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| 7 | **OPERATIONAL DOCUMENT** | **CIG 023****Appendix 1** |
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| **Factory Inspection Report****Appendix 1****Signature Page (Part 1)****Inspection Summary Page (Part 2)** |
| WARNING:THIS DOCUMENT IS ONLY VALID IF USED BY ETICS MEMBERS AND THEIR AUTHORISED AGENTS |
| Approved by: | MCCB meeting 10 April 2019 | No. of pages: 6 |
| Date of issue: | April 2019 |  |
| Supersedes: | PD CIG 023 Appendix 1 - September 2014 | Page 1 of 6 |

*NOTE:*

*Signature Page (Part 1) and Inspection Summary Page (Part 2) might be used individually (part 1 or part 2), combined (part 1 and part 2) or combined with CIG 023.*

*Front Pages only for document control and shall be excluded from numbering and actual Signature Page and/or Inspection Summary Page*

This document contains:

* *Appendix 1 to OD CIG 023 Factory Inspection Report - Signature Page (Part 1)*
* *Appendix 1 to OD CIG 023 Factory Inspection Report – Inspection Summary Page (Part 2)*

**CIG 023 - Appendix 1**

**Signature Page (Part 1)**

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| **17**  | **Inspector’s Evaluation** |
|  | *Note: This clause reflects the result of the Inspection from the view of the inspector.* *The final decision will be taken by the accepting/receiving Certification Body.* |
| **17.1** | *List your findings/observations on the Inspectors Finding/Observation Sheet (part 1) by referencing the applicable clauses in this report (including comments, recommendations, etc.) and explain them to the Factory.**If possible, indicate also the corrective actions the Factory intends to take*. |
|       |
| Number of Findings issued:       Number of Observations issued:        |
|       |
| **17.2** | *Give your recommendations by ticking the appropriate box.* |
| 1 | No unsatisfactory findings | **Grant or continue certification.** | [ ]  |
| 2 | Minor unsatisfactory finding(s) | **Factory corrective action(s) will be checked at next visit. Grant or continue certification.** | [ ]  |
| 3 | Major unsatisfactory finding(s)Safety not directly affected | **Factory shall confirm corrective action(s). Grant or continue certification.** Special or early routine inspection recommended for checking corrective action(s). | [ ]  |
| 4 | Critical unsatisfactory finding(s)**Safety directly affected** | **Certification refused/suspended and repeated factory inspection recommended after the Factory has confirmed implementation of corrective action(s).** | [ ]  |
|       |
| **17.3** | Attachments:*For page control, write the reference number in the header of each attachment page.*[ ]  Finding/Observation Sheets No. of pages:      [ ]  Revised OD CIG 022 B1 No. of pages:      [ ]  Revised OD CIG 022 B2 No. of pages:      [ ]  OD CIG 023 Appendix 1 – Signature page (Part 1) No. of pages:      [ ]  OD CIG 023 Appendix 1 – Inspection Summary Page (Part 2)No. of pages:       [ ]  OD CIG 023 Appendix 2 – ENEC Appendix No. of pages:      [ ] [ ]  OD CIG 023 Appendix 3 – ENEC+ Appendix No. of pages:      [ ]  Copy of Quality Management Certificate No. of pages:      [ ] [ ]  Others No. of pages:      Total no. of pages of this report including all attachment pages:       *(Front pages to be excluded from page numbering!)* |
|        |
| *A copy of this report shall be provided to the undersigned contact person who should be aware of the contents and sign for its receipt.* [ ]  Printed copy provided [ ]  Electronic copy provided |
| Content of this report including findings as documented on Inspectors Finding/Observation Sheet (part 1) (if any) have been explained by the Inspector to the Factory contact person. |
| The responsibility for ensuring that a product is produced in accordance with the standard to which it was originally approved rests with the Licence Holder. |
| Inspection reports shall be kept at least for the period between two inspection visits! |
| For confidentiality reasons the contact person requests the preparation of individual copies of this report for each Licence Holder.[ ]  YES [ ]  NO [ ]  N/A |
|       |
| Inspection duration:       hours |
| Date:             | Date:             |
| Inspector’s name (printed letters):            | Contact person’s name (printed letters):            |
| Signature: | Signature: |

**CIG 023 - Appendix 1**

**Inspection Summary Page (Part 2)**

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| Factory Number: |       |
| Factory registered name: |       |
| Licence Holder number:)\* |       |
| Licence Holder: |       |
| Inspection carried out by (Name of Inspection Body): |       |

\*): Optional information. Confidentiality shall be ensured!

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| **1.4** | [ ]  Pre-Licence | [ ]  Routine | [ ]  ENEC |
|  | [ ]  HAR | [ ]  EMC | [ ]  Others:       |
|       |
| **1.6**  | **Inspection Details:** |
| Certification Body requesting inspection | Inspection X of Y | Certification Body’s Reference No. | Product Category | Kind of Product |
|       |       |       |       |       |
|       |       |       |       |       |
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| **16.1**  | If selection of samples for re-examination is required, have the required samples been selected?  | YES [ ]   | N/A [ ]   | NO[ ]  |
|  |       |  |  |  |

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| **17**  | **Inspector’s Evaluation** |
|  | *Note: This clause reflects the result of the inspection from the view of the inspector.* *The final decision will be taken by the accepting/receiving Certification Body.* |
|       |
| Number of Finding Sheets issued:       Number of Observation Sheets issued:        |
|       |
| **17.2** | *Give your recommendations by ticking the appropriate box.* |
| 1 | No unsatisfactory findings | **Grant or continue certification.** | [ ]  |
| 2 | Minor unsatisfactory finding(s) | **Factory corrective action(s) will be checked at next visit. Grant or continue certification.** | [ ]  |
| 3 | Major unsatisfactory finding(s)Safety not directly affected | **Factory shall confirm corrective action(s). Grant or continue certification.** Special or early routine inspection recommended for checking corrective action(s). | [ ]  |
| 4 | Critical unsatisfactory finding(s)**Safety directly affected** | **Certification refused/suspended and repeated factory inspection recommended after the Factory has confirmed implementation of corrective action(s).** | [ ]  |

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| *A copy of this report shall be provided to the undersigned contact person who should be aware of the contents and sign for its receipt.* [ ]  Printed copy provided [ ]  Electronic copy provided |
| Content of this report including findings as documented on Inspectors Finding/Observation Sheet (part 1) (if any) have been explained by the Inspector to the Factory contact person. |
| The responsibility for ensuring that a product is produced in accordance with the standard to which it was originally approved rests with the Licence Holder. |
| Inspection reports shall be kept at least for the period between two inspection visits! |
| For confidentiality reasons the contact person requests the preparation of individual copies of this report for each Licence Holder.[ ]  YES [ ]  NO [ ]  N/A |
|       |
| Inspection duration:       hours |
| Date:             | Date:             |
| Inspector’s name (printed letters):            | Contact person’s name (printed letters):            |
| Signature: | Signature: |
| [ ]  For signatures see attached Signature Page |
| [ ]  For signatures see original CIG 023 Report |