|  |  |  |
| --- | --- | --- |
| 7 | **OPERATIONAL DOCUMENT** | **CIG 023**  **Appendix 1** |
|  | | |
| **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)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)**

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

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |
|  | |  |  | |  |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **16.1** | If selection of samples for re-examination is required, have the  required samples been selected? | YES | N/A | NO |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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).** |  |

|  |  |
| --- | --- |
| *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 | |