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| logo ETICS transparent | **OPERATIONAL DOCUMENT** | **CIG 422**  **Section B.1** |
|  | | |
| **Pre-Licence Factory Inspection Questionnaire**  TO BE COMPLETED BY THE LICENCE HOLDER | | |
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| Approved by: | Full Members of CIG Inspection Scheme | No. of pages: 3 |
| Date of issue: | April 2025 |  |
| Supersedes: | OD CIG 022 Section B1 - April 2019 | Page 1 of 3 |

OD CIG 422 SECTION B.1

Questionnaire to be completed by the Licence Holder

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| --- | --- | --- | --- |
| B.1.1.1 Licence Holder registered name and address: | | | |
| Licence holder registered name: | | |  |
| Street and No.: | | |  |
| Postal Code: | | |  |
| City: | | |  |
| Province: | | |  |
| Country: | | |  |
| Telephone (incl. country code): | | |  |
| Mobile (incl. country code): | | |  |
| E-Mail: | | |  |
| B.1.1.2 Licence holder representative name and contact data: | | | |
| Licence holder representative name: | | |  |
| Position: | | |  |
| Telephone (incl. country code): | | |  |
| Mobile (incl. country code): | | |  |
| E-Mail: | | |  |
| B.1.2 | | List the kind of product (family name, e.g. vacuum cleaner),  all brand and/or trade names and type references/model designations  of the product(s) intended to be marked with the Certification Mark.  *Product Category: For details refer to:* [*ETICS - European Standard Database*](https://www.etics.org/eu_std_db/eu_std_prod_cat.php) | |
|  | | | |
| B.1.3 | Which Certification Mark is requested according to which standards? *Please specify the requested type-approval procedure (e. g. ENEC, CCA or National).* | | |
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| **B.1.4** | | **Control of Production** | | | | |
| The following questions need only to be answered if the Licence Holder is not the factory: | | | | | | |
| 1) Are you the owner of the product design for the products as per B.1.2? | | | | | yes | no |
| 2) Are you keeping control of design modifications for the products as per B.1.2? | | | | | yes | no |
| 3) Do you control the quality system of the factory/factories producing the products as per B.1.2? | | | | | yes | no |
| 4) Does your contract with the factory/factories producing the products as per B.1.2 cover questions 1, 2 and 3? | | | | | yes | no |
| Please describe briefly how the contract covers these questions or provide a copy: | | | | | | |
| B.1.5 | Signed for the Licence Holder: | | | | | |
| Name and Position: | | |  | | | |
| Place and Date: | | | | Signature: | | |

***Note:*** *The signatory to this form declares the accuracy of the information provided.*