

TCO Certified Displays – Application Process



All types of Flat Panel Displays (Computer Displays, TVs, Digital Signage, ATM displays etc) may be tested to the TCO Certified Displays criteria unless the product is otherwise covered by an alternative TCO Certified criteria document (such as Tablets). All relevant documents (Criteria Documents, Price List, Application form, etc.) can be downloaded from the TCO webpage at: www.tcodevelopment.com

The following points help clarify step by step the application process for certification and maintaining the certificate.

1. Send the product for testing and the Environmental and CSR documents for review

A sample of the product must be tested and comply with all applicable usability requirements in the latest TCO Certified product criteria document. The sample shall be representative of those intended for mass production (prototypes are accepted). All declarations in the Environmental and CSR section must pass a review by a TCO Development approved Environmental Reviewer (E.R). The list of Accepted Laboratories is found on the TCO Development webpage. These companies are competitors and have their own pricing policies.

2. Sign an agreement with TCO Development

If the Company wishing to TCO Certify a product is new to TCO Development, then a signed agreement between TCO Development and the Company in question must exist before their application can be registered. On request, we will send you 2 copies of the agreement which have already been signed by TCO Development's CEO. A responsible person at the Company shall sign both copies and return only one copy to TCO Development. To receive the agreement, please first provide us with the relevant company information (full company name, address, telephone number, website, name of contact person with e-mail address, name of CEO or other responsible person who shall sign the agreement). If you would just like to read through the agreement first, then a pdf copy can be sent to you before an official copy for signing is issued.

3. Send the application to TCO Development

When the product has passed all the tests and you have received the laboratory reports/verification letters, you can apply for the product to be TCO Certified either directly to TCO Development or ask the test laboratory to apply for you. If an agent is applying on a client's behalf for the first time then a power of attorney from the applicant company shall be submitted (a scanned copy is acceptable).

An application to TCO Development shall include the following documents:

- Application form (available for download at the TCO Development webpage).
- Applicable test reports for
 - Low Emission
 - Energy saving
 - Visual Ergonomics
 - Work load Ergonomics Declaration
 - Acoustic Noise
 - Environmental and CSR verification
 - Edge verification (when applying for Edge certification compliance)
 - Safety certificate (EN/IEC 60950 or EN/IEC 60065) issued by a laboratory within the CB scheme. If applicable a copy of the safety certificate for the External Power Supply (EPS).
- Copies of the FPD and External Power Supply marking labels
- Type Designation Key explaining open symbols, which are to be replaced by an asterisk (*)

Test report clarification

TCO Development require copies of the test lab issued verifications and test reports with applications. Asterisks (*) in the Model name may only be shown on the verification page and application. **Note!** A full CB report does not need to be submitted, the verification pages are satisfactory.

The test report shall include the following information about the tested product:

- The aspect ratio
- If the product has LED backlight
- If the product has height adjustment and a pivot stand
- Photos of the test product: Front & Rear, Open Panel (with visible panel marking label) and one close up of the Panel Marking label (legible).
- Photo of the External Power Supply with legible marking label.

Panel name clarification:

The test report shall always show the full panel brand and type number of the actual panel tested. This includes the suffix, all dots and brackets. An Asterisk (*) in the panel name may only be shown on the verification page and application.

Asterisk (*) in the Model, Panel and External power supply name clarification

Some clients wish to use an Asterisk in the product Model, Panel and External power supply names since differences in the configurations do not affect TCO Certified criteria. In these cases a *type designation key* shall be sent to the Test laboratory for verification. It is the test laboratory's responsibility to review any type key for the model or panel so as to guarantee that all possible configurations are covered by the test report and will comply with all TCO Certified criteria.

Some important details to remember when creating a type key

- Only the number of asterisks covered by the verifications is accepted; this means that if the *Application Form* includes 2 asterisks, but the Verifications only 1 asterisk, then TCO Certification will only write 1 asterisk on the Certificate.

- A *type designation key* is required to show all the different configurations involved. No general explanations such as * can be A-Z” will be accepted.
- A Maximum of 2 asterisks may be used in the product Model name and it is only permitted to use asterisks in the suffix section of the Panel and External power supply names. No asterisks may be included in the Sales names.
- An asterisk shall cover at least 2 different configurations.
- If the company wishes to update an already certified product Model name with new or additional configurations, this is possible as long as the original Model name is not extended.
Example: ABC may become A*C (* = B or D). ABC may not become ABC* (* = blank, D or E).

