

# TCO Certified

Generation 8, for network equipment

# TCO Certified – driving sustainable development in IT products

Established in 1992, TCO Certified is a global sustainability certification for IT products. Certificates are valid worldwide and can be used as proof in all countries, without the need for local adaptation. TCO Certified is currently available for eleven product categories: displays, notebooks, tablets, smartphones, desktops, all-in-one PCs, projectors, headsets, servers, network equipment and data storage. The organization behind TCO Certified is TCO Development.

## **Comprehensive criteria with a life cycle perspective**

Certified products must meet comprehensive environmental and social criteria throughout the life cycle. The criteria are science-based and developed in an open process with TCO Development's international network of stakeholders which includes users, buyers, industry, NGOs, researchers and subject matter experts. To address the most pressing sustainability challenges and stay current with the latest technology developments, a new generation of TCO Certified is released every three years.

## **A third-party certification, independently verified**

TCO Certified is a third-party certification, independent of the IT industry and buyers. It meets the requirements in ISO 14024 Ecolabel Type 1 and has been approved by the [Global Ecolabelling Network](#) as part of the GENICES peer review process. Independent verification organizations, accredited to ISO 17025, verify that products conform with all criteria in TCO Certified. Verification is done both before and after certification, throughout the full validity period of the certificates.

## **How to certify**

Certifying your products is straightforward. You'll find a guide that explains the process and what you need to do at [tcocertified.com](https://tcocertified.com). It generally takes three to five weeks to receive the certificate, once all documents and the product sample are delivered to the verification organization.

## **Need help?**

Need help getting started? Or, would you like us to explain the certification process in more detail? Our certification team is always here to help. Email us on [certification@tcodevelopment.com](mailto:certification@tcodevelopment.com). Our approved verifiers around the world are also at your hand, and are able to explain the criteria and certification process in your local language. Contact details are available on [tcocertified.com](https://tcocertified.com).

# About this document

This is TCO Certified, generation 8, for network equipment, released in December 2019. Network equipment is defined as a device whose primary function is to pass Internet Protocol traffic among various network interfaces/ports. This product category includes broadband access equipment such as broadband modems, integrated access devices and optical network termination devices. It also includes local network equipment such as access points, routers and switches.

## All product categories are generation 8

TCO Certified is available for eleven product categories and they all have the same generation number: generation 8. A majority of the criteria are the same for all product categories.

### The criteria include:

**Mandate:** A description of the requirements that needs to be fulfilled, and how conformity is verified. Forms and signatures for application are available in chapter 11 of this document.

**Definitions:** Explanations of important terms relevant to the criterion.

**References:** References to sources, presented in chapter 10.

Clarifications: Further details and explanations of the mandate.

### Conformity

Conformity with the mandates is verified by verification organizations (verifiers) independent of both the certification body (TCO Development), the