



ISAF In-House Certification

Minimum Certification System Criteria

The Certification System should encompass all of the methods and procedures used to **DETERMINE equipment compliance**. It should only include methods used to **ACHIEVE equipment compliance** when these are essential to determining compliance.

For example, if the class rules control daggerboard shape by only linear dimensions then measurement alone can be the method used to determine compliance. If however, the class rules require the daggerboard to be manufactured in an approved mould and it is this that is relied upon to control shape then reference to the mould manufacturing will need to be included in the CS.

As a minimum the CS shall include the following (hard copy or electronic):

1.	Specification of the CM, IOM and employees roles and responsibilities and records of their training and assessment when involved in determining equipment compliance for IHC.
2.	Specification of employees' roles and responsibilities and records of their training and assessment when involved in production if production methods are included in class rules.
3.	The current Class Rules and Measurement forms relevant to certified equipment. A distribution and withdrawal list (to ensure consequences of class rules amendments are applied)
4.	Material specifications for purchasing and traceability records when relevant to class rule compliance.
5.	Material specifications acceptance plan and test when relevant to class rule compliance.
6.	Product identification (unique permanent serial number).
7.	Records for traceability of personnel involved in determining equipment compliance for IHC.
8.	Records for traceability of personnel when involved in production if production methods are included in class rules.
9.	Equipment (scales and gauges etc) calibration, monitoring plan and records when involved in determining equipment compliance for IHC.
10.	Plan and record of how class rule compliance is determined
11.	Records of equipment compliance checks including traceability (serial number, date, etc.)
12.	Records and reports of defective (Non-conforming) equipment.
13.	Records of any corrective actions to individual items of equipment and control methods etc.
14.	Feedback records.
15.	Records of equipment purchasers.