**E-Filing Checklist**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job No.: | |  | | Responsible Engineer: |  |
| Filed date: | |  | | Filed by CSO: |  |
|  | | | | | |
| **Check items** | | | | **Status** | **Remark** |
| 1 | Job sheet | | |  |  |
| 2 | Quotation | | |  |  |
| 3 | Certificate | | |  |  |
| 4 | Test report | | |  | Including photo page |
| 5 | Application documents | S/GS | CIG022; CIG023; SFT-EU-SC-01c; SFT-EU-OP-20a-cn; SFT-EU-OP-21e; SFT-EU-OP-21b; TF-DE-SC-01a-cn |  |  |
| 6 | CB | SFT-EU-SC-01c; SFT-EU-OP-21b; SFT-EU-OP-20a-cn; CB draft cert. |  |  |
| 7 | ETL | Application Form; Client Info. Sheet – SFT-ETL-OP-19c; Multiple registration Form – SFT-ETL-OP-19t |  |  |
| 8 | Other Services | Application Form |  |  |
| 9 | Other application documents | |  | Including copy of old certification |
| 10 | Test record | CR sheet | |  |  |
| 11 | Data sheet | |  | Including EMP, EMF |
| 12 | Equipment List | |  |  |
| 13 | Technical documents | Circuit diagram. | |  | Including PCB layout |
| 14 | Partlist | |  |  |
| 15 | Exploded drawing +BOM | |  | Including motor, heater drawing |
| 16 | Other tech info. | |  | Including EMC, LFGB |
| 17 | User Manual(s) /Label | | |  | In English, German |
| 18 | Component Cer. | | |  |  |
| 19 | PAH evaluation | | |  |  |
| 20 | Communication file | Letter report(s) | |  | Open notice, etc. |
| Confirmation (Declaration) | |  |  |
| Others Communication | |  |  |
| 21 | Subcontract report and log sheet | | |  |  |
| 22 | Photos | | |  |  |
| 23 | Other documents | | |  | Including Risk analysis |
| 24 | Cross-reference to other project files | | |  |  |

Remark: 1. “OK” means the material is kept properly to meet the requirement for traceability.

2. “Not applicable” means the material is not necessary to be kept in the project file.

3. The whole package of Data Sheet shall be scanned to PDF format and kept in e-file.

4. Cross-reference between projects of different product lines, or between different jobs of the same product line shall be indicated in item 24.