

## Completion of a Quality Plan

To establish ongoing product conformity, the BBA agree with the manufacturer a detailed product specification and method of production, documented as the BBA Quality Plan. This ensures that the product is manufactured consistently and that performance of the product assessed is maintained.

*For clarification, please note that the BBA Certificate holder is not necessarily the manufacturer.*

During the assessment process, the manufacturer completes a Quality Plan template. The template includes additional guidance under each section heading.

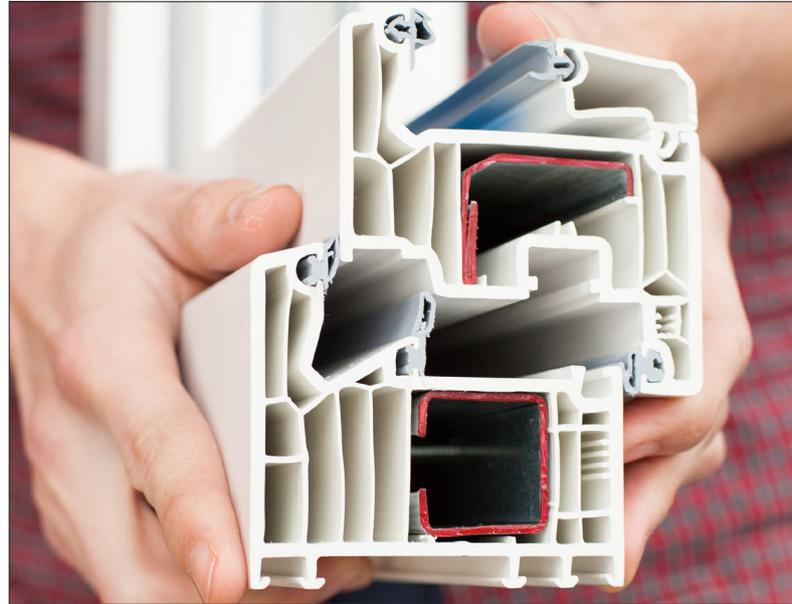
### Guidance on completion

The Quality Plan describes the production process, including the raw materials used, quality control procedures, testing, packaging and labelling. It also contains information on the aspects of the manufacturer's quality system that directly impinge on the product quality, such as calibration, training and complaints. It is split into a number of sections and guidance is given under each heading as to the type of information required for each.

If more than one BBA-approved product is manufactured at a particular site, they may be covered on a single Quality Plan, or they may be on a separate Quality Plans, depending on how similar the products are.

The quantity of information appropriate to our assessment will vary by product. The spaces left for completion throughout the document are not intended to indicate how much detail is required and the manufacturer may need more or less space in each section. Please complete as fully as possible and the BBA will contact the manufacturer directly should further information be required. The headings under which information is required are:

- Purchasing data and receiving inspection and testing
- Product identification and traceability
- Method of production and process control
- In-process inspection and testing
- Final inspection and testing
- Calibration
- Packaging
- Labelling
- Use of the BBA symbol
- Training
- Complaints.



For some product approval schemes, there may be additional sections in the Quality Plan template.

### Agreed Quality Plan (AQP)

The Quality Plan is exchanged between the BBA and the manufacturer in various draft formats before it is signed by both parties as an Agreed Quality Plan.

When the Certificate is issued, we will send an electronic copy of the Agreed Quality Plan to the manufacturer for their records and supply a copy to our Inspection Department to use as the basis of future visits.

### Confidentiality

The manufacturer can be assured that any information or data that they disclose in the Quality Plan will be held in the strictest confidence.

### Future changes

If the Certificate holder or the manufacturer intend to make changes to the approved product, or the process by which it is manufactured, as described in the AQP, then it is vitally important that the BBA are advised in advance. The BBA will then consider the proposed changes on a case-by-case basis, advise on any required actions, and update the AQP as appropriate. The AQP will be updated by the BBA to reflect any agreed changes. If changes are not approved by the BBA in advance, the product approval may become invalid. For more information contact our Client Services team at: [clientservices@bbacerts.co.uk](mailto:clientservices@bbacerts.co.uk), T: 01923 665300.

### See also:

Datasheet 10: Assessment and Surveillance of Production.