

CE & Conformity Questionnaire

CESA is working together with Steve Witt of SWCD to provide members with support and services to ensure compliance with CE marking and process requirements.

The following checklist will enable you to determine whether or not as a company you have the required level of documentation to meet the legal requirements of CE marking or the EC Certificate of Conformance.

	Yes	No
• Do you have an employee signing your CE certificates?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you manufacture products?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you import products from within the EU?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you import products from outside the EU?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you modify the product in anyway?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have a Product Project file or Technical construction file (TCF)	<input type="checkbox"/>	<input type="checkbox"/>
• Does your Product TCF contain the following;		
Meeting minutes	<input type="checkbox"/>	<input type="checkbox"/>
Project Plans	<input type="checkbox"/>	<input type="checkbox"/>
Drawings & design	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Product readiness reviews	<input type="checkbox"/>	<input type="checkbox"/>
O&M Manuals	<input type="checkbox"/>	<input type="checkbox"/>
Bill of Materials (BOMs)	<input type="checkbox"/>	<input type="checkbox"/>
Field trials	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have an approved suppliers list?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have internal product testing reports?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have any external testing reports such as:-		
Electromagnetic Compatibility	<input type="checkbox"/>	<input type="checkbox"/>
Product Electrical testing	<input type="checkbox"/>	<input type="checkbox"/>
• Have you written and signed an EC Declaration of Conformity?	<input type="checkbox"/>	<input type="checkbox"/>

As CE marking is a legal requirement companies must treat compliance as an essential requirement and have the necessary procedures and record keeping in place. Whether as the OEM or as the importer or distributor of finished products.

If you have answered 'No' to any of the questions it is important to resolve the issue. CESA has agreed a free introductory consultation with SWCD in order for them to provide specialist consultancy services to review and to specify work required to resolve the matter and ensure that the company and its employees are protected from any associated risk.

Further work will be agreed between the two parties at £550 per day + costs and this will be detailed in a letter for agreement signed by both parties. This will be invoiced by CESA based on agreement of the cost and work involved. Once payments have cleared SWCD will undertake the work.

For your free consultation please contact stevewitt75@outlook.com or keith.warren@cesa.org.uk