

IECEE

OD-G-4002 Ed. 1.0

**FACTORY SURVEILLANCE SERVICE
OPERATIONAL & RULING DOCUMENTS**

**Guidance document to OD-4002
Origination and Application of
Product Identification Document (PID)**

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0 General Principles

This document provides guidance for the preparation of the PID (OD-4002). It explains the intended approach on how to prepare the PID in an appropriate way.

The document structure follows the one of OD-4002 and the number of clause is corresponding to each other.

1 Purpose of the PID

No further guidance required.

2 Preparation of the PID

The most efficient way originating a PID is considering it already during the type approval test. At this time all necessary information are available or have to be acquired. Consequently the test engineer involved should be the one who prepares the PID. He has the best knowledge of the product and he knows the relevant information needed for in inspector for evaluating products in production. Only such information shall be put into the PID needed for an inspector to detect changes or modifications in production compared to the certified sample. The focus is set to safety relevant changes.

After finishing the PID and signed by the PID – operator it shall be reviewed by another expert. This can be also the reviewer for the TRF:

2.1 Contents of the PID

No further guidance required.
For more details see sub clauses below.

2.1.1 Extract from the TRF

The PID is a document for product description and all descriptive information from the TRF shall be copied into the PID.

Descriptive information can be found on the first pages of the TRF showing the technical data and the type label. Most of this information can also be verified by photos. Photos are the preferable method and the photo documentation is very important for PID, see below.

The second important element of the PID is the component list. For PID this list has to be more detailed than usual for the TRF.

The following parts and components shall be listed on this table:

- Electrical components connected to mains
- All alternative components
- All materials subjected to a flammability test or similar requirements
- Components for overvoltage protection (e.g. VDR, Spark gap)
- Components for overcurrent protection (e.g. circuit breaker, fuse)

- Components to limit something like temperature, pressure, movement, flow, speed, etc. (e.g. TCO)
- Components with functional safety relevance
- Data about software used in the appliance
- Mechanical parts with safety functions regarding mechanical safety (e.g. hook, suspension bolt, steel wire rope)

Under “Technical data” also mechanical properties shall be listed if relevant for safety; e.g. thickness, dimensions, materials.

2.1.2 Photo documentation

The PID – photo documentation shall show the certified sample in total and in detail. It shall also show any kind of markings including type label, warnings, classifications and hints.

If important for detecting modifications the sample has to be shown dismantled and in parts. In addition safety relevant components or parts shall be shown separately on photos from different sides.

All photos shall be labelled for a clear identification.

2.1.3 Additional data

No further guidance required.

2.2 Additional information obtained from the type approval test

Information to be listed here shall describe the production process especially critical safety related production steps. It may refer to special tools or support tools for ensuring a constant level of quality. It may also refer to special production control measures to detect possible safety relevant assembling faults at appropriate state.

If standard or special requirements do require a certain qualification of workers to ensure the safety of the certified product the PID shall also contain an appropriate description. The inspector shall be able to verify such required qualification based on the information given in the PID.

If the certification covers product family information shall be given regarding the differences between the individual members of the product family. It shall be clearly recognisable what products are included to this product family.

3 Application of the PID

The purpose of the PID is providing the factory inspector with all relevant information about certified samples.

The inspector normally has not done the type approval test and hence he has no detailed knowledge about the certified product. The PID shall enable the factory inspector to do a comparison between the certified sample as shown in the PID and the sample in production. The PID – Operator shall keep this in mind when preparing all information for the PID.