



# **CIG Inspection Scheme: Your benefits as a new CIG member**



# What is the CIG Inspection Scheme?



Streamlined inspections, reducing overlap requirements and eliminating the need for multiple visits by different organisations.



Multilateral Inspection Agreement with currently 27 Members from all over Europe.



Members follow the same procedure and accept each other's inspection results.



# What is the CIG Inspection Scheme?

=> Common tool for the supervision of manufacturer locations producing type Tested products in a serial production of electrical products and components.

=> Complies with harmonised European inspection specifications. Best-known documents is OD CIG 023, the Factory Inspection Report.

=> Operates within the framework of ETICS- The European Testing, Inspection and Certification System, an international non-profit organization, governed by the Belgian law.

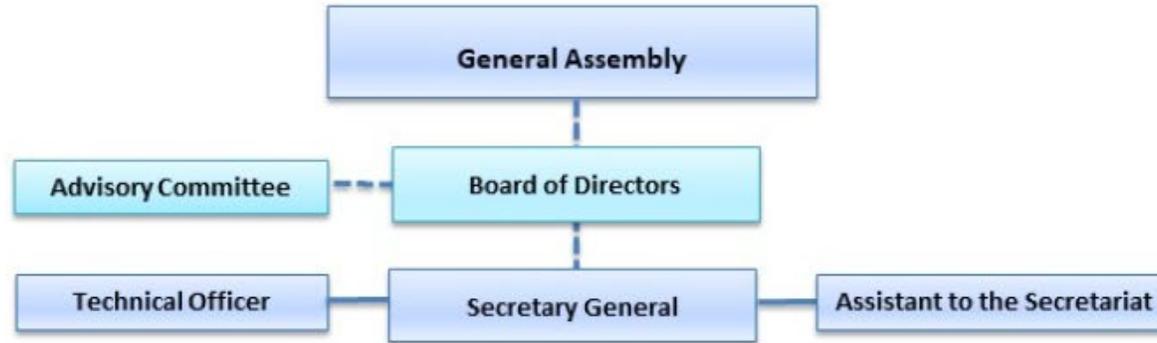


# The CIG Inspection Scheme

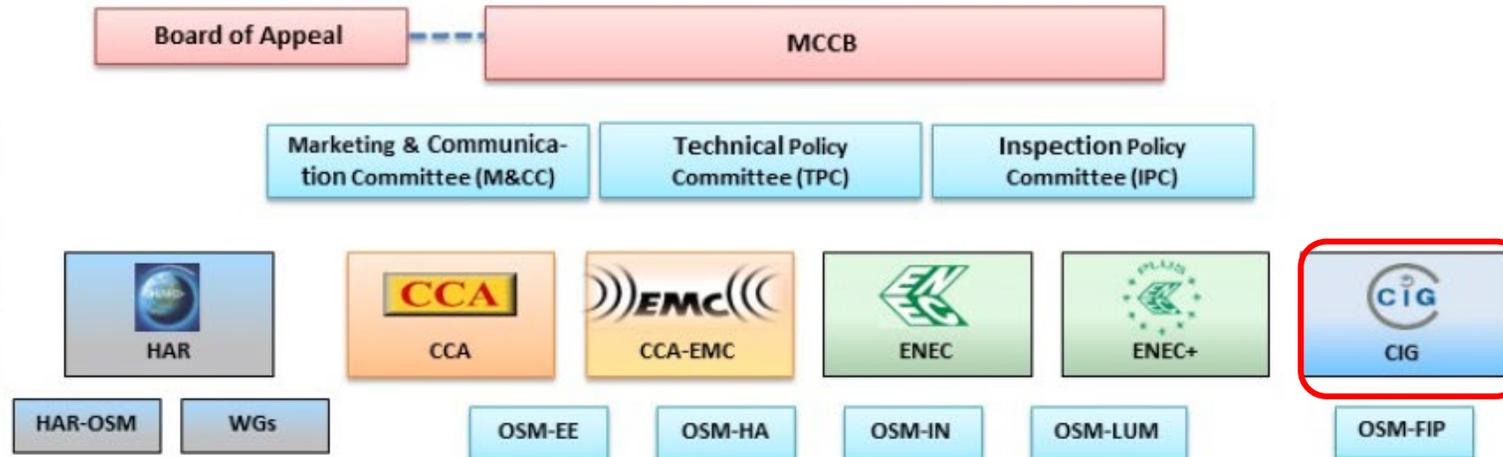


## ORGANISATION CHART

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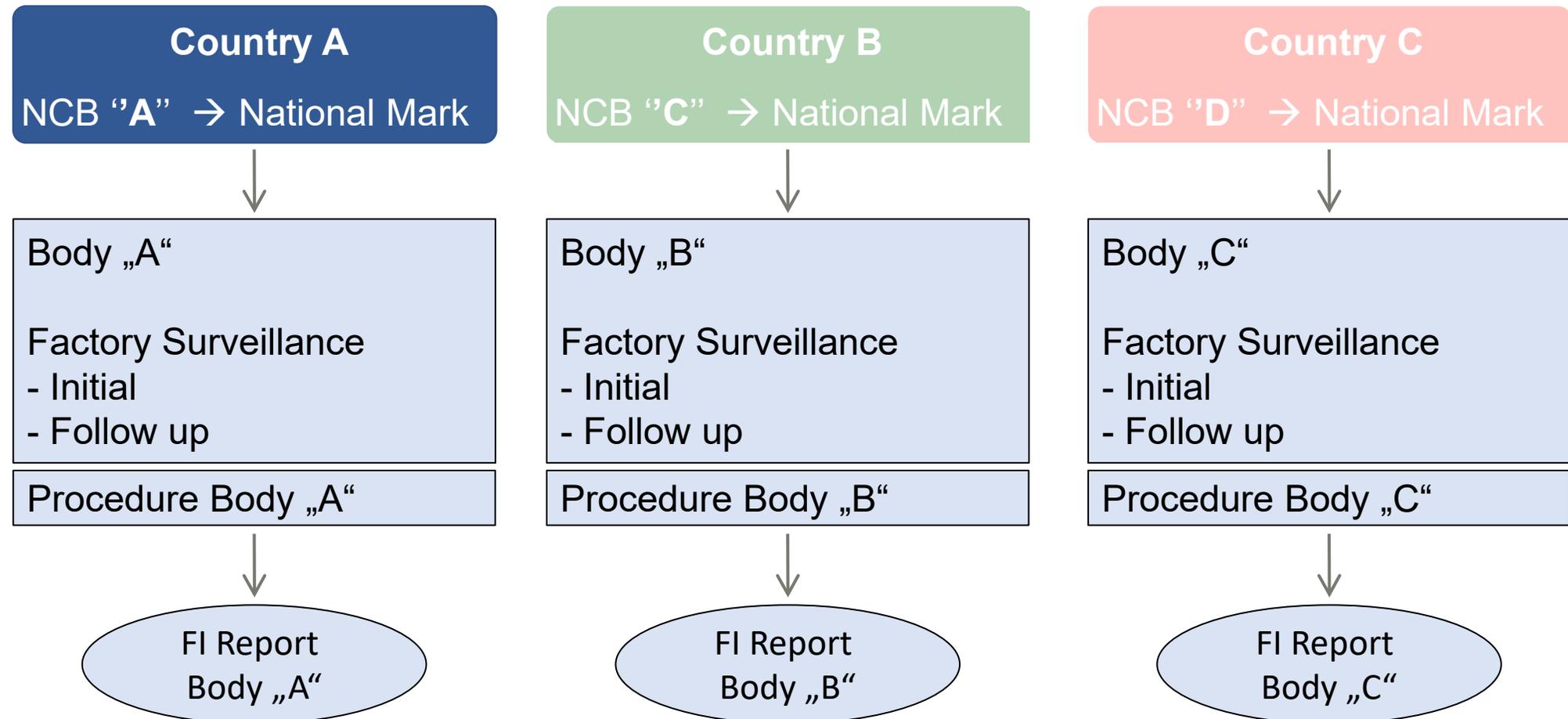
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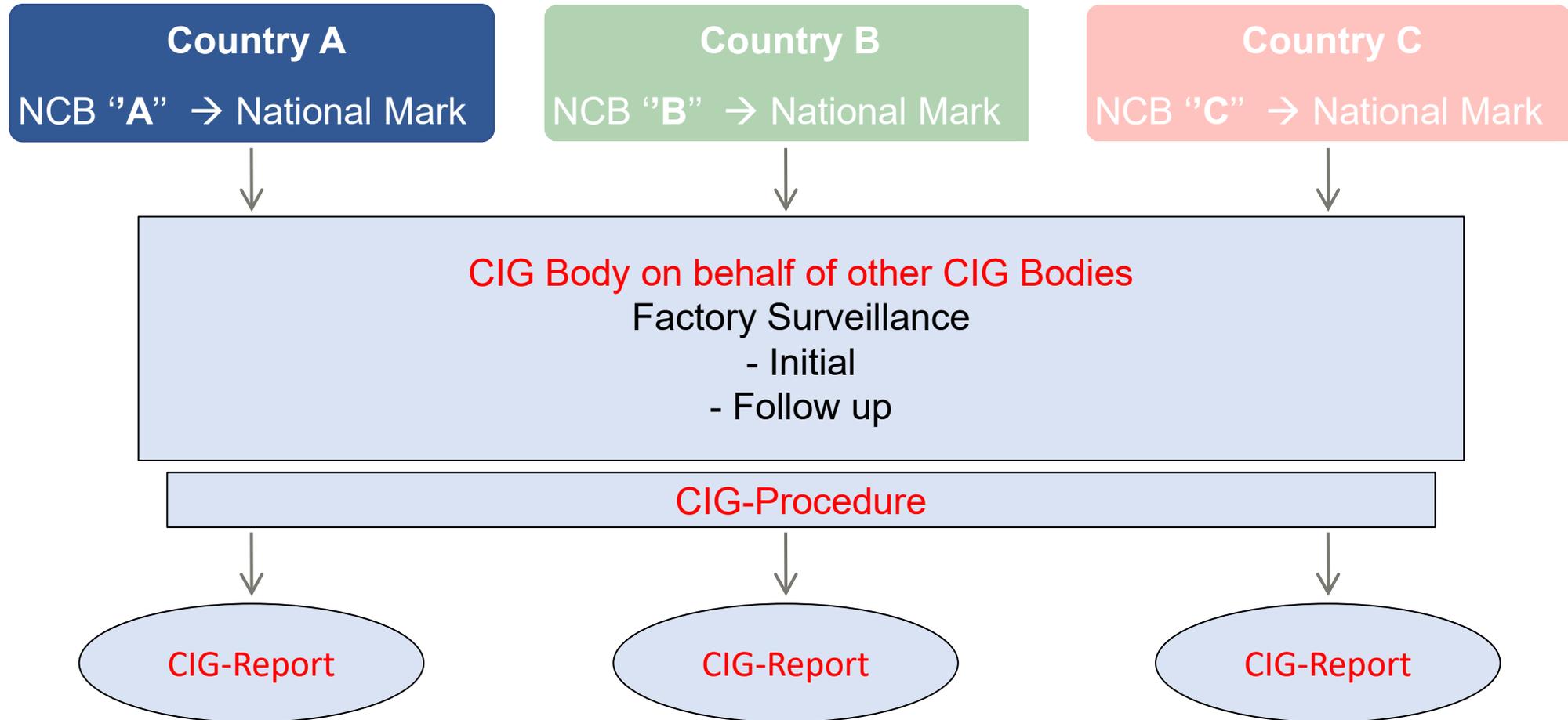
In the case of a product marketed across multiple countries, the current situation involves CBs doing their own factory inspections.



