|  |  |  |
| --- | --- | --- |
| logo ETICS transparent7 | **OPERATIONAL DOCUMENT** | **CIG 023**  **Appendix 3** |
|  | | |
| **Factory Inspection Report**  **Appendix 3**  Additional Requirements  for the ENEC+ Agreement  (ENEC+ Appendix) | | |
| WARNING:  Appendix 3 to OD CIG 023 shall not contain any unauthorised  modifications which change the original meaning or the requirements  THIS DOCUMENT IS ONLY VALID IF USED BY ETICS MEMBERS  AND THEIR AUTHORISED AGENTS  **Legend:**  ~~[Text strikethrough~~] deleted  Text in red colour added | | |
| Approved by: | To approve by the ENEC+ members | No. of pages: 4 |
| Date of issue: | Draft date October 2020 |  |
| Supersedes: | PD CIG 023 Appendix 3 – September 2014 | Page 1 of 4 |

APPENDIX 3 TO PD CIG 023 FACTORY INSPECTION REPORT

**Additional Requirements for the ENEC+ Agreement**

(ENEC+ Appendix)

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| **GENERAL GUIDANCE**  This Appendix is to be used when a factory is manufacturing ENEC+ certified products.  ***NOTE****:*   * *Instructions to the Inspector are shown in italics.* * *The report shall be completed even if there is no production at the time of the visit.* * *For all ‘NO’ answers details shall be provided on the Inspector’s Findings page.* * *For all ‘N/A’ answers rationale shall be provided as to why the item is not applicable* * *Details should be given on Inspector’s Information page.* |

|  |  |  |
| --- | --- | --- |
| 1 | Manufacturer's registered name and factory location | |
| Manufacturer’s name: | |  |
| Street and No.: | |  |
| Postal Code: | |  |
| City: | |  |
| Province: | |  |
| Country: | |  |
| GPS-coordinates *(optional)*: | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Inspector: |  | Date of inspection: |  |
|  | | | *(YYYY – MM – DD)* |
|  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2** | **Routines Tests / Product Verification Tests ( PVT)** |  |  |  |
| **2.1** | **Permanent Documents**  Does the factory own the last applicable Permanent Documents for Routine and PVT tests? | YES | N/A | NO |
|  | PD ENEC 303 Annex PA |  |  |  |
|  | PD ENEC 303 Annex PB |  |  |  |
|  | PD ENEC 303 Annex PC |  |  |  |
|  | PD ENEC 303 Annex PD |  |  |  |
|  | | | | |
| **2.2** | **Quality plan** | YES | N/A | NO |
|  | Is there a Quality Plan covering the routine tests performed on the manufactured items ? |  |  |  |
|  | Is there a Quality Plan covering the PVT performed on the manufactured items ? |  |  |  |
|  | | | | |
| **2.3** | **Number of sample tested** | YES | N/A | NO |
|  | Is the number of sample tested annually in appropriateness with the number of licenses held?  *Please refer to table 1 of PD ENEC 303 Annex PA, and/or PB and/or PC and/or PD* |  |  |  |
|  | | | | |
| **3** | **Licenses products**: | YES | N/A | NO |
|  | Are all products covered by the ENEC+ Mark also covered by the ENEC Mark? |  |  |  |
|  |  |  |  |  |
|  | | | | |
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