



OPERATIONAL DOCUMENT

**ENEC 324
Annex C**

Annex C to OD ENEC 324

**Instructions for Factory Inspectors for Selecting and
Picking up Samples for Surveillance Purposes**

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ANNEX C to OD ENEC 324

PRODUCT SURVEILLANCE

Instructions for factory inspectors for selecting and picking up samples of ENEC certified products at factories for surveillance purposes

1. PURPOSE

The purpose of this Annex is to provide detailed instructions for the application of section 4 SELECTION OF SAMPLES of OD ENEC 324.

This is to improve the surveillance process of certified products bearing the ENEC mark at factories:

- during the selection and the picking up of samples by inspectors;
- if there is no production in progress for the original requested product.

In both cases, any selected sample must be representative of the production of the relevant certified products.

2. CRITERIA TO BE FOLLOWED

During Routine Inspections samples for a Product Surveillance Test have to be selected.

The samples shall be selected from different product categories, if applicable, to guarantee the surveillance of the whole production scope.

The samples shall be selected from different ENEC-Certificate Holders (if applicable).

The samples shall differ from those selected in the previous year (if applicable).

Inspector shall select the samples, rather than the client!

Samples shall be selected by inspector preferably from the current production.

Only if this is not possible, inspector shall get information on the ENEC certified products available in the warehouse and choose samples from the stock.

3. NO PRODUCTION OF CERTIFIED PRODUCTS AND NO SAMPLES AVAILABLE IN STOCK

In cases no samples are available during inspection neither on the production lines nor from stocks, the factory is responsible to retain representative samples from the next production.

- No production / no stock shall not be considered as an unsatisfactory finding.
- The inspector shall tick "NO" in paragraph 16.1 of PD CIG 023.
- Details about why there are no samples available shall be given on "Inspector's Findings Page" as "Observation"
- Inspector shall leave instructions about the further handling of the retained samples as following:

- send the retained samples to the Certification Body, with a suitable evidence of their production data, or
- store the retained samples until the next inspection for selection by the inspector.

Inspector might provide additional requirements relevant to CBs private marks.

- The instructions given shall be reported in CIG 023 on “Inspector’s Findings Page” as “Observation”

Attention shall be paid to the proper functioning of the selected samples. It shall be checked that they are provided with all necessary accessories as well as the user manual as applicable.

If products with electronic circuits are selected, the applicable circuit diagram should be enclosed to the sample.

If the end product is potted at least one un-potted sample shall be selected in addition.

Copy of the CIG 023 Sample Selection Sheet with relevant data entered by inspector shall be attached to the samples. (revised version under preparation).