The CBs have no inspection scheme.



# With the CIG principle, no need for individual bilateral inspection contracts anymore.





# What is new in the CIG Inspection Scheme?

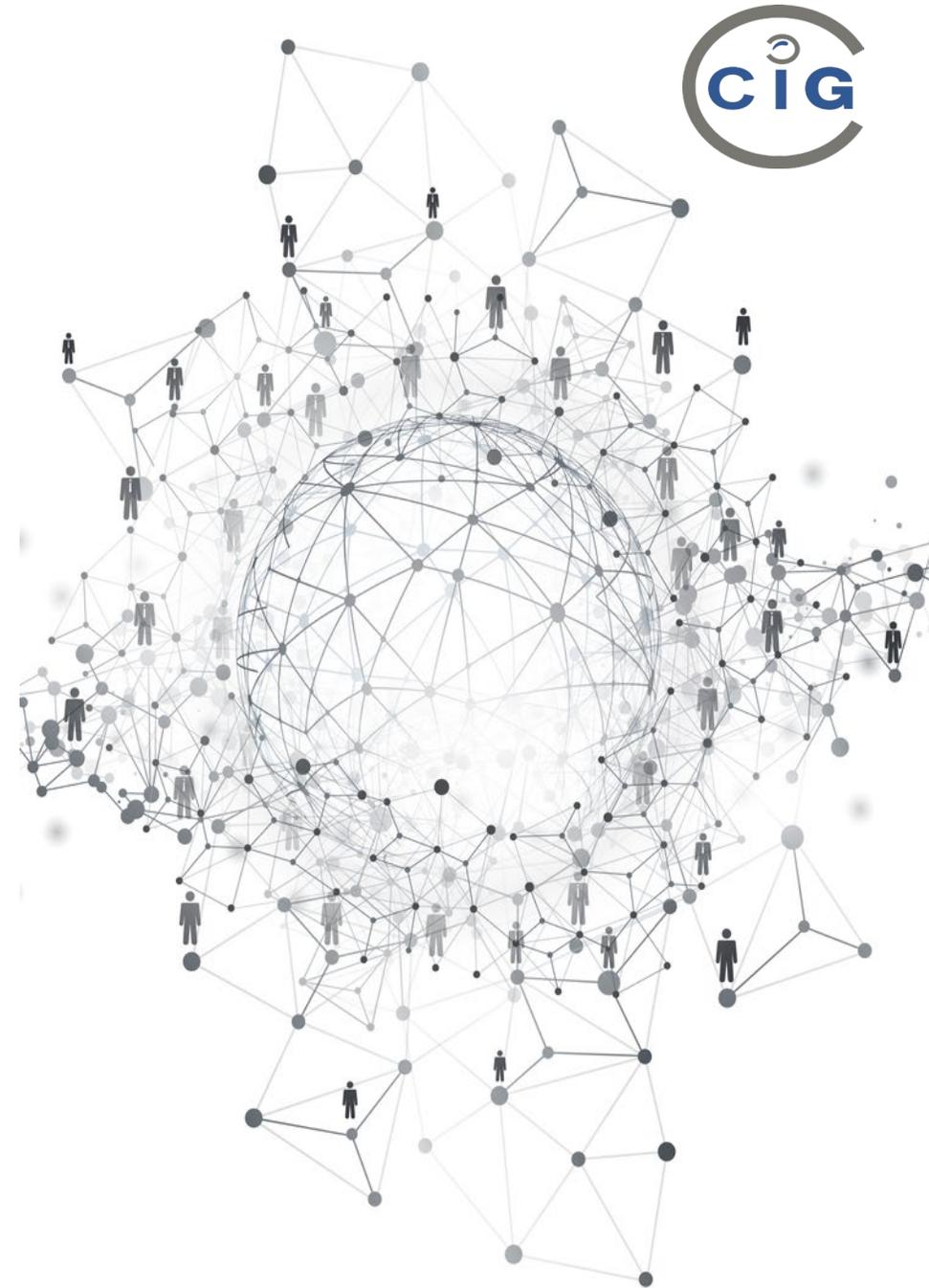
Expanding the Scheme globally is the solution to addressing the globalization of production and manufacturing.

## International access

Now open for Member Bodies outside of Europe, offering a worldwide presence.

## Empowering regional members

CIG members from regions beyond Europe can now take charge of inspections within their own area.



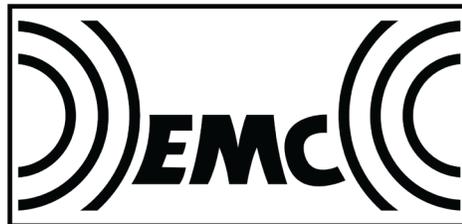


# The CIG Inspection Scheme

## Your benefits as a member

### Established practices and history:

- Best practices validated and used by over 20 well-known Certification Bodies over a period of more than 30 years.
- Starting with CCA-Scheme, established in 1973.
- New members of the CIG Inspection scheme will join a strong cooperative network with other CIG members.



# The CIG Inspection Scheme

## Your benefits as a member



### Established scheme:

The CIG Inspection Scheme is used as the common Inspection Scheme by the following certification bodies:



## Member countries:

Austria  
Belgium  
Czech Republic  
Denmark  
Finland  
France  
Germany  
Greece  
Hungary  
Italy  
Netherlands  
Norway  
Poland  
Portugal  
Slovakia  
Slovenia  
Spain  
Sweden  
Switzerland  
Turkey  
United Kingdom



# The CIG Inspection Scheme

## Your benefits as a member



### Efficiency and Resources:

- Save costs and efforts associated with travel time, on-site duration, and preparation time.
- Join a well-established inspection scheme that includes a comprehensive set of documents, processes, and everything else needed.
- Belonging to the CIG scheme improves the relationship with the manufacturers. Members, through performing CIG inspections for other Certification Bodies, provide a cost-effective service to their clients.
- No need for individual bilateral inspection contracts anymore: subcontracted inspections for all CIG members can be managed within the harmonised CIG inspection processes.

