



**PERMANENT 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 ECS MEMBERS
AND THEIR AUTHORISED AGENTS

Legend:

~~Text strikethrough~~ deleted

Text in red colour added

Approved by:	ECS General Meeting 8-9 April 2014 MCCB	No. of pages: 6
Date of issue:	meeting 10 April 2019	
Supersedes:	April 2014 2019 PD CIG 023 Appendix 1 – May 2009 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** ~~Inspectors Finding/Observation Sheet.~~*

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																																							
<p><i>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.</i></p>																																							
<p>17.1 List your findings/observations on the <i>Inspectors Finding/Observation Sheet (part 1)</i> by referencing the applicable clauses in this report (including comments, recommendations, etc.) and explain them to the Manufacturer Factory. If possible, indicate also the corrective actions the Factory intends to take.</p>																																							
Number of Findings issued:		Number of Observations issued:																																					
<p>17.2 Give your recommendations by ticking the appropriate box.</p>																																							
1	No unsatisfactory findings	Grant or continue certification.	<input type="checkbox"/>																																				
2	Minor unsatisfactory finding(s)	Manufacturer's Factory corrective action(s) will be checked at next visit. Grant or continue certification.	<input type="checkbox"/>																																				
3	Major unsatisfactory finding(s) Safety not directly affected	Manufacturer's Factory shall confirm corrective action(s). Grant or continue certification. Special or early routine inspection recommended for checking corrective action(s).	<input type="checkbox"/>																																				
4	Critical unsatisfactory finding(s) Safety directly affected	Certification refused/suspended and repeated factory inspection recommended after the Manufacturer's Factory has confirmed implementation of corrective action(s).	<input type="checkbox"/>																																				
<p>17.3 Attachments: For page control, write the reference number in the header of each attachment page.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 15%;"><input type="checkbox"/></td> <td style="width: 65%;">PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page Finding/Observation Sheets</td> <td style="width: 15%; text-align: right;">No. of pages:</td> <td style="width: 5%;"></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Revised OD CIG 022 B1</td> <td style="text-align: right;">No. of pages:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Revised OD CIG 022 B2</td> <td style="text-align: right;">No. of pages:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>OD CIG 023 Appendix 1 – Signature page (Part 1)</td> <td style="text-align: right;">No. of pages:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>OD CIG 023 Appendix 1 – Inspection Summary Page (Part 2)</td> <td style="text-align: right;">No. of pages:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>PDOD CIG 023 Appendix 2 – ENEC Appendix</td> <td style="text-align: right;">No. of pages:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>PDOD CIG 023 Appendix 3 – ENEC+ Appendix</td> <td style="text-align: right;">No. of pages:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Copy of Quality Management Certificate</td> <td style="text-align: right;">No. of pages:</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>Others</td> <td style="text-align: right;">No. of pages:</td> <td></td> </tr> </table> <p>Total no. of pages of this report including all attachment pages: (Front pages to be excluded from page numbering!)</p>				<input type="checkbox"/>	PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page Finding/Observation Sheets	No. of pages:		<input type="checkbox"/>	Revised OD CIG 022 B1	No. of pages:		<input type="checkbox"/>	Revised OD CIG 022 B2	No. of pages:		<input type="checkbox"/>	OD CIG 023 Appendix 1 – Signature page (Part 1)	No. of pages:		<input type="checkbox"/>	OD CIG 023 Appendix 1 – Inspection Summary Page (Part 2)	No. of pages:		<input type="checkbox"/>	PDOD CIG 023 Appendix 2 – ENEC Appendix	No. of pages:		<input type="checkbox"/>	PDOD CIG 023 Appendix 3 – ENEC+ Appendix	No. of pages:		<input type="checkbox"/>	Copy of Quality Management Certificate	No. of pages:		<input type="checkbox"/>	Others	No. of pages:	
<input type="checkbox"/>	PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page PD CIG 023 Appendix 1 – Signature page Finding/Observation Sheets	No. of pages:																																					
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<input type="checkbox"/>	Others	No. of pages:																																					

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 **Manufacturer's Factory** contact person.

The responsibility for ensuring that a product is **manufactured 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 <input type="checkbox"/> Pre-Licence <input type="checkbox"/> HAR	<input type="checkbox"/> Routine <input type="checkbox"/> EMC	<input type="checkbox"/> ENEC <input type="checkbox"/> 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 <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>

17 Inspector's Evaluation			
<i>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.</i>			
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.	<input type="checkbox"/>
2	Minor unsatisfactory finding(s)	Factory corrective action(s) will be checked at next visit. Grant or continue certification.	<input type="checkbox"/>
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).	<input type="checkbox"/>
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).	<input type="checkbox"/>

<i>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.</i>	
<input type="checkbox"/> Printed copy provided	<input type="checkbox"/> 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. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Inspection duration: hours	
Date:	Date:
Inspector's name (printed letters):	Contact person's name (printed letters):
Signature:	Signature:
<input type="checkbox"/> For signatures see attached Signature Page	
<input type="checkbox"/> For signatures see original CIG 023 Report	