



Pre-Licence Factory Inspection Questionnaire

TO BE COMPLETED BY THE FACTORY

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OD CIG 422 SECTION B.2

Questionnaire to be completed by the Factory

B.2.1 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:
Directions for reaching the factory (nearest railway station, airport): <i>Attach photocopy of local map (if possible).</i>	
B.2.2 Factory representative name and contact data located in the factory and the management representative responsible for product certification:	
Factory representative name:	
Position:	
Telephone (incl. country code):	
Mobile (incl. country code.):	
E-Mail:	
Factory representative name-Deputy:	
Position:	
Telephone (incl. country code):	
Mobile (incl. country code.):	
E-Mail:	
Management representative name:	
Position:	
Telephone (incl. country code):	
Mobile (incl. country code):	
E-Mail:	
B.2.3 Factory's head office registered name, address and contact data (if different from B.2.1):	
Factory head office name:	
Street and No.:	
Postal Code:	
City:	
Province:	
Country:	
Telephone (incl. country code):	
Mobile (incl. country code):	
E-Mail:	

Note: Management representative may be located outside the factory, e.g. at the head office.



**B.2.4 Total number of employees in the factory:
Number of employees engaged in the production of certified products:**

B.2.5 Specify which safety critical components are purchased from outside suppliers (such as switches, lamp holders, cord-sets, motors, transformers, sub-assemblies or parts of components such as contacts, etc.)?

B.2.6 Describe in detail and make reference to documentation (copies may be attached), routine tests, Product Verification Test's (PVTs) as applicable and inspections performed in receiving, in-process and final inspection and testing in order to ensure conformity of the end product with the applicable standards.

B.2.7 Which Certification Marks are already granted by other Certification Bodies for this product category?

Product Category	Product	Electrical Insulation Class(es)	Certification Marks

Product Category: For details refer to: [ETICS - European Standard Database](#)

**B.2.8 Has the factory's quality system been assessed and certified?
Please give details.**



B.2.9 Are ALL relevant production processes for the certified products located at the location as mentioned under B.2.1 Factory's registered name and address?

E.g.:

- Verification of purchased components and materials which have a safety implication on the certified product (Incoming Inspection)
- Production Control, Monitoring and Routine Tests
- Functional Check of Test and Measuring Equipment used for Safety Tests
- Products seen in Production during visit – Marking of Products
- Calibration/ Verification of Safety Test and Measuring Equipment
- Handling and Storage
- Product Verification Tests/ Periodic Tests (PVT)
- Corrective actions in response to Inspector's evaluation
- Quality Management System
- Factory's self-assessment of the manufacturing and control process of certified Products
- Complaints
- Certified Products and Changes to Certified Products
- Selection and Shipping of Sample(s)

YES NO

If "YES", please continue with question B.2.10

If "NO", please give details and answer the questions B.2.9.1 to B.2.9.10

B.2.9.1 At which location is the verification of purchased components and materials which have a safety implication on the certified product (Incoming Inspection) done?

Same location as mentioned under B.2.1!

Other location, please provide details.

Details:

B.2.9.2 At which location is the final assembly of the certified product carried out?

Note: There shall be evidence that the production/assembly process is controlled in such a way that the finished products are identical to the certified version.

Same location as mentioned under B.2.1!

Other location, please provide details.

Details:



B.2.9.3 At which location is the final inspection (routine test) carried out?

Same location as mentioned under B.2.1!

Other location, please provide details.

Details:

B.2.9.3.1 At which location are required Product Verification Tests / Periodic Tests (PVT) carried out?

Same location as mentioned under B.2.1!

Other location, please provide details.

Details:

B.2.9.4 At which location is the application of the Certification Mark done?

Same location as mentioned under B.2.1!

Other location, please provide details.

Details:

B.2.9.5 At which location is the Packaging of certified products done?

Same location as mentioned under B.2.1!

Other location, please provide details.

Details:

B.2.9.6 At which location is the Storing of certified products done?

Same location as mentioned under B.2.1!

Other location, please provide details.

Details:

B.2.9.7 At which location can sample selection of certified products be done?

Same location as mentioned under B.2.1!

Other location, please provide details.

Details:



B.2.9.8 Are sub-assemblies of certified products manufactured at the location other than that as mentioned under B.2.1?

YES NO

*If 'YES, please give details about the manufacturing process for **sub-assemblies** and the location where this happens.*

Details:

B.2.9.9 Are there any outsourced processes related to the production of certified products?

YES NO

If 'YES, please give details about the outsourced processes and the location where this happens.

Details:

B.2.9.10 Do the records of the self-assessment of the production and control process of certified products for the location mentioned under B.2.1 also cover the locations as mentioned in this clause?

YES NO

If 'NO, please give details for what location these records are not available.

Details:

B.2.10 We agree that the Inspector representing the Certification Body may enter all locations of the production process including receiving inspections which are essential for conformity of the complete product with the relevant standards, during normal working hours, after having contacted the contact person or the deputy contact person.

B.2.11 Signed for the Factory:

Name and Position:

Place and Date:

Signature:

Note: The signatory to this form declares the accuracy of the information provided.