

## **GET READY FOR ETL IFA AND FOLLOW UP INSPECTIONS**

### **Certification agreement**

The certification agreement between Intertek and the applicant and all manufacturing sites should be issued and signed before the Initial Factory assessment can be conducted

### **Initial Factory Assessment (IFA)**

Products are not allowed to be shipped provided with the ETL mark before the Initial Factory Assessment and the product audit has been approved. It is possible to perform an IFA if you have all the required component parts available for inspection, or a sample in stock, but seeing units in production during the first inspection is preferred.

IFA will be at the manufacture location where the final assembly of the product is completed and the ETL Label applied. Details of the manufacture location is specified in the Listing Constructional Data Report (CDR)

### **Quarterly follow up inspections**

Inspections preferable unannounced will take place every quarter

### **In coming material and Components**

The manufacturer should verify that incoming components comply with the components described in the Constructional Data Report (CDR). The inspector will during the factory inspection verify all components for manufacturer, type designation, ratings and certifications according to the CDR.

The manufacturer needs to be able to show the inspector verification for all components.

Plastic parts or subassemblies with parts that could not be verified visually should be identified with a C of C (Certificate of Conformity) before acceptance, these C of C's will be checked by the inspector during visits.

Rejected incoming shipments should be separated and/or marked

Routine for handling of non-conforming parts/components should be available



**Production line**

Work descriptions or reference samples should be available.

Rejected products should be separated or marked.

**Product line testing**

Test should be conducted as required by the Listing Constructional Data Report.

Test equipment should be calibrated at least once per year, calibration records with traceability to National standards should be available.

Test equipment should be checked for proper function daily (During Production) with a dummy representing the tripping limits.

Test records for both the production line test and dummy test should be available.

Production line failures should be recorded.

Personnel conducting the tests should be knowledgeable.

All the above items regarding testing will be checked by the inspector at time of visit.




## Markings

Direct imprint labels (Provided by the manufacturer) should be accepted by the RFC (Regional Follow-up Center)

The ETL Listing Mark label consists of the following four items:

1. The ETL mark with "US" and/or "C" as identifiers
2. The word, "Listed" or "Classified" or "Recognized Component" (whichever is appropriate).
3. The Control Number issued by Intertek. This five to eleven-digit number is unique to the manufacturing site for each applicant. The control number should be under the ETL mark.
4. A standard description, which refers to the national standard used for certification shall be used.

Place for the word (if required): Recognized Component Classified	
	Example of the standard reference: Conforms to UL Std. XX. Cert. to CSA Std. CXX No. XX
Place for control number: XXXXXX	

Labels should be controlled and label records available.

Label record should include quantity of products marked with the ETL mark and reference to production period for tracking purpose (E.g. serial number, production date or date code).

Unit should be marked with manufacturers (Applicants) name, type designation, ratings and Caution/Warning (English/French) as mentioned in the Constructional Data Report.



## **Customer Complaints**

Customer complaint routines should be available including records which include response and solutions.

Routines; which ensure Intertek will be notified if a failure result in personnel injury or property damage; should be available.

## **Variations found during the inspection**

If the inspector finds a variation (deviation) from the Constructional Data Report (CDR) during an inspection, the applicant/manufacturee needs to respond to Intertek within 3 weeks with a Letter of Explanation (LoE).

Examples of variations.

Component is changed, C of C not available, Component could not be verified as described in the CDR or LR, Test equipment not calibrated, Warning/Caution markings is missing, Manual not provided with the product, Test not conducted with correct value, ETL Logo not correct, Control number is missing or Reference to the standards are not available on the label.