ Variance No.

Comments:

From the date stamp on the bottom of the door we observed the daily production report which includes the date and the size as well as the corresponding tag number which indicates which pallet of steel it was pulled from and in turn that batch number.

SECTION 5

Manufacturing Process

18. Does the manufacturing process description in the QSD/FAM/Listing reflect actual practice? (this can be in a flow chart and/or a production method description.)

Yes ☒ No ☐ N/A ☐ Variance No.

19. Has the manufacturing process changed since the last inspection?

Yes ☒ No ☐ N/A ☐ Variance No.

20. Are the provisions for documenting product changes, evaluation of product changes, and notification to the appropriate parties carried out as described in the QSD/FAM?

Yes ☒ No ☐ N/A ☐ Variance No.

Comments:

Interviews with client and from observations of the facility it was clear the manufacturing process is consistent with the quality manual practices. Client will contact Intertek in writing if they are requesting any product changes as well as any evaluation of product changes.

SECTION 6

Personnel

21. Is the organizational chart included in the QSD/FAM accurate?

Yes ☒ No ☐ N/A ☐ Variance No.

22. Are the duties and responsibilities of key positions in the quality program being fulfilled?

Yes ☒ No ☐ N/A ☐ Variance No.

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23. Are the persons performing quality control functions competent to do so?

Yes ☒ No ☐ N/A ☐ Variance No.

24. Are packaging and storage done sufficiently to avoid damage during storage or in accordance with the QSD/FAM?

Yes ☒ No ☐ N/A ☐ Variance No.

Comments:

Organizational chart is accurate. Quality personnel responsibilities are being carried out at site and are consistent with quality manual. Individuals performing quality procedures are competent. Boxes are built per order and finished product is stored indoors awaiting shipment.

SECTION 7

Complaints

Is the manufacturer following the documented complaint process by:

25. Keeping records of all significant complaints about the products(s) covered in the program(s)?

Yes ☒ No ☐ N/A ☐ Variance No.

26. Taking the appropriate action with respect to complaints?

Yes ☒ No ☐ N/A ☐ Variance No.

27. Documenting the actions taken regarding all significant complaints?

Yes ☒ No ☐ N/A ☐ Variance No.

Comments:

A written log of complaints is kept which includes complaint description, investigation into complaint and results found as well as the action taken to resolve the complaint. Per client no new complaints since last inspection.

SECTION 8

Incoming Materials/Procurement Control

28. Is the manufacturer maintaining a current list of approved suppliers and materials?

Yes ☒ No ☐ N/A ☐ Variance No

29. Are the materials used in manufacturing consistent with what is identified and approved within the inspection documentation?

Yes ☒ No ☐ N/A ☐ Variance No

30. Are inspection/tests described in the QSD/FAM/Listing being conducted on incoming materials, or are other means, such as mill test reports, certificate of analysis (COA), certificate of compliance (COC), etc., being used to determine that the materials are meeting specifications as described in the QSD/FAM/Listing?

Yes ☒ No ☐ N/A ☐ Variance No.

31. If the manufacturer is conducting in-house acceptance tests, are they being done in accordance with the QSD/FAM/Listing?

Yes ☐ No ☒ N/A ☐ Variance No.

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32. If incoming materials cannot be verified at the time of receipt, are these materials segregated until after verification can be confirmed?

Yes ☒ No ☐ N/A ☐ Variance No.

Comments:

Incoming material is checked against the BOL using PO and measurements are taken to insure product is within acceptable specifications. Any nonconforming product is segregated for disposition. No nonconforming product was present at this inspection.

SECTION 9

Quality Control Checks/Final Inspection

33. Are the in-process quality control procedures described in the QSD/FAM/Listing carried out to ensure that products are consistently manufactured within the allowable tolerances?

Yes ☒ No ☐ N/A ☐ Variance No

34. Are final inspections and/or tests that are conducted before the product is labeled and shipped conducted in accordance with the QSD/FAM/Listing?

Yes ☒ No ☐ N/A ☐ Variance No

Products measured during inspections – Review the in process/final inspection test for at least one product:

Product Selected (Spec ID)	Test Performed	Test Results Reviewed	Confirmation of Compliance
Out-swing Steel Entry Door 46059	Dimensional	Yes ☒ No ☐	Yes ☒ No ☐
		Yes ☐ No ☐	Yes ☐ No ☐

Comments:

In process quality procedures performed are consistent with quality manual and final tests are being performed before product is labeled and shipped. This procedure is consistent with that found in the quality manual.

SECTION 10

Non-Conforming Materials

35. Is the manufacturer following their procedures for the handling of non-conforming materials-incoming materials – incoming materials, materials in production, and finished materials – so that they are segregated from production until a decision is made as to their disposition?

Yes ☒ No ☐ N/A ☐ Variance No.

36. Has any non-conforming material been identified and records reviewed during this inspection?

If yes, please explain.

Yes ☐ No ☒ N/A ☐ Variance No.

Comments:

Nonconforming product is placed in a segregated area until disposition is determined.

No nonconforming product was present at time of inspection.

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SECTION 11

Measuring and Testing Equipment

37. Is the list of measuring and test equipment used for quality control consistent with the Intertek FAM/QSD?

Yes ☐ No ☒ N/A ☐ Variance No.

38. Are calibrations and verifications of equipment current and, where applicable, traceable to national and global standards?

*Intertek requires annual calibration of equipment used for quality control measurements.

Yes ☒ No ☐ N/A ☐ Variance No.

Verifications are performed by the manufacturer's employees to ensure equipment is still within tolerance.

Calibrations are performed by an accredited calibration laboratory who provide calibration certificates for the individual devices that are calibrated to national standards (NIST).

Equipment Verified (Asset # of equipment): Tape measures

Equipment use for QA measurements (Asset #):

Calibration Date:

Calibration Document Reference Number:

Calibration Due Date:

Comments:

A current list of equipment used for measuring and testing is kept at site that is used for quality purposes. Tape measures on the floor are verified in house on a monthly basis and replaced as needed.

39. Are the equipment calibration methods as described in the QSD/FAM being followed?

Yes ☒ No ☐ N/A ☐ Variance No.

40. Is the equipment identified in a manner that allows confirmation of calibration records?

Yes ☒ No ☐ N/A ☐ Variance No.

SECTION 12

Inspection and Test Records

*If production line testing is required, please witness if possible. Production line test records should always be reviewed during each inspection. Manufacturers should be recording information correctly and confirming results to show conformance with target specifications.

41. Is production line testing required?

Yes ☐ No ☒

42. If yes, did you witness production line testing?

Yes ☐ No ☐

43. If Yes, did they follow the methods outlined in the FAM/QSD/listing and did the result meet the target specification?

Yes ☐ No ☐ Variance No.

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Review production line testing records to answer the following questions:

44. Are forms, checklists, reports, etc. used by in-house personnel to document test, inspections, and other quality control procedures the same as those contained in the QSD/FAM/Listing?

Yes ☒ No ☐ N/A ☐ Variance No

45. Are they being reviewed and approved by responsible personnel as described in the QSD/FAM/Listing?

Yes ☒ No ☐ N/A ☐ Variance No

46. Are they being retained for a minimum of two years?

Yes ☒ No ☐ N/A ☐ Variance No

Comments:

All forms used in house that document tests inspections and other quality procedures are consistent with quality manual are being approved by appropriate personnel and are kept for over two years, per discussions with client.

SECTION 13

Sampling

47. Were any samples collected?

☒ N/A – Samples were not required for this inspection

☐ Yes – Please confirm the Product Sample Form was filled out and left with the client and a copy attached to the inspection report.

☐ No – only if a sampling is required, but not selected.

If no, please explain:

SECTION 14

Closing Meeting:

* Always review inspection documents with the client or client designee.

Please note any Intertek issued equipment used to measure during this inspection:

Asset#:

Equipment used:

48. Were the inspection documents from this inspection reviewed with the client?

☒ Yes

☐ No – Please provide explanation below:

49. If any variances were noted during this inspection, were they reviewed with the client?

☐ Yes – Please make sure the variation form is filled out and sent in with the inspection report

☒ No (No variances from this inspection)

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50. Do any of the variances require a product hold?

* Variances requiring a product hold must be discussed with the Inspection Manager.

☐ Yes – Please explain

☒ No

Date: 25-Jul-2024 Time: 11:30 am

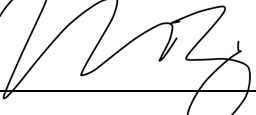
Date: Time:

Person Present	Title	Company
Robert Muller	Engineer	Diamond

I acknowledge receipt of a copy of this inspection report issued by the Intertek Representative.

Matthew Zalut

Field Rep Name (please print)

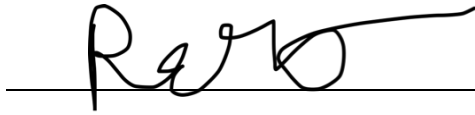


Field Representative Signature

Date: 25-Jul-2024

Robert Muller

Manufacturer Representative Name (please print)



Manufacturer Representative Signature

Date: 25-Jul-2024

Email: rmuller@diamonddoorproducts.com

Phone: 979-826-0238

The following items are being returned:

- ☐ No additional forms attached
- ☐ Product Sampling Form
- ☐ Variance Summary Form
- ☐ Program Specific Forms
- ☒ Photographs – Please add on following page
- ☐ Other Forms

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Photos from Inspection (if applicable):

