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| logo ETICS transparent | **OPERATIONAL DOCUMENT** | **CIG 422****Section A** |
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| **Request of Inspection**TO BE COMPLETED BY THE CERTIFICATION BODY REQUESTING VISIT |
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| Approved by: | Full Members of CIG Inspection Scheme | No. of pages: 12 |
| Date of issue: | April 2025 |  |
| Supersedes: | OD CIG 022 Section A - April 2019 | Page 2 of 12 |

OD CIG 422 SECTION A – REQUEST OF INSPECTION

Questionnaire to be completed by the Certification Body requesting the visit.

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| A.1 Requesting Certification Body:       | Reference No.:       |
| A.2 Requested Inspection Body:       |
| A.3.1 Factory registered name and factory location: |
| Factory registered name: |       |
| Street and No.: |       |
| Postal Code: |       |
| City: |       |
| Province: |       |
| Country: |       |
| GPS-coordinates:*(optional)* | [ ]  N: [ ]  S:       [ ]  E: [ ]  W:       |
| A.3.2 Factory representative name and contact data: |
| Factory representative name: |       |
| Position: |       |
| Telephone (incl. country code): |       |
| Mobile (incl. country code): |       |
| E-Mail: |       |
| A.4 Licence Holder registered name and address:  |
| Licence Holder name: |       |
| Street and No.: |       |
| Postal Code: |       |
| City: |       |
| Province: |       |
| Country: |       |
| Telephone (incl. country code): |       |
| Mobile (incl. country code): |       |
| E-Mail: |       |
| licence holder representative name and contact data: |
| Name: |       |
| Position: |       |
| Telephone (incl. country code): |       |
| Mobile (incl. country code): |       |
| E-Mail: |       |
| A.5 Product category:       |
| A.6 Standards:       |
| A.7 Certification Mark(s) requested:       |
| A.8 Inspection frequency:       |
| A.9 Other information (such as documents enclosed):       |
| Place and Date:       | Signature: |