

Electrical Products Client IFA Check List

Getting Ready for Your Initial Factory Assessment (IFA) and Product Inspection

An Intertek Field Representative will be contacting you to schedule your Initial Factory Assessment (IFA) and Product Inspection and to review the following items with you. Please review these items prior to scheduling your IFA.

1. Is your listed product(s) in production? If the product is not being produced, when do you expect that it will be? Please schedule your inspection accordingly. It is possible to perform an IFA if you have all the required components parts available for inspection, or a sample in stock, but seeing units in production during the first inspection is preferred.
2. Is this site where the final assembly of the product is completed and ETL label is applied? Please review your Listing report to confirm that your manufacturing address is correct.
3. Do you have the required production line test equipment as noted in the listing report/CDR? Is the equipment in current calibration, and can you demonstrate your ability to perform the needed test? Production line tests should be recorded and available for review. Daily functionality checks of the test equipment is required.
4. Are there In-Process quality control procedures during the manufacturing process?
5. Have you received the ETL Listing mark that will be applied to your product? Your ETL Listed product may not be released from the factory with the Listing Mark applied until after successfully completing the IFA.

Please note: Labels may only be applied at the site where Intertek Follow-up Service inspections are performed. Direct Imprint ETL labels must be submitted and approved prior to issuance of Authority to Mark (ATM).

6. Do you have a copy of the listing report/CDR and have you reviewed it for accuracy including the critical components area? If you do not have a copy of the listing report and you are not the applicant (the company who owns the rights to the listing report), you may request a copy from the applicant.
7. Do your products contain unlisted components? Please check section 5.0 in the Listing Report/CDR for information. If yes, please set up an internal process in order to make sure the component are sent to Intertek for testing as specified in the Listing Report/CDR. Please discuss with your Intertek contact person or the Field Representative if you have any questions.
8. If the incoming materials do not meet specifications is there a segregation procedure established?
9. Electrical ratings, caution and warning markings should be available as described in the Constructional Data Report or Listing Report (English/French).
10. Customer Complaint outlines should be available including records which response and solutions.

The IFA is scheduled at your convenience. As all future inspections will be unannounced, please provide the Intertek Field Representative with a list of personnel who may be contacted when he/she arrives for future inspection. This will allow the Field Representative access to your manufacturing facility when your regular contact person is not available.

Upon successful completion of the IFA, you will receive an Authorization to Mark (ATM) form.