|  |  |  |
| --- | --- | --- |
| logo ETICS transparent7 | **OPERATIONAL DOCUMENT** | **CIG 023****Appendix 3** |
|  |
| **Factory Inspection Report****Appendix 3**Additional Requirementsfor 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 requirementsTHIS DOCUMENT IS ONLY VALID IF USED BY ETICS MEMBERS AND THEIR AUTHORISED AGENTS**Legend:**~~[Text strikethrough~~] deletedText 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)

|  |
| --- |
| **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? | [ ]  | [ ]  | [ ]  |
|  |  |  |  |  |
|       |
|  |  |  |  |  |
|  |