

	<b>OPERATIONAL DOCUMENT</b>	<b>CIG 423 Appendix 1</b>
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**Factory Inspection Report  
Appendix 1  
Signature Page (Part 1)  
Inspection Summary Page (Part 2)**

Draft for voting

Replace ETICS logo with CIG logo, add place for private logo of the body

**Important Notice:**

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Approved by:	To vote by full Members of CIG IS	No. of pages: 4
Date of issue:	April-December 2025	
Supersedes:	OD CIG 023 Appendix 1 - April 2019-2025	

**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)*



Reference number of the body carrying out the inspection:

Logo of the body  
carrying out the  
inspection

## OD CIG 423 - Appendix 1 Signature Page (Part 1)

<b>17 Inspector's Evaluation</b>			
<i>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.</i>			
<b>17.1</b> 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. <i>If possible, also indicate the corrective actions the Factory intends to take.</i>			
Number of Finding Sheets issued:		Number of Observation Sheets issued:	
<b>17.2</b> Give your recommendations by ticking the appropriate box.			
1	No unsatisfactory findings	<b>Grant or continue certification.</b>	<input type="checkbox"/>
2	Minor unsatisfactory finding(s)	<b>Factory corrective action(s) will be checked at next visit. Grant or continue certification.</b>	<input type="checkbox"/>
3	Major unsatisfactory finding(s) Safety not directly affected	<b>Factory shall confirm corrective action(s). Grant or continue certification.</b> Special or early routine inspection recommended for checking corrective action(s).	<input type="checkbox"/>
4	Critical unsatisfactory finding(s) <b>Safety directly affected</b>	<b>Certification refused/suspended and repeated factory inspection recommended after the Factory has confirmed implementation of corrective action(s).</b>	<input type="checkbox"/>
<b>17.3</b> Attachments: <i>For page control, write the reference number in the header of each attachment page.</i>			
<input type="checkbox"/>	Revised OD CIG 422 B1	No. of pages:	
<input type="checkbox"/>	Revised OD CIG 422 B2	No. of pages:	
<input type="checkbox"/>	OD CIG 423 Appendix 1 – Signature Page (Part 1)	No. of pages:	
<input type="checkbox"/>	OD CIG 423 Appendix 1 – Inspection Summary Page (Part 2)	No. of pages:	
<input type="checkbox"/>	OD CIG 423 Appendix 2 – QMS Appendix	No. of pages:	
<input type="checkbox"/>	OD CIG 423 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:			
<i>(Front pages to be excluded from page numbering!)</i>			



Reference number of the body carrying out the inspection:

Logo of the body  
carrying out the  
inspection

*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:



Reference number of the body carrying out the inspection:

Logo of the body  
carrying out the  
inspection

## 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!

<b>1.4</b>	<input type="checkbox"/> Pre-Licence	<input type="checkbox"/> Routine	<input type="checkbox"/> ENEC	<input type="checkbox"/> ENEC+
	<input type="checkbox"/> HAR	<input type="checkbox"/> EMC	<input type="checkbox"/> Others:	

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### 1.6 Inspection Details:

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

**16.1** If selection of samples is required, have the required samples been selected? YES N/A NO  
☐ ☐ ☐

**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 withdrawal of the Product License!*



Reference number of the body carrying out the inspection:

Logo of the body  
carrying out the  
inspection

<b>17 Inspector's Evaluation</b>			
<i>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.</i>			
Number of Finding Sheets issued:		Number of Observation Sheets issued:	
<b>17.2 Give your recommendations by ticking the appropriate box.</b>			
1	No unsatisfactory findings	<b>Grant or continue certification.</b>	<input type="checkbox"/>
2	Minor unsatisfactory finding(s)	<b>Factory corrective action(s) will be checked at next visit. Grant or continue certification.</b>	<input type="checkbox"/>
3	Major unsatisfactory finding(s) Safety not directly affected	<b>Factory shall confirm corrective action(s). Grant or continue certification.</b> Special or early routine inspection recommended for checking corrective action(s).	<input type="checkbox"/>
4	Critical unsatisfactory finding(s) <b>Safety directly affected</b>	<b>Certification refused/suspended and repeated factory inspection recommended after the Factory has confirmed implementation of corrective action(s).</b>	<input type="checkbox"/>
<i>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.</i> <input type="checkbox"/> Printed copy provided <input type="checkbox"/> 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. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
Inspection On-site time:                  hours			
Additional comments:			
This report has been issued by: <input type="checkbox"/> CIG-Member Body or on behalf of a CIG-Member Body <input type="checkbox"/> NON-CIG Member Body			
Date:		Date:	
Inspector's name (printed letters):		Contact person's name (printed letters):	
Signature:		Signature:	