

# Continental ContiTech

## STAR Pre-Audit Checklist

*Updated June 2016*



Below you will find the Continental ContiTech STAR pre-audit checklist, which will help you prepare for the Underwriters Laboratories, Inc., audit. Successfully completing **all** of the items on the checklist ensures your location meets the minimum requirements of the UL audit.

### **ORGANIZATIONAL INFORMATION**

Provide basic service location information such as name, address, number of outside / inside sales persons, web address, if any, proof of being a ContiTech authorized distributor, etc.

Possess a functioning, local web enabled personal computer.

### **REFERENCE MATERIAL & SERVICE LOCATION REQUIREMENTS**

Possess the ability to log on to [www.nahad.org](http://www.nahad.org) website with assigned username and password, and access the **Members Only** section of the website.

Possess ability to access and print (as necessary) pre-selected **NAHAD Hose Safety Institute Handbook**

- Industrial Hose
- Testing Procedures
- Quality Plan, Assembly Identification, Cleaning, and Packaging
- Installation & Handling

Possess the latest edition of the **ARPM (formerly RMA) Hose Handbook** available from [www.arpminc.org](http://www.arpminc.org)

Possess ability to access and print (as necessary) **ContiTech Industrial Hose Assembly Manual** available from [www.contitech.us](http://www.contitech.us)

Possess functional familiarity with **Contitech Hose Trakker 2.0 Online or approved InfoChip tracking program** at [www.hosetrakker.com](http://www.hosetrakker.com) (contact your local ContiTech sales person for username and password).

Provide or demonstrate list containing **at least 100 hose assemblies entered into Hose Trakker 2.0 Online or approved InfoChip tracking program**, per year. Can be pro-rated according to audit date. [www.hosetrakker.com](http://www.hosetrakker.com)

**\*\*\* NOTE: For first time audits, HoseTrakker 2.0 needs only installed and demonstrated**

Possess a functioning **4" crimp machine** (or larger) with assorted crimp dies.

Provide visible documentation of being a **Listed Member of NAHAD**. (Can be obtained by going to the NAHAD website [www.nahad.org](http://www.nahad.org), search under "Find a Listed Distributor").

Possess a functioning **hydrostatic pressure test machine** capable of meeting **ARPM Hose Handbook** guidelines, **Chapter 6**, calibrated within the past 12 months of audit.

**For the Hydrostatic Test Machine Calibration:**

- Proof of calibration or gauge replacement within 12 months of audit

Possess a functioning **Electrical Conductivity** device capable of meeting **ARPM Hose Handbook** guidelines, **Chapter 6, item 12.0** for measuring electrical continuity.

**For Ohm Meter or Electric Conductivity testing machine:**

- Proof prior to testing of hose assembly that equipment is in good working order (meter movement proving flow of electricity)

Provide evidence of **hose tagging** or identification methods.

Provide evidence of **Calibration of measuring and pressure gauge devices** used in the fabrication of hose assemblies according to **NAHAD Hose Safety Institute Handbook, Section 9, reference 9.7 Calibration**.

Maintain a well-organized and environmentally controlled **hose inventory** that meets or exceeds requirements for inspections and storage of hose outlined in the **ARPM Hose Handbook, Chapter 9**. (Storage area, humidity and temperature, hose stacking methods, and general cleanliness of work environment).

## **REFERENCE MATERIAL & SERVICE LOCATION REQUIREMENTS (con't)**

Provide proof inventory is maintained on a first-in, first-out basis. ([NAHAD Hose Safety Institute Handbook, Design and Specification of Hose Assemblies - Section 10, reference 10.5](#))

Provide or demonstrate **minimum of 100 Insta-Lock™ fittings used on hose assemblies** per year. Can be pro-rated according to audit date.

***NOTE: This is a requirement to pass all audits. First time audits will need to show 9+ Insta-lock fittings a month consecutively.***

Is location **Electronic Data Interchange (EDI)** enabled? (optional)

Is location **ISO** certified? (optional)

## **FABRICATION REQUIREMENTS**

The expertise to **fabricate three (3) different ContiTech branded hose assemblies** according to the NAHAD Hose Safety Institute Handbook, following the step-by-step procedures: at minimum

- One assembly must be a petroleum or chemical hose crimped assembly with 3" ID
- Must use ContiTech branded hoses for all three assemblies
- All assemblies must use Insta-Lock™ cam & groove couplings

Possess the ability to **cut hose to achieve a specified overall length (OAL)** after assembly according to NAHAD Hose Safety Institute Hose Assembly Guidelines **Fabrication Guide**.

The expertise to **hydrostatic pressure test** and **electrical conductivity test** any one of the three fabricated assemblies according to RMA appropriate guidelines. (As outlined in the **NAHAD Hose Safety Institute Handbook – Section 9, reference 9.3** for Hydrostatic Pressure Test and Electrical Continuity.)

Create a **new customer record** in HoseTrakker 2.0 or approved InfoChip Tracking program and **record all new hose assemblies** into **HoseTrakker or approved InfoChip tracking program** software system.