

	<b>OPERATIONAL DOCUMENT</b>	<b>ENEC 304</b>
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**Surveillance of the production  
 by the Certification Body which issued the licence  
 (as per Article 12 of the Agreement)**

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**SURVEILLANCE OF THE PRODUCTION  
BY THE CERTIFICATION BODY WHICH ISSUED THE LICENCE  
(as per article 12, 13 and 14 of the Agreement)**

1. The Certification Body which issued the licence to use the ENEC Mark shall be responsible for continuous surveillance of the production. Surveillance of production is carried out by:
  - factory inspection, and
  - product surveillance (examination and testing of products).

## **2. Factory Inspection**

### **2.1 Conduct of Factory Inspection**

Factory Inspection shall be carried out according to the rules and procedures of the CIG Inspection Scheme.

### **2.2 Frequency of visits**

The frequency of visits to the manufacturing site varies according to the product category and whether the production line is in compliance with EN/ISO 9001. The detailed requirements are given in PD ENEC 308.

### **2.3 Checks to be done during the visits**

The Certification Body shall check that the manufacturer currently carries out the specified routine tests and periodic tests which are prescribed in PD ENEC 303 and its Annexes.

Furthermore, the Certification Body shall check that the initial conditions verified during the pre-licence factory inspection are maintained.

## **3. Product Surveillance**

In addition to factory inspection, the Certification Body which has issued the ENEC Mark licence shall carry out Product Surveillance in accordance with the provisions of OD ENEC 324.

## **4. Missing surveillance**

Failure to carry out surveillance, Factory Inspection, or Product Surveillance constitutes deviations from the ENEC rules.

The CBs have to contact the License-holder (not the factory) when there is no production at all or no samples were provided to the CB for surveillance tests for the relevant ENEC licenses in a given factory for 2 consecutive years.

In such cases, the CB will apply the consequences described in article 14 of the OD ENEC 301 "ENEC Agreement" are. The CB might consider the suspension or cancellation of the licenses related to the given factory and inform the licensee.

Where a specific nominated sample is not available, the CB can select an equivalent ENEC certified product which has been manufactured.

Note: Sampling for product surveillance is described in detail in OD ENEC 324 §3 and §4.