
SELF-ASSESSMENT WORKSHEET

BS EN 1090 — Structural Steel & Aluminium

Work through each clause, record what you do today, rate where you are and agree the actions that close the gap.

ORGANISATION

COMPLETED BY

DATE

How to rate: 0 = nothing in place 1 = partly in place 2 = in place, little evidence 3 = in place and evidenced
Fill in on screen or print. Always work from the current published standard.

How to complete this worksheet

1

Get the right people together

Ask the person who runs each area to help. Allow 1–2 hours per sitting; you don't have to finish in one go.

2

Read each clause and the evidence prompt

The grey box tells you what an auditor will look for. The examples underneath show the kind of records that count.

3

Write what you actually do today

Describe the real practice, not what you'd like to happen. Name the document, system or record and where it's kept, e.g. 'Training matrix — SharePoint/HR, updated monthly'.

4

Rate honestly from 0 to 3

0 nothing in place · 1 partly in place or informal · 2 in place but little written proof · 3 in place, followed and evidenced with records. If you can't show it, it isn't a 3.

5

Agree actions, owners and due dates

For anything rated 0–2, write the next practical step, who will do it and by when. Small, specific actions get done.

6

Summarise and review

List your top three priorities on the final page. Revisit the worksheet every few months to track progress.

What counts as good evidence?

- Good evidence is current, approved, dated and actually used — a policy nobody follows isn't evidence.
- Records beat documents: a completed checklist proves more than the procedure that describes it.
- Photos, screenshots, emails and system exports all count if they show the activity happening.
- Leave a box blank rather than guess — blanks show you where to look first.

PART 1**BS EN 1090-1: conformity assessment**

Sets how structural steel and aluminium components are assessed for UKCA or CE marking, including Factory Production Control (FPC).

Evidence to look for: A certified FPC system is required before you can mark components.

Examples of suitable evidence

- ✓ Copy of the current BS EN 1090-1 standard
- ✓ Factory Production Control certificate covering supplied component types
- ✓ Declaration of Performance for a supplied structural steel component
- ✓ Component assessment records supporting declared performance

What we do today / evidence we hold**Actions to close the gap**

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

FPC**Factory Production Control**

A documented system controlling materials, welding, inspection, traceability and nonconforming product.

Evidence to look for: Material certificates, weld procedures and inspection records.

Examples of suitable evidence

- ✓ Approved Factory Production Control manual with named responsibilities
- ✓ Material traceability register linking delivery certificates to fabricated components
- ✓ Welding inspection records signed by the responsible inspector
- ✓ Nonconformance log recording rejected components and corrective actions

What we do today / evidence we hold**Actions to close the gap**

Owner		Due		Rating	☐	☐	☐	☐
					0	1	2	3

EXC**Execution classes EXC1-EXC4**

Components are assigned an execution class based on consequence, service and production categories. Higher classes need stricter controls.

Evidence to look for: Your certificate states the maximum execution class you are approved for.

Examples of suitable evidence

- ✓ Project execution specification stating the required execution class
- ✓ Designer's written confirmation of the component execution class
- ✓ Contract review checklist confirming capability for the specified execution class
- ✓ Inspection and test plan reflecting execution class requirements

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating

0

1

2

3

PART 2**BS EN 1090-2: steel execution**

Technical requirements for fabricating and erecting steel structures: materials, cutting, welding, bolting, tolerances and inspection.

Evidence to look for: Welding quality aligned to ISO 3834 and a Responsible Welding Coordinator.

Examples of suitable evidence

- ✓ Copy of the current BS EN 1090-2 standard
- ✓ Approved welding procedure specifications for structural steel joints
- ✓ Completed bolt tightening inspection sheets for steel connections
- ✓ Dimensional inspection reports checking fabricated steelwork against specified tolerances

What we do today / evidence we hold**Actions to close the gap****Owner**

Due

Rating

0

1

2

3

PART 3

BS EN 1090-3: aluminium execution

Equivalent technical requirements for aluminium structures.

Evidence to look for: Only needed if you fabricate aluminium structures.

Examples of suitable evidence

- ✓ Copy of the current BS EN 1090-3 standard
- ✓ Aluminium material certificates linked to component identification numbers
- ✓ Welder qualification certificates covering the aluminium welding undertaken
- ✓ Aluminium weld inspection reports recording acceptance against specified criteria

What we do today / evidence we hold**Actions to close the gap**

Owner		Due		Rating	0	1	2	3
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MARKING

Market marking rules

Whether UKCA, CE or both apply depends on where products are placed on the market and current regulations.

Evidence to look for: Check marking rules for each market before shipping.

Examples of suitable evidence

- ✓ Market access checklist identifying destination markets and applicable marking requirements
- ✓ Dated regulatory review recording current marking rules for each destination market
- ✓ Declaration of Performance matching the supplied component and applicable marking route
- ✓ Photographs of component labels showing required marking and accompanying information

What we do today / evidence we hold**Actions to close the gap**

Owner		Due		Rating	0	1	2	3
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Summary and next steps

Top three priorities

Resources or support needed

Target date for certification or review

Want a second pair of eyes?

Send your completed worksheet to our success team for a free review call.

success@isology.co.uk · www.isology.co.uk/contact