



	<p>UL EU DOCUMENT</p>	<p>CIG 023 Appendix 5 - UL EU and/or CE Mark</p>
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**CIG 023 Appendix 5 - UL EU and/or CE Mark
Additional Instructions for Conducting Inspections of UL EU
and/or CE Mark Products Covered Under the Construction
Products Directive**

WARNING:

**THERE SHALL BE NO UNAUTHORIZED MODIFICATIONS TO THIS APPENDIX THAT CHANGE
THE ORIGINAL MEANING OR THE REQUIREMENTS**

**THIS DOCUMENT IS ONLY VALID IF USED BY UL STAFF
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CIG 023 APPENDIX 5 - UL EU and/or CE Mark

GENERAL GUIDANCE

This Appendix is to be used in conjunction with the CIG 023 Factory Inspection Report, its associated CIG 023 Appendix 1 – Signature Page (when required), and CIG 023 Appendix 4 – UL EU (when UL EU is involved) when conducting CE and/or UL EU inspections pertaining to products covered under the Construction Products Directive.

- This Appendix is to be used by inspectors that have applicable competencies for conducting CIG inspections that include UL EU and/or CE Mark products (as appropriate), and such competencies are registered in the FUS Competency Database.
- These instructions relate to product(s) covered under the Construction Products Directive and bearing or intended to bear the UL EU and/or CE Mark.
- These instructions relate to facilities that produce product(s) covered under the Construction Products Directive and bearing or intended to bear the UL EU and/or CE Mark.
- The report shall be completed even if there is no production at the time of the visit.
- For all “NO” answers and/or Findings, details shall be provided on the INSPECTOR’S EVALUATION-Findings page in CIG 023, using the question designation and section title as noted in this Appendix.
- For all “N/A” answers rationale shall be provided as to why the item is not applicable. Details should be given on INSPECTOR’S EVALUATION – Informative page in CIG 023, using the question designation and section title as noted in this Appendix.
- Findings associated with this addendum shall be considered when completing the “Inspector’s Evaluation” in the CIG 023 Inspection Report.
- If there is insufficient room for comments under a particular question, use the INSPECTOR’S EVALUATION – Informative page in CIG 03, using the question designation and section title as noted in this Appendix.

Production site		FI Number	
Name of Inspector			
		Date of inspection:	
		(YYYY – MM – DD)	



ADDITIONAL CONSIDERATIONS WHEN CONDUCTING PRE-LICENSE AND ROUTINE INSPECTIONS ASSOCIATED WITH PRODUCTS COVERED UNDER THE CONSTRUCTION PRODUCTS DIRECTIVE (CPD)

I. GENERAL

When using the CIG 023 Factory Inspection Report:

1. Review the manufacturer's quality program to ensure that
 - Components, materials, formulations, and/or subassemblies ordered by the manufacturer comply with the requirements contained in the Test Report and/or other documents provided by the CO. (This activity may include such actions as verifying that the information used by purchasing is consistent with the information contained in the Test Report and/or other documents provided by the CO.)
 - Components, materials, and/or subassemblies received from vendors are verified as complying with the requirements contained in the Test Report and/or other documents provided by the CO. (For example, does the incoming inspection verify that components, materials, and/or subassemblies received are the same as those ordered by purchasing?)
 - Products are built and/or formulated in accordance with the requirements contained in the Test Report or other documents provided by the CO. (For example, are production drawings used for the fabrication of the product or specification sheets used for the formulation of the product consistent with the information contained in the Test Report and/or other documents provided by the CO)
2. Review the manufacturer's quality program and ensure that changes to the products, components, materials, formulations, and/or subassemblies contained in the Test Report or other documents provided by the CO (or the use of alternate components, materials, formulations, and/or subassemblies) are only made after approval of the CO.
3. Review the manufacturer's quality program and ensure that the routine tests, production verification tests, functional checks, and re-examination tests are conducted in accordance with the requirements contained in the Test Report or the other documents provided by the CO. When possible, it is desirable for the inspector to witness the manufacturer conduct the tests. If tests are not being conducted at the time of the inspector's visit, it is permissible to review records to make the necessary determination. Note: It is recognized that the data sheets contained in the CIG 023 Factory Inspection Report cover only a few tests, which may or may not be applicable to the products covered under the Construction Product Directory. Therefore, use the data sheets referenced in subsequent pages of this Appendix to record test parameters/results witnessed during the inspection (or obtained from records reviewed during the inspection) when the data sheets contained in the CIG 023 Factory Inspection Report document are not applicable for the particular tests being witnessed or reviewed. Next to the entry, place a "W" if the test was witnessed or an "R" if the records were reviewed.
4. Make sure to factor into the "Inspector's Evaluation" area of the CIG 023 Factory Inspection Report the answers to the additional questions contained in this Appendix.



II. ADDITIONAL QUESTIONS

A	A.1 – Does the Manufacturer have a system to document the production process from purchasing/delivery of the basic components/materials through assembly/formulation (including storage) and delivery of the finished products?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	A.2 – Is this documented system (for example, the Factory Production Control Manual) maintained when appropriate?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	A.3 – Have there been any changes to the documented system since the last inspection?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
B	B.1 – Does the manufacturer have direct control of the appropriate machinery and for the production of the products to be certified?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	B.2 – Are key elements of the production with respect to the essential characteristics subcontracted to others on or off the site?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
C	C.1 – Is it clear which person has overall responsibility for the Factory Production Control and its implementation?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	C.2 – If applicable, is it also clear which persons have responsibility for individual parts of it?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
D	D.1 – Is the maintenance of Factory Production Control machinery carried out properly, regularly, and is it documented?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	D.2 - Is the documentation up to date?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
E	E.1 – Are the production personnel sufficiently qualified and trained to operate and maintain the production equipment?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	E.2 – Has there been alterations in key staff since the last inspection?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>

(The following questions are in addition to those covered in CIG 023)



F	F.1 – Is the manner, extent, and frequency of Factory Production Controls in accordance with the manufacturer’s documented quality system?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	F.2 – Does the manufacturer’s documented quality system cover the Factory Production Controls requirements contained in the documentation supplied by the CO/NB?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
G	G.1 – Has the production and/or the technical specification (including the documents supplied by the CO/NB) changed since the last continuous surveillance inspection?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	G.2 – If yes, has the manufacturer incorporated the changes into the documented quality system?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
H	H.1 – Is the customer complaint process integrated into the Factory Production Control system?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	H.2 – Does the customer complaint process include the measures taken to correct nonconformities with technical specifications?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>
	H.3 – Are such measures documented?	YES <input type="checkbox"/>	N/A <input type="checkbox"/>	NO <input type="checkbox"/>



III. DATA SHEETS

(See below for the location of the appropriate data sheets to be used during the initial and routine factory inspections associated with the various products covered under the Construction Products Directives)

1. Use the data sheet contained in 00-GI-F0408, titled "EN14604/EN54-7 Smoke Alarm/Detector Factory Inspection Data Sheet", when conducting inspections of EN14604/EN54-7 smoke alarms and/or smoke detectors.