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1 Informative

For equipment according to Part 3, Regulation 39, Clause (1) b) ii) of Statutory Instrument 2016 No. 1107 as amended, the Schedule 3A, Part 6 (internal production control) shall be applied. It is set out that the product documentation of non-electrical equipment of the equipment groups I and II, equipment categories M2 and 2 shall be submitted to an approved body such as IBExU UK Ltd. (hereinafter referred to as IBExU[®] UK) and stored there.

The manufacturer and, where applicable, other economic operators in the meaning of Statutory Instrument 2016 No. 1107 as amended are responsible for the implementation of the Schedule 3A, Part 6 of Statutory Instrument 2016 No. 1107 as amended and thus for the deposition of product documentation.

The product documentation intended for deposition may be submitted both as hard copies and in electronic format. **In case of hard copies, please refer to the shipping address of IBExU[®] DE.**

Note:

With respect to the deposition medium used, it must be taken into account that the legibility of the submitted documents is ensured over the entire retention period. The legibility of documents is not under the responsibility of the approved body.

The requirements on the content of product documentation to be submitted are specified in Schedule 3A, Part 6 of Statutory Instrument 2016 No. 1107 as amended. Product documentation must enable the conformity of the product with the applicable requirements of Statutory Instrument 2016 No. 1107 as amended. In the case of damage, the product documentation serves to prove that the economic operator has fulfilled the applicable requirements of Statutory Instrument 2016 No. 1107 as amended.

In accordance with Statutory Instrument 2016 No. 1107 as amended, the product documentation submitted will be stored by IBExU[®] DE (as subcontractor to IBExU[®] UK) for a period of ten years after placing the product on the market.

Important:

This means that type- / production series-related documentation must be stored with placing the first product of this type / production series on the market. The retention period ends only ten years after placing the last product of this type / production series on the market, so that submitted product documentation must generally be stored at IBExU[®] DE for more than ten years.

IBExU[®] DE will acknowledge in writing the receipt of the product documentation.

After expiry of the required retention period, the product documentation will be shredded.

2 Deposition options

Product documentation can be retained either related to the order number / serial number or related to the type / production series.

In case of deposition of an order number- / serial number-related product documentation, the required retention period of ten years begins with receipt of the product documentation at IBExU[®] DE. Further products with reference to the submitted product documentation are not

placed on the market. After expiry of the required retention period, the product documentation will be shredded.

A type- / production series-related product documentation is to be submitted for deposition with placing the first product of this type / production series on the market. However, the required retention period of ten years only begins after IBExU® UK has been informed in writing about the last placing of a product of this type / production series on the market. Without receipt of such information, the deposition will be maintained. From the eleventh year after receipt of the product documentation (initial process), the economic operator will be charged for annual follow-up fees according to the current price list. After expiry of the required retention period, the product documentation will be shredded.

3 Appointment of a deposition (initial process)

For the commissioning of deposition of product documentation, the form “Deposition | Application” published on the website of IBExU® UK should be used (www.ibexu.uk/services/deposition-ukex/).

The following applies to the product documentation to be submitted:

1. file the documents into a folder, or similar, or save them on a data medium
2. seal the folder, or similar, for example with a company adhesive tape | if possible, do not use paper strips since they can tear during transport
3. mark the folder, or similar, with information on the economic operator and the product | these details must comply with the details in the application for deposition of product documentation
4. pack the sealed product documentation intended for storage into a shipping box or similar and enclose the completed application form
5. close and seal the shipping box and send it to:
IBExU Institut für Sicherheitstechnik GmbH
Fuchsmühlenweg 7
09599 Freiberg | Germany

4 Appointment of a deposition (addition / amendment)

Additions / amendments can be made to a product documentation that is already stored. An exchange or return of stored product documentation is not possible.

In the case of additions / amendments, the initial process to which subsequent documentation should be submitted must be indicated on the application form. The handling is the same as that of the initial process. The product details as specified in the initial process will be taken over in the confirmation of deposition.

5 Costs

The costs are based on the current price list. It is available on request.

If a product documentation must be stored at IBExU® for more than ten years, the manufacturer will be charged for annual follow-up fees according to the current price list from the eleventh year after receipt of the product documentation.

After expiry of the required retention period, the product documentation will be shredded by a company commissioned with document destruction.