

GUIDE 22

General criteria for supplier's declaration of conformity

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Foreword

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Draft Guides adopted by the responsible Committee or Group are circulated to national bodies for voting. Publication as a Guide requires approval by at least 75 % of the national bodies casting a vote.

ISO/IEC Guide 22 was prepared by the Committee on Conformity Assessment (CASCO), working group WG 9, *Supplier's declaration*, in liaison with ISO/IEC JTC 1/SWG-CA.

This second edition cancels and replaces the first edition (ISO/IEC Guide 22:1982).

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Introduction

This Guide has been drawn up with the objective of providing general criteria for producing the supplier's declaration of conformity.

It specifies the procedures to be used when a supplier offers or is requested to declare that a product, process or service is in conformity with normative documents, which may include standards. Such a declaration of conformity issued by a supplier may also make reference to the results of assessments by one or more third parties. Such references are not to be interpreted as reducing the responsibility of the supplier in any way.

This Guide is to be regarded as a tool for the supplier's declaration procedure only. It does not define any particular subject for the declaration.

These general criteria are applicable to all sectors. However, the criteria may need to be supplemented for specific purposes, for example for use in connection with technical regulations.

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General criteria for supplier's declaration of conformity

1 Scope

This Guide specifies general criteria for a supplier's declaration of conformity in cases where it is desirable, or necessary, that conformity of a product, process or service to normative documents be indicated, irrespective of the sector involved. The supplier may then declare under his/her responsibility the conformity to normative documents.

2 Definitions

For the purposes of this Guide, the following definitions contained in ISO/IEC Guide 2:1996, *Standardization and related activities — General vocabulary*, apply, except that an additional informative note (note 1) has been added to definition 2.4.

2.1 normative document: Document that provides rules, guidelines or characteristics for activities or their results.

NOTES

1 The term "normative document" is a generic term that covers such documents as standards, technical specifications, codes of practice and regulations.

2 A document is to be understood as any medium with information recorded on or in it.

3 The terms for different kinds of normative documents are defined considering the document and its content as a single entity.

2.2 standard: Document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

NOTE — Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

2.3 assurance of conformity: Activity resulting in a statement giving confidence that a product, process or service fulfils specified requirements.

NOTE — For a product, the statement may be in the form of a document, a label or other equivalent means. It may also be printed in or applied on a communication, a catalogue, an invoice, a user instructions manual, etc. relating to the product.

2.4 supplier's declaration: Procedure by which a supplier gives written assurance that a product, process or service conforms to specified requirements.

NOTES

1 The supplier is the party that supplies the product, process or service and may be a manufacturer, distributor, importer, assembler, service organization, etc.

2 In order to avoid any confusion, the expression "self-certification" should not be used.

3 Objective of the declaration

The objective of the declaration is to give assurance that the product, process or service concerned is in conformity with those normative documents to which the declaration refers, and to make clear who is responsible for that conformity.

4 General requirements

The supplier shall be responsible for the characteristics of the products, processes or services covered by the normative documents to which the declaration refers.

The declaration shall be based on testing or assessment by a first, second or third party.

The supplier has the option of indicating in the declaration whether, for example, an accredited laboratory and/or other conformity assessment activities or

programmes have been involved, or whether any certificates/marks/registrations have been obtained.

5 Contents of the declaration

5.1 The declaration shall contain sufficient information to enable the user to identify the supplier making the declaration, the products, processes and services covered, the standards or other normative documents involved, and the person signing the declaration.

As a minimum the declaration shall contain the following:

- a) the name and address of the supplier issuing the declaration;
- b) the identification of the product, process or service (e.g. name, type or model number and/or other relevant supplementary information); the declaration shall cover all individual instances of supply for a series of products, processes or services of the same type;
- c) the conformity statement;
- d) the referenced normative documents in a precise, complete and clearly defined way, as well as the selected options, if any;
- e) the date and place of issue of the declaration;
- f) the signature, name and function of the authorized person(s) acting on behalf of the supplier.

An example of a declaration of conformity is contained in annex A.

5.2 Additional information may be supplied so that it is possible to relate the declaration to the conformity assessment results on which it is based, for example:

- the name and address of the test laboratory or certification body involved;
- reference to a conformance test report;
- reference to the management system involved, i.e. self-assessed or certified/registered;
- reference to the laboratory accreditation document.

6 Form of declaration

The declaration normally has the form of a separate document. It may alternatively be given in, for example, a statement, catalogue, invoice, or user's instructions relevant to the product, process or service.

7 Product marking

If parts of the declaration are indicated as marking on the product (e.g. reference to a standard), this shall not be done in a manner that can be confused with certification marking. Such marking shall be traceable back to the declaration of conformity.

No product marking which refers to management systems is allowed unless legally required.

Annex A

Declaration of conformity in accordance with ISO/IEC Guide 22

No. (1)

Supplier: (2).....
.....
.....

Address:
.....
.....

Product: (3).....
.....
.....

The product described above is in conformity with:

Document No.	Title	Edition/Date of issue
(4)		
.....		
.....		

Additional information:
(5)
.....
.....

.....
(Place and date of issue)

(6)
(Name, function) (Signature)

Guidance to complete the form of declaration

(Numbers in parentheses refer to the previous page of this annex)

- (1) Every declaration should be identified for easy reference.
- (2) The issuing supplier should be unequivocally specified. For larger companies, it may be necessary to specify operation groups or departments.
- (3) The word "Product" should be replaced, as necessary, by "Process" or "Service" or another word according to the application of the declaration.

The "product" should be unequivocally described so that the declaration may be related to the product in question. For mass-produced products, it is not necessary to give individual serial numbers.

("Product": it is sufficient to give the name, type, model number/batch number, etc.)

- (4) The documents should be listed with their document identification, title and date of issue.
- (5) The sub-heading text should appear only if additional information is given. Such information may, for example, correspond to 5.2 or may make reference to related product marking in accordance with clause 7. Such product marking or other indication (e.g. on the product) may be an attachment to the declaration.
- (6) The number of signatures included will be the minimum determined by the legal form of the supplier's organization.

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