# Your benefits as a CIG Inspection Scheme member:



## International acceptance and global presence:

- Widely accepted by numerous accreditation bodies and certification schemes
- Registered CIG-inspectors available in almost all regions of the world

## Harmonised standards:

- Harmonized standards for training, qualification, maintenance of qualification, experience exchange, and authorization.
- System 5 Certification Scheme according to IEC 17067
- The CIG-Procedure remains identical for all member bodies, yet the system is flexible to accommodate individual requirements. (e.g., sample selection, label requirements, sealing, etc.) and extends its scope to include diverse product categories such as gas appliances, mechanical systems.

# The CIG Inspection Scheme

## Your benefits as a member

### Knowledge exchange :

- Frequent expert-level experience exchanges through regular meetings.
- Engage and participate in collaborative training sessions and knowledge exchange programs.
- New members actively contribute to the technical development of the scheme processes and are invited to participate in expert meetings of OSM-FIP.



OSM-FIP meeting 2023 in Paris

# Knowledge exchange: IPC and OSM-FIP



## **ETICS - OSM/FIP** - European Certification System - Operational Staff Meeting/ Factory Inspection Procedures

- This committee is in charge with the **Operational Aspects** in conjunction with the CIG-Inspection Scheme
- This committee has developed the complete scheme, the operational documents and the harmonized requirements for the CIG Factory Inspection Scheme that is harmonized and used among the European certification bodies and even from other bodies worldwide.
- For more details see [OSM-FIP \(etics.org\)](http://etics.org)

## **ETICS - IPC** - IECEE COMMITTEE for FACTORY SURVEILLANCE

- This committee is in charge with the **Strategic Aspects** of inspection activities within ETICS
- This committee is in charge with the strategic orientation and development of all inspection services activities within ETICS
- For more details see [IPC - INSPECTION POLICY COMMITTEE \(etics.org\)](http://etics.org)

# The CIG Inspection Scheme

## Your benefits as a member



One of the most known documents of this scheme is the **OD CIG 023**, the **Factory Inspection Report**.

=> Supports individual certificates of the member organisations.

Reference number of the body carrying out the inspection:

### FACTORY INSPECTION REPORT

Inspection carried out by (Name of Inspection Body):  
**Reference number of the Body carrying out the inspection:**  
*For page control, please write this number in the header of each page (including the attachments).*

**GENERAL GUIDANCE**

- The questions of this Factory Inspection Report are based on the requirements given in Operational Document CIG 021.
- Guidance for the Inspector is given in Operational Document CIG 024.
- Both documents, OD CIG 021 and OD CIG 024 shall be taken into account during inspection.
- 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 Inspectors Finding/Observation Sheet (part 1).
- For 'N/A' answers rationale shall be provided as to why the item is not applicable, unless it is obvious to be not relevant.
- If functional safety aspects need to be considered details should be given on Inspector's Information page.
- Details should be given on Inspector's Information page.
- This report as well as objective evidences attached to this report shall be written at least in English.

**1 GENERAL INFORMATION**

**1.1 Factory registered name and factory location**

Factory registered name: \_\_\_\_\_  
 Street and No.: \_\_\_\_\_  
 Postal code: \_\_\_\_\_  
 City: \_\_\_\_\_  
 Province: \_\_\_\_\_  
 Country: \_\_\_\_\_  
 GPS-coordinates (optional):  N,  S:  E,  W.

**1.2 Factory representative name and contact data**

Factory representative name: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Telephone: Country Code: \_\_\_\_\_ City Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Fax: Country Code: \_\_\_\_\_ City Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**1.3**  Further names see Inspectors Information Page

**1.4**  Pre-Licence  Routine  ENEC  
 HAR  EMC  Others:

OD CIG 023 - November 2020 (16) page 1 of 20

Reference number of the body carrying out the inspection:

**1.5 Pre-Licence only: Is the information given in the Questionnaire CIG 022 Sections B.1 and B.2 (or provided in another format) accurate and complete?** YES  N/A  NO   
*If 'NO', amend the Questionnaire as appropriate and attach a copy to this report.*

**1.6 Inspection Details:**

Certification Body requesting inspection	Inspection X of Y	Certification Body's Reference No.	Product Category	Kind of Product

**1.7 Name of Inspector:** \_\_\_\_\_ **Date of inspection:** (YYYY-MM-DD) \_\_\_\_\_

**1.8** Have relevant changes been made to the production since last inspection? (e.g. new production line, extension of a production line, change of relevant production processes)  
 YES  NO  N/A (for pre-licence inspection)  
*If 'YES', please provide details.*

*Description of the procedure or ref. of documented procedure & revision or issue date:*  
 Details given on Inspector's Information page.  
 Objective evidence is provided as an attachment to this Factory Inspection Report. Please refer to attachment no.: \_\_\_\_\_

**1.9** Have relevant changes been made related to the company's organisation with impact to inspection aspects.  
 YES  NO  N/A (for pre-licence inspection)  
*If 'YES', please provide details.*

OD CIG 023 - November 2020 (16) page 2 of 20

Reference number of the body carrying out the inspection:

**17 Inspector's Evaluation**

*Note: This clause reflect 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, indicate also 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.