Note! If different Laboratories are used for the testing and environment review, then it is the responsibility of the applicant to inform the test labs of their intent to use any asterisks in the application, so that the model numbers on the Test and Environment verifications are identical to those on the *Application Form*.

OEM procedure clarification

If the application is Original Equipment Manufacturer (OEM) based, then only copies of the issued verification pages without full test reports shall be submitted together with the other *application documents* listed above to TCO Development.

To qualify the FPD as an OEM product the applicant must sign a “*Declaration of Identity*” that states the model is completely identical to the original TCO Certified product except for Brand and Model name. This statement is verified by a TCO Development laboratory reviewer. It is the responsibility of the reviewer to issue *only* verification documents that confirm the applicant’s claim. No full test report shall be issued since no *original test report values* may be copied into an OEM report.

A “*Declaration of Identity*” (DOI) shall contain a formal assurance that the products are identical and shall be signed by the responsible person at the applicant company. If there is any deviation, e.g. a technical or used plastic difference compared to the basic model, then this shall be mentioned in the DOI and the Laboratory will make the judgement if a re-test or additional environmental templates are necessary. **Note!** The OEM product must be based on an original product that is TCO Certified and the documents used as the basis for the OEM verifications shall not be more than 2 years old.

For an OEM application the following documents shall be completed by the either the Brand owner or Applicant (depending on which is requested to sign the Environment template in the mandate) and sent to the test laboratory for review & verification:

For TCO Certified Displays:

- To the Environment Reviewer for verification:
 - A.1.1 (TCO Document)
 - A.6.2.1 (Environmental management system)
 - A.6.5.1 (Warranty and spare parts)
 - A.6.6.5 (Take-back system)
 - A.6.7.1 (Hazardous substances in product packaging)
 - A.6.7.2 (Preparation for recycling of product packaging material)
 - A.7.1 (Social responsibility)
 - A.7.1 (Senior management representative)
- To the Test Lab & Ecology reviewer for verification:
 - A copy of the marking label/rating label *
 - A “Declaration of Identity”*
 - Specified type key if used*

***These documents shall be sent to TCO Development together with the *Application Form* and test laboratory verifications for Emissions, Energy, Visual Ergonomics and Environment.**

Send the application in one of the following ways:

- As a PDF file to: certification@tcodevelopment.com
- By regular post to: Certification team
TCO Development
Linnégatan 14
SE-114 94 Stockholm, SWEDEN

Note! If the applicant has invoices that are 40 days overdue TCO Development reserves the right to not expedite the application. The applicant will be notified about the situation.

4. We send you the certificate

TCO Development will check to see if the application is complete. If it is incomplete, TCO Development will contact the applicant, agent or representative handling the application and advice about what is missing. Once the application is satisfactory TCO Development will issue a certificate and send a copy by e-mail to the recipient indicated on the application form. This is normally done within a week. The original certificate will be kept at TCO unless you state on the application form under *other information* that you wish to receive the certificate in paper form as well. The original invoice will be sent by regular post to the invoice address given on the *Application Form* within a week of the certificate being issued.

Showing the TCO Certified logo clarification

The TCO Certified, TCO'03 or TCO'06 logo must at all-time be reproduced in a quality that allows the text to be legible. The minimum size for the trademark TCO'03 and TCO'06 is 12,4 mm x 15 mm and for TCO Certified 7.5 mm x 12mm. These minimum measurements are also valid if the logo is placed on the packaging. The colour of the logo may only be reproduced as; the standard colour version (Green surround & blue writing on white or transparent background), a Black & White or a Greyscale version.

5. Updating a TCO Certified certificate

The certificate may be updated free of charge within 30 days of the original issue date. This offer includes adding of Sales name (up to the first 5 sales name for each model are free of charge), update of the Type Designation Key and Critical Components. When adding sales names it is enough to complete the application form stating the sales name to be added. Update of type key requires the application form and an updated Type Designation Key.

Update of critical component clarification

According to the agreement signed between TCO Development and The Company, it is the applicant's responsibility to ensure that all manufactured TCO Certified products consistently fulfil the criteria. If critical components in the product are changed from the originally tested configuration it may be necessary to verify that the product still fulfils all criteria. The decision of how to verify compliance with the TCO Certified criteria is made by the applicant. However, the table below is a list of so-called critical information that is considered to have an impact on the criteria. If a critical component shown on the certificate is changed, it is necessary to re-test some of the parameters. The certificate will also need to be updated.

