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| logo ETICS transparent7 | **OPERATIONAL DOCUMENT** | **CIG 423**  **Appendix 1** |
|  | | |
| **Factory Inspection Report**  **Appendix 1**  **Signature Page (Part 1)**  **Inspection Summary Page (Part 2)** | | |
| ***Important Notice:***  *All Operational Documents used within the ETICS-CIG-Inspection Scheme are the intellectual property of the ETICS (ETICS European Testing Inspection Certification System | Rue des Deux Églises, 29 | 1000 Brussels | Belgium) and compiled only to be used in the context of the ETICS-CIG-Inspection Scheme.*  *These documents are only valid if used by ETICS-CIG-Inspection Scheme-Members and their authorized agents.*  *Any use of these documents, in full or partial such as extract of wording, tables, etc., by Non- ETICS-CIG-Inspection Scheme-Members is prohibited.*  *Should any organization seeking the use of these documents, in full or partial such as extract of wording, tables, etc., the ETICS-Office is to be contacted, and permission is to be received prior to the use.”* | | |
| Approved by: | Full Members of CIG Inspection Scheme | No. of pages: 4 |
| Date of issue: | April 2025 |  |
| Supersedes: | OD CIG 023 Appendix 1 - April 2019 |  |

*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 OD CIG 423.*

*Front Pages only for document control and shall be excluded from numbering and actual Signature Page and/or Inspection Summary Page*

This document contains:

* *Appendix 1 to OD CIG 423 Factory Inspection Report - Signature Page (Part 1)*
* *Appendix 1 to OD CIG 423 Factory Inspection Report - Inspection Summary Page (Part 2)*

**OD CIG 423 - Appendix 1**

**Signature Page (Part 1)**

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| **17** | **Inspector’s Evaluation** | | | | |
|  | *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.* | | | | |
| **17.1** | | *List your findings/observations on the Inspectors Finding/Observation Sheet (part 1) by referencing the applicable clauses in this report (including comments, recommendations, etc.) and explain them to the Factory.*  *If possible, also indicate the corrective actions the Factory intends to take*. | | | |
|  | | | | | |
| 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.** | |  |
| 2 | | Minor unsatisfactory finding(s) | **Factory corrective action(s) will be checked at next visit. Grant or continue certification.** | |  |
| 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). | |  |
| 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).** | |  |
|  | | | | | |
| **17.3** | | Attachments:  *For page control, write the reference number in the header of each attachment page.*  Revised OD CIG 422 B1 No. of pages:  Revised OD CIG 422 B2 No. of pages:  OD CIG 423 Appendix 1 – Signature Page (Part 1) No. of pages:  OD CIG 423 Appendix 1 – Inspection Summary Page (Part 2) No. of pages:  OD CIG 423 Appendix 2 – QMS Appendix No. of pages:  OD CIG 423 Appendix 3 – ENEC+ Appendix No. of pages:  Copy of Quality Management Certificate No. of pages:  Others No. of pages:  Total no. of pages of this report including all attachment pages:  *(Front pages to be excluded from page numbering!)* | | | |
|  | | | | | |
| *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 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.  YES  NO  N/A | | | | | |
|  | | | | | |
| Inspection On-site time:       hours | | | | | |
| Additional comments: | | | | | |
| This report has been issued by:  CIG-Member Body or on behalf of a CIG-Member Body  NON-CIG Member Body | | | | | |
| Date: | | | | Date: | |
| Inspector’s name (printed letters): | | | | Contact person’s name (printed letters): | |
| Signature: | | | | Signature: | |

**OD CIG 423 - 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!

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| **1.4** | Pre-Licence | | | Routine | | | ENEC  ENEC+ |
|  | HAR | | | EMC | | | Others: |
|  | | | | | | | |
| **1.6** | **Inspection Details:** | | | | | | |
| Certification Body requesting inspection | | Inspection X of Y | Certification Body’s Reference No. | | Product Category | Kind of Product | |
|  | |  |  | |  |  | |
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| **16.1** | If selection of samples is required, have the required samples been selected?  ***Note****:*  *The selection of samples for Product Surveillance is an essential aspect to maintain the validity of the Product License. Not providing samples might result in suspension or withdrawl of the Product License!* | YES | N/A | NO |
|  | | | | |

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| **17** | **Inspector’s Evaluation** | | | | |
|  | *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.* | | | | |
|  | | | | | |
| 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.** | |  |
| 2 | | Minor unsatisfactory finding(s) | **Factory corrective action(s) will be checked at next visit. Grant or continue certification.** | |  |
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| *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 Sheets (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.  YES  NO  N/A | | | | | |
|  | | | | | |
| Inspection On-site time:       hours | | | | | |
| Additional comments: | | | | | |
| This report has been issued by:  CIG-Member Body or on behalf of a CIG-Member Body  NON-CIG Member Body | | | | | |
| Date: | | | | Date: | |
| Inspector’s name (printed letters): | | | | Contact person’s name (printed letters): | |
| Signature: | | | | Signature: | |