No	Inspector's Finding	Grant or continue certification.	
1	No unsatisfactory findings	Grant or continue certification.	<input type="checkbox"/>
2	Minor unsatisfactory finding(s)	Factory corrective action(s) will be checked at next visit. Grant or continue certification.	<input type="checkbox"/>
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).	<input type="checkbox"/>
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).	<input type="checkbox"/>

**17.3 Attachments:**  
*For page control, write the reference number in the header of each attachment page.*

Attachment	No. of pages
<input type="checkbox"/> Finding/Observation Sheets	No. of pages: _____
<input type="checkbox"/> Revised OD CIG 022 B1	No. of pages: _____
<input type="checkbox"/> Revised OD CIG 022 B2	No. of pages: _____
<input type="checkbox"/> OD CIG 023 Appendix 1 – Signature Page (Part 1)	No. of pages: _____
<input type="checkbox"/> OD CIG 023 Appendix 1 – Inspection Summary Page (Part 2)	No. of pages: _____
<input type="checkbox"/> OD CIG 023 Appendix 2 – ENEC Appendix	No. of pages: _____
<input type="checkbox"/> OD CIG 023 Appendix 3 – ENEC+ Appendix	No. of pages: _____
<input type="checkbox"/> Copy of Quality Management Certificate	No. of pages: _____
<input type="checkbox"/> 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)(s)  
 (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!

OD CIG 023 - November 2020 (16) page 14 of 20

# One inspection

CIG Member Body 1

Certificate 1



Certificate 2



CIG Member Body 2

Reference number of the body carrying out the inspection:

### FACTORY INSPECTION REPORT

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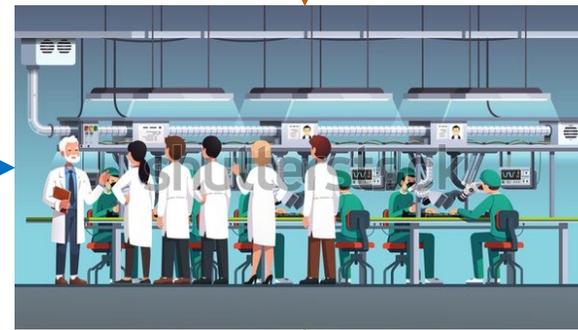
**1.1 Factory registered name and factory location**

Factory registered name:	
Street and No.:	
Postal code:	
City:	
Province:	
Country:	
GPS-coordinates (optional):	<input type="checkbox"/> N: <input type="checkbox"/> S: <input type="checkbox"/> E: <input type="checkbox"/> W:

**1.2 Factory representative name and contact data**



Inspector



Factory



Certificate 3



Certificate 4

CIG Member Body 3

CIG inspection report

CIG Member Body 3



# The CIG Inspection Scheme

## Benefits for Manufacturers

- Manufacturers primary focus is on product development, production, and market sales.
- However, to ensure quality, audits and inspections are a crucial part of the process.
- With the CIG Inspection Scheme, Manufacturers gain the advantage of a single inspection visit from a single CIG Inspector, rather than multiple visits from various inspectors representing various bodies and applying different inspection schemes.
- Therefore, the CIG Inspection Scheme provides substantial savings in both time and money.



# The CIG Inspection Scheme Benefits for Manufacturers



- Reduced travel time and accommodation costs for inspectors.
- Faster On-Site inspections due to optimized inspection process.
- Reduced efforts related to preparation, escorting inspectors, and managing various inspection procedures and materials.
- Simplified internal processes due to reduction to just one inspection scheme.



# Are you interested to join the CIG Inspection Scheme?

For more information about the CIG Inspection Scheme, please reach out to the ETICS Secretariat in Brussels:

Email: [secretariat@etics.org](mailto:secretariat@etics.org)

CIG website: [CIG Scheme \(cig-cert.com\)](http://cig-cert.com)

