# SPC Flooring Factory Audit Checklist

40 points • Score each 0-3 (3 = documented & verified, 2 = claimed & plausible, 1 = vague, 0 = missing)
Pass line: >=90/120 with no 0-scores on red-flag points (certificate holder, annealing cycle, density & click-strength numbers, origin trail)

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|---|---|---|
| **1.** | Business license and export license - current, with matching legal name | ___ / 3 |
| **2.** | Ownership and history - how long in SPC specifically, not just 'flooring' | ___ / 3 |
| **3.** | Click-lock platform licenses - Unilin, Valinge, or i4F confirmation, with market coverage | ___ / 3 |
| **4.** | ISO 9001 certificate - current, scope covering the production site | ___ / 3 |
| **5.** | Insurance and liability arrangements - what happens in a claims dispute | ___ / 3 |
| **6.** | Key customer references - at least two verifiable importers in your target market | ___ / 3 |

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| **7.** | Extrusion equipment - model, line count, commissioning year | ___ / 3 |
| **8.** | Slotting equipment - Homag-class or equivalent, and the profile tolerance (+/-0.1 mm or worse) | ___ / 3 |
| **9.** | Calender condition - roller wear visible or documented | ___ / 3 |
| **10.** | Annealing racks - present and in use, with the 48-hour cycle confirmed (RED FLAG: no racks = 0) | ___ / 3 |
| **11.** | Line capacity versus claimed output - 600-1,300 kg/hr per line is the honest band | ___ / 3 |
| **12.** | Energy and maintenance logs - filled in recently, not blank | ___ / 3 |
| **13.** | In-line QC stations - thickness gauges, density sampling, wear-layer checks per shift | ___ / 3 |
| **14.** | The walkthrough reality - video tour shows mixing, calendering, slotting, and warehousing, not a showroom | ___ / 3 |

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| **15.** | Limestone supplier and grade - documented, consistent | ___ / 3 |
| **16.** | PVC resin supplier - virgin resin share declared and receipted | ___ / 3 |
| **17.** | Recycled feedstock policy - declared share, with the VOC implications stated | ___ / 3 |
| **18.** | Decor film suppliers - named, with the custom-decor turnaround quoted | ___ / 3 |
| **19.** | Pad and foam suppliers - IXPE/EVA sources documented | ___ / 3 |
| **20.** | Batch records - mixing logs traceable to production dates | ___ / 3 |

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| **21.** | Core density target and measurement - >=1,950 kg/m3 acceptance, densitometer method (RED FLAG: no number = 0) | ___ / 3 |
| **22.** | Click strength testing - ISO 24334, >=1,200 N, with reports (RED FLAG: no number = 0) | ___ / 3 |
| **23.** | Wear layer measurement - ASTM F410/EN 649, with tolerance stated | ___ / 3 |
| **24.** | Dimensional stability - EN ISO 23999 reports (<=0.10-0.15%) | ___ / 3 |
| **25.** | Indentation testing - ASTM F1914 results on file | ___ / 3 |
| **26.** | Water resistance testing - boiling-water test (<0.12% expansion) on the core | ___ / 3 |
| **27.** | Defect rate tracking - the factory's own per-shift and per-order numbers | ___ / 3 |
| **28.** | Claims handling process - who owns a claim, in what timeframe | ___ / 3 |

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| **29.** | FloorScore - current certificate, registry-verified (SCS) | ___ / 3 |
| **30.** | GREENGUARD Gold - current, registry-verified (UL SPOT) | ___ / 3 |
| **31.** | CE marking - EN 14041 technical file current | ___ / 3 |
| **32.** | REACH declarations - substance list for the formulation | ___ / 3 |
| **33.** | Fire class documentation - EN 13501-1 Bfl-s1 reports | ___ / 3 |
| **34.** | Certificate holder verification - the legal name matches the production site (RED FLAG: mismatch = 0) | ___ / 3 |

**35.** On-time delivery rate - >95% over the last twelve months ___ / 3

**36.** Reorder rate - >30% of buyers returning ___ / 3

**37.** Response time - <3 hours during production runs ___ / 3

**38.** Packing discipline - mock packing lists, pallet standards, seal procedures ___ / 3

**39.** Sample system - matched samples, strike-off turnaround ___ / 3

**40.** The origin trail - raw material to finished goods documentation for every origin claim (RED FLAG: none = 0) ___ / 3

Factory: _____ Address: _____ Date: _____

Quality manager signature: _____ Auditor: _____

Registry links: FloorScore - SCS registry • GREENGUARD - UL SPOT • Click-lock licenses - Unilin / Valinge / i4F • CE bodies - EU NANDO • ISO 9001 - certifier register

(c) SPC Flooring Hub - prepared by Daniel Reeves, Flooring Sourcing Specialist