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| logo ETICS transparent7 | **OPERATIONAL DOCUMENT** | **CIG 423**  **Appendix 3** |
|  | | |
| **Factory Inspection Report**  **Appendix 3**  Additional Requirements  for 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.* |

|  |  |  |
| --- | --- | --- |
| **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? |  |  |  |
|  | | | | |