

# Main Audit Report



**EN14081:2005 + A1:2011 and EN 338:2009**

<b>Customer</b>	UAB Silales mediena
<b>Customer address</b>	Raganines 26, Tubuciai, pajurion sen, Silales Raj Lithuania
<b>Audit date</b>	29.04.2015
<b>Establishment number</b>	1245-CPR-2184
<b>Establishment Certificate details correct</b>	New certificate
<b>Contact</b>	Mr Andrius Dombrauskas
<b>Purchase order number</b>	Invoice customer

<b>Report progress</b>	<b>Name</b>	<b>Date</b>
Report completed by	Ian Carter	22.05.2015
Report reviewed by	Glenn Sharples	22.05.2015
Report progress		

**CATG LTD**

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## Introduction

This report has been compiled by Ian Carter and relates to the assessment activity detailed below.

The audit started 09.30.

The audit ended at 16.45.

The audit timetable as issued to the customer was met.

## Objective of the audit

The objectives of the audit are to ensure:

- Conformity of your scheme to EN 14081-1:2005 + A1:2011 and EN 338:2009**
- Ability of your scheme to meet the statutory, regulatory and contractual requirements you subscribe**
- Effectiveness of your scheme systems**
- Recommendations to improve your scheme**

The audit and report is based on sampling and does not guarantee 100% conformity with the scheme/s requirements. This can be achieved with robust monitoring, internal audits and reviews.

## Scope of the audit and certification

The scope of the certification is the purchase, grading, storage, distribution and sales of machine strength graded timber to EN 14081-1:2005 + A1:2011 and EN 338:2009.

The customer is to offer:

Essential characteristics	Performance
<b>Species</b>	Picea abies, Abies alba, Pinus sylvestris ( WPPA )
<b>Strength grade of timber</b>	C18 – C24
<b>Moisture content of the timber</b>	18% - 20% max
<b>Reaction to fire</b>	D-s2, d0
<b>Release of dangerous substances</b>	NPD
<b>Natural durability (not treated)</b>	Class 4
<b>Durability for treated timber</b>	UC 2 – UC3
<b>Wood destroying fungi</b>	UC2 – UC3
<b>Insects</b>	UC2 – UC3
<b>Termites</b>	NPD
<b>Marine borers</b>	NPD

**Use Class 1** – clear treatment for timber in dry areas – upper floor joists, ceiling joist, partitions, dry roof spaces

**Use Class 2** – clear or green/brown treatment for timber in humid and occasionally wet areas – ground floor joists, unvented roofs, wall plates, sole plates, timber frames, flat roofs

**Use Class 3.1**– clear or green/brown treatment for timber in humid, occasional and frequently wet areas but coated – ground floor joists, unvented roofs, exterior joists, flat roofs, gutter timbers, valley timbers, external structural timbers

**Use Class 3.2**– green/brown treatment for timber external and uncoated – fence rails, gates, fence boards, agricultural purlins and rails, decking joists, decking boards

**The audit process**

This audit took a mixture of written, oral or observed evidence during the audit and then verified by the auditor.

The auditor viewed machine maintenance and calibration records for the machine and moisture meter.

The auditor reviewed the operator/s setting the machine up.

The auditor reviewed the operator grading 50 timbers to the required grades and answering questions on allowable strength reducing timber factors and the operator's awareness of the standards.

The auditor reviewed the grading records and the use of the CATG stamp, pack labels, ACDs and DOPs.

The auditor questioned the operator/s and scheme manager on their understanding relating to management of the product certification.

Participants involved in the audit on behalf of the customer:

**Management and production**

Name	Position	Present at the opening and closing meeting
Andrius Dombrauskas	Scheme Manager	Present at opening and closing meeting.

