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| logo ETICS transparent7 | **OPERATIONAL DOCUMENT** | **CIG 423****Appendix 3** |
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| **Factory Inspection Report****Appendix 3**Additional Requirementsfor the ENEC+ Agreement(ENEC+ Appendix) |
| ***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: 2 |
| Date of issue: | April 2025 |  |
| Supersedes: | OD CIG 023 Appendix 3 – December 2020 |  |

APPENDIX 3 TO OD CIG 423 FACTORY INSPECTION REPORT

**Additional Requirements for the ENEC+ Agreement**

(ENEC+ Appendix)

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| **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, unless it is obvious to be not relevant.*
* *Details should be given on Inspector’s Information page.*
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|  |  |
| --- | --- |
| **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:       |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Inspector: |       | Date of inspection: |       |
|  | *(YYYY – MM – DD)* |
|       |

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| --- | --- |
| **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 samples tested** | YES | N/A | NO |
|  | Is the number of samples 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** | **Licences products**: | YES | N/A | NO |
|  | Are all products covered by the ENEC+ Mark also covered by the ENEC Mark? | [ ]  | [ ]  | [ ]  |
|       |