

	OPERATIONAL DOCUMENT	ENEC 324 Annex C
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Annex C to OD ENEC 324

Instructions for ~~Factory Inspectors for the s~~Selectiong and obtainingPicking-up of Samples for Surveillance Purposes

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ANNEX C to OD ENEC 324

PRODUCT SURVEILLANCE

Instructions for ~~the factory inspectors for selection~~ and ~~obtaining picking up of~~ samples of ENEC certified products at factories for surveillance purposes

1. PURPOSE

The purpose of this Annex is to provide detailed instructions for the application of section 4 SELECTION OF SAMPLES of OD ENEC 324.

This is to improve the surveillance process of certified products bearing the ENEC mark at factories:

- during the selection and ~~obtaining the picking up of~~ samples or by ~~the inspectors~~ Certification Body;
- if there is no production in progress for the original requested product.

In ~~both~~ all cases, any selected sample must be representative of the production of the relevant certified products.

2. CRITERIA TO BE FOLLOWED

~~Samples for a Product Surveillance Test have to be selected during~~ During Routine Inspections ~~samples for a Product Surveillance Test have to be selected~~ or are obtained by the Certification Body.

The samples shall be selected from different product categories, if applicable, to guarantee the surveillance of the whole production scope.

The samples shall be selected from different ENEC-Certificate Holders (if applicable).

The samples shall differ from those selected in the previous year (if applicable).

Inspector shall select the samples, rather than the client!

Samples shall be selected by inspector preferably from the current production.

Only if this is not possible, inspector shall get information on the ENEC certified products available in the warehouse and choose samples from the stock.

3. NO PRODUCTION OF CERTIFIED PRODUCTS AND NO SAMPLES AVAILABLE IN STOCK

A. The inspector picking samples during the time of the factory inspection.

In ~~cases~~ cases where no samples are available during ~~inspection~~ inspection, neither on the production lines nor from stocks, at the time of the inspection, the inspector may leave instructions that a sample from the next production run is to be sent to, or collected by, the Certification Body.

~~It is the obligation of the Certification Body to provide relevant instructions the factory is responsible to retain representative samples from the next production.~~

- No production / no stock shall not be considered as an unsatisfactory finding.
- The inspector shall tick "NO" in paragraph 16.1 of PD CIG 4023.
- Details about why there are no samples available shall be given on "Inspector's Findings Page" as "Observation" and tick "YES" for Action required.
- Inspector shall leave instructions about the further handling of the retained samples as following:
 - send the retained samples to the Certification Body, with a suitable evidence of their production data, or
 - store the retained samples until the next inspection for selection by the inspector.

Inspector might provide additional requirements relevant to CBs private marks.

~~It is the obligation of the Certification Body to provide relevant instructions.~~

- The instructions given shall **also** be reported in OD CIG 4023 on "Inspector's Findings Page" as "Observation".

~~Attention shall be paid to the proper functioning of the selected samples. It shall be checked that they are provided with all necessary accessories as well as the user manual as applicable.~~

~~If products with electronic circuits are selected, the applicable circuit diagram should be enclosed to the sample.~~

~~If the end product is potted at least one un-potted sample shall be selected in addition.~~

Copy of the OD CIG 4023 Sample Selection Sheet with relevant data entered by inspector shall be attached to the samples. (revised version under preparation).

B. The Certification Body requesting and receiving samples directly from the factory.

In cases no samples are available neither on the production lines nor from stocks at the time of the received request, the Certification Body must instruct that a sample from the next production run is to be sent to, or collected by, the Certification Body.

~~It is the obligation of the Certification Body to provide relevant instructions.~~

~~Retained samples, send by the factory to the Certification Body, shall show suitable evidence of their production data.~~

C. The Certification Body arranges picking samples from the marketplace.

~~Attention shall be paid to the proper functioning of the selected samples. It shall be checked that they are provided with all necessary accessories as well as the user manual as applicable.~~

~~If products with electronic circuits are selected, the applicable circuit diagram should be enclosed to the sample.~~

~~If the end product is potted at least one un-potted sample shall be selected in addition.~~

D. The Inspector requests the Factory to retain sample from the next production to make sample selection possible for the next inspection visit.

E. The Inspector requests the Factory to send sample from the next production to the Certification Body.