**Machine details**

Machine type	Brookhus MTG Escan
<b>Machine calibrated and maintained within manufacturer's recommendations</b>	Machine calibrated, maintained and installed by manufacturer
<b>Test pieces A, B and C meeting the standard</b>	Test Pieces Width                      Thickness                      Weight

	<p>A 145mm 45mm 13.68            B 145mm 45mm 11.61            C 145mm 45mm 12.33</p> <p>Density MC Frequency            A 481 17% 645            B 416 17% 645            C 413 17% 645</p> <p>MOE MOR            A 14283 38.00            B 13151 31.10            C 13201 32.10</p> <p>Test pieces A,B,C have been prepared by the machine manufacturer and meet the requirements of Annex A EN14081-3 2012</p>
<b>Work area</b>	New installation with good lighting and working area
<b>Machine operation during the audit</b>	<p>40 lengths selected for the installation test during the grading process.</p> <p>To be tested at the Forest and Wood Products Research and Development Institute in Jelgava. <a href="http://www.e-koks.lv">www.e-koks.lv</a>            Latvian national accreditation Bureau LATAK</p> <p>Accredited Testing laboratory</p>

### Operator performance

<b>Grading assessment</b>	
<b>Timber species graded for the assessment</b>	European spruce
<b>Timber sizes graded for the assessment and number graded</b>	<p>45 x 95 mm</p> <p>112 lengths graded during the assessment</p>
<b>Operator's grading record details</b>	Grading record sheets have been instigated and form part of the FPC system. No grading records available due to new installation with no production.
<b>Operator's moisture metre calibrated and working correctly</b>	Brookhus inline moister meter FM1 0401756 calibrated by test blocks FM 0404244 / FM0404243

	Both calibrated 03.07.2014  Certificates have a validity of maximum 2 years after the date of first delivery
<b>Operator's understanding of the grading rules and procedures</b>	Operators understand the grading rules for visual override and procedures relating to the grading machine operation and calibration
<b>Grading stamps is correct for the species and moisture content they are grading</b>	Grading stamps are correct for species ( WPPA) and moisture content Dry graded
<b>Areas to be developed</b>	None at this time

### Operators

<b>Name</b>	<b>Performance of the operator</b>
<b>Linardas Vaitkevicius</b>	Operators trained by Brookhus International engineer Mr Martin Born who was present during the assessment of the operators for calibration, setting and running the grading machine.  All operators demonstrated a good understanding of the procedures for calibrating setting and running the machine grader
<b>Vitalijus Ziautys</b>	
<b>Tomas Burneckis</b>	
<b>Vygandas Majus</b>	

### Findings for management of the factory production control

<b>Scheme manager's name</b>	<b>Andrius Dombrasukas</b>
<b>Has the customer a documented factory production control procedure for CE marking?</b>	FPC procedures are documented for CE marking issue 1 04.15.2015
<b>Is the manager aware of the scheme rules for keeping grading records and monitoring those records – mc%, rejects, calibration of moisture meters?</b>	Manager is aware of the scheme rules for keeping grading records and monitoring of rejects, and calibration of moisture content
<b>Are there documented procedures for non-conformities and preventive actions?</b>	Forms part of the FPC manual
<b>Are there documented procedures for customer complaints?</b>	Customer complaint procedures are stated within the FPC manual
<b>Is the manager ensuring graded timber is protected to prevent downgrade?</b>	Graded timber will be protected to prevent down grade my means of undercover storage areas

<b>Is the usage of CE label correct?</b>	CE label is correct on grading stamp
<b>Is the usage of the ACD correct?</b>	ACD correct ( CATG issue)
<b>Is the usage of the DOP correct?</b>	DOP correct ( CATG issue)
<b>Usage of CE ACD and DOP</b>	Not used at this time

### Observations

This audit met the audit objectives. I am pleased to recommend certification on the basis that that the scope of activities detailed in this report meets the certification requirements.

The auditor's recommendation will now be independently verified within CATG. Upon verification your certificate of registration will be confirmed. This will be confirmed within 5 days.

Any non-conformities that have been identified are shown below and will need to be addressed by the customer within the timescales given in this report.

It is necessary for the customer to investigate the underlying cause of any non-conformities to determine their corrective action.

### Non-conformities arising from this report

None

### Opportunities for improvement from this audit

None

### Closing meeting

The customer's scope, details on the site/s, the audit approach, the audit findings and conclusions were confirmed with the customer at the end of the audit.

The customer was reminded that CATG had sampled their system and cannot guarantee 100% conformity

A re-confirmation of confidentiality was re-stated by CATG.

The next stages of the certification process were outlined to the customer – the report review, the final report being sent with the certificate and invoicing.

There were no diverging opinions. The customer was told of CATG's complaints and appeals procedure. This can be found at [www.catg.co.uk](http://www.catg.co.uk).

## Unresolved diverging opinions

There were no diverging opinions. The customer was told of CATG's complaints and appeals procedure. This can be found at [www.catg.co.uk](http://www.catg.co.uk).

## Certification decision

CATG's certification panel member – **Glenn Sharples** – and confirmed the findings in this report and the CATG checklist and is pleased to certificate the customer's scheme.

## Confidentiality

This audit report is confidential between CATG and the customer. Disclosure to others is not permitted without the consent of CATG and the customer. UKAS may view the report and findings as part of their assessment of CATG.

## Distribution of this report

This report has been distributed to CATG and the customer. If this report is copied or distributed to others, please send the whole report.

## Continuing audit plan

CATG believes in a partnership and a clear and open certification approach for our customers. It is on this basis that we propose the programme of continuing auditing as detailed below.

Your previous surveillance audits have considered the performance of your product management system and the main areas for action have been:

Findings	Agreed actions required
None	None

Your audits will follow your grading process from enquiry through to product release. Your proposed audit programme for the current certification cycle is:

Audit area/process	Audit 1	Audit 2	Audit 3	Audit 4	Audit 5	Audit 6	Audit 7	Audit 8	Re-certification
Your FPC manual	x	x	x	x	x	x	x	x	x
Review of your business operations and key staff	X	x	X	x	x	x	x	x	x
Review of action taken on nonconformities from the last audit (if	x	x	X	x	x	x	x	x	x

applicable)									
Review of action taken on customer complaints from the last audit (if applicable)	x	x	x	x	x	x	x	x	x
UKAS and CATG logo and stamp use	x	x	x	x	x	x	x	x	x
Operator competence and visual override	x		x		x		x		x
Operators setting the machine up		x		x		x		x	
Machine calibration and maintenance		x		x		x		x	
Moisture meter calibration		x		x		x		x	
Test pieces A, B and C	Test piece C	Test piece C	Test piece C	Test piece C	Test piece C	Test piece C	Test piece C	Test piece C	Test piece C
ACDs and DOPs	x		x		x		x		x
Work area	x	x		x	x	x	x	x	x
Finished timber quality and MC%	x	x		x	x	x	x	x	x

Your next audit:

<b>Visit interval</b>	6 months
<b>Visit duration</b>	1.5 hrs per operator
<b>Proposed dates</b>	TBC
<b>Site/s</b>	Above site
<b>Fees</b>	TBC

Please notify CATG if there are any changes to the:

- Legal, commercial, organizational status or ownership of your company**
- Organization and management (e.g. key managerial, decision-making or technical staff)**
- Contact address and operational sites**
- Scope of operations under the certified management system**
- Major changes to the management system and processes**

A typical audit will follow your process and include the following stages, although times may vary:

Auditor area/process	Audit activity	Evidence required
CATG auditor to arrive on site and report to reception		



<b>CATG auditor to meet with the scheme manager</b>	Discuss current grading operations and scope of the scheme and the standards being used	Your FPC manual
<b>CATG auditor to outline how the audit will be carried out</b>	Outline the proposed audit, the key stages and how it will be carried out and the documents to be used	
<b>CATG auditor to review your ACDs and DOPs</b>	Review recent documents issued	Your ACDs and DOPs
<b>Review your grading records</b>	View and discuss with grader/s	Copy of your grading records
<b>Review your grading stamp</b>	View and discuss with operator/s	Examples of your grading stamp
<b>Review the calibration of your moisture meter and take moisture readings</b>	View, discuss with grader/s	Examine the moisture meter and hammer probe Grader to show how moisture readings are taken
<b>Assess the practical competence of your operator/s</b>	Your operator/s to grade 50 pieces of timber correctly on arrange of sizes	50 pieces graded correctly Machine set up
<b>Assess your operator's awareness of the grading rules</b>	Your operator/s questioned on current rules	Correct responses
<b>Finished timer quality</b>	Examine current graded timber	Graded stock
<b>Providing feedback to you</b>	Verbal feedback and e mail your report	