TCO03, TCO06 & TCO Certified Displays 5

Critical component / Critical information	Area of Criteria	Retest	Comments
LCD panel ¹⁾	Emission	Yes	
	Energy	Yes	
	Environment (TCO'03, '06)	Yes	A.6.2.4, A.6.3.2
	Environment (TCO Certified)	Yes	A.6.4 ³⁾ , A.6.6.4
	Visual ergonomics	Yes	
	Work load ergonomics	No	
	Electrical safety	No	Covered
External power supply ¹⁾	Emission	Yes	
	Energy	Yes	
	Ecology (TCO'03, '06)	Yes	A.6.2.4 If the plastics/flame retardant is changed.
	Ecology (TCO Certified)	Yes	A.6.4 ³⁾ If the plastics/flame retardant is changed.
	Visual ergonomics	No	Minimum impact
	Work load ergonomics	No	
	Electrical safety	Yes	Copy of certificate required
New plastics/flame retardants ²⁾	Environment (TCO'03, '06)	Yes	A.6.2.4
	Environment (TCO Certified)	Yes	A.6.4 ³⁾
New manufacturing plant ²⁾	Environment (TCO'03, '06)	Yes	A.6.1
	Environment (TCO Certified)	No	
Additional sales market(s)	Environment (TCO'03, '06)	Yes	A.6.3.5 & Supportive conformation concerns the recycling information to the listed geographical markets.
	Environment (TCO Certified)	Yes	A.6.6.5 (Only if new market lacks take-back legislation)

¹⁾ The LCD Panel and the External power supply model names will be shown on the certificate. If any of these components are changed or extended the certificate shall be updated.

²⁾ If any of the Environmental parameters are changed the Environment file kept with the test lab must be updated. Normally the certificate will not be updated.

³⁾ All Environment requirements in chapter A.6.4 (A.6.4.1-A.6.4.5)

Note! For information on updating Model names please see the *Asterisk clarification* under point 3.

6. Prolonging a certificate

At the end of the certificates validity, TCO Development will contact the certificate owner to verify their wish to prolong the certificate or to archive it. If the certificate owner wishes to prolong the certificate another year, then they will need to fill in and sign the Prolongation Form and pay the annual fee (see recent price list). If an answer is not received or the certificate owner makes it clear that the certificate is not to be prolonged, then TCO Development will archive the certificate and it will no longer be seen on the TCO Certified Web data base.

Note! TCO Development charge a fee if the certificate is to be re-opened.

7. Upgrading a certificate

It is possible to upgrade a valid certificate to the latest version of TCO Certified Displays. The test laboratory will advise you on which tests need to be complemented with extra testing and which may only be necessary to issue a verification page of conformity (since the test procedure has not been changed in the newer version of the criteria document).

An upgrade of a certificate can usually be obtained at a reduced price from TCO Development. Please see our latest Price List for details.

8. Certification according to previous Criteria document versions

Since 1st January 2009, no new applications for TCO'99 have been accepted. Only updating of existing certificates is possible until 31st December 2011.

From 1st December 2011 no new applications for TCO'03 or TCO'06 are accepted. Only updating or validity extension of existing certificates is possible until 1st December 2014.

When for example; TCO Certified Displays 6 is released then it will no longer be possible to certify according to the previous version TCO Certified Displays 5. Only updates for the following 2 years will be accepted.

Before a new TCO Certified criteria document replaces another, there is a pre-test period of at most 6 months, there it is possible to verify the product complies with the new criteria document. However, new version certificates will not be issued during the pretest period until the final version of the new criteria document is launched. Until then the product may be certified to the current displays certification and be later upgraded to the new version after the launch date.

Note! Subsequent versions like, 6.1, 6.2, 6.3 etc., might be released, but these are to be considered only as updates within the sixth version with improved precision of the mandates and test methods. These updates are not to be considered stricter whilst they share the same number before the decimal.

9. Applying for TCO Certified Edge

To apply for a TCO Certified Edge Displays certificate it is necessary that the product is certified according to the regular TCO Certified Displays program and that the FPD has fulfilled at least one Edge criterion. A verification of Edge compliance (and a test report if testing is necessary) is issued by a TCO Development approved Test laboratory or Environment reviewer.

Please visit www.tcodevelopment.com for more information about Edge criteria or contact TCO Development if you have a proposal for an Edge criterion for us to consider.

10. Support

If you want to certify your products and are looking for support in the interpretation of the Criteria Document, then TCO Development has partner laboratories all over the world who can explain the content of the document and the application process

For more information please contact:

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