



The UK's Favourite Electrical Distributor

ELECTRICAL

MCS001 Audit Scope Summary

Plans, records policies and procedures that are required to show compliance with each activity. WF Electrical can supply a detailed pre-assessment check-list on request.

	Activity	Requirement
1	Review of Company Details/Responsibility	Named individual with overall responsibility for MCS activity and a document/ Organisation chart showing who is responsible for each MCS activity.
2	Review of quality management system or quality plan	Document and/or Flow chart showing how all activities are managed.
3	Action to resolve previous non-compliances	Not Applicable to initial assessment.
4	Internal Review	Minutes of internal meetings to review MCS activities against latest standards.
5	Document Control	Index of internal documents and procedures and external standards with record of latest issue.
6	Customer Requirements & Contracts	Index of job pack from quote to commissioning including survey info, design calculations, customer variations etc.
7	Purchasing	List of suppliers/contractors, contracts/agreements, PO inc. requirements.
8	Review of Product Specification	Changes to MCS activities. Not Applicable to the initial assessment.
9	Action on Non-Conforming material	Labelling, bonding and quarantine arrangements to prevent use prior to scrap/ rework to acceptable standards.
10	Inspection & Testing	Details of incoming, in process and final test/inspections.
11	Equipment	Equipment register including calibration requirements and status.
12	Storage, handling, packaging and transportation	How these actions are managed to prevent damage and deterioration
13	Certification Marks	Use of the MCS mark. Not Applicable to the initial assessment.
14	Records	What, how and where records are kept
15	Complaints	Log and process for resolution.
16	Corrective & Preventative action	Log and process for resolution. May be combined with complaints.
17	Training & Competence	Training plans and status for all roles. Copies of certificates etc.
18	Health & Safety	Health & Safety policies and procedures
19	Audit Testing	Inspection of system installation and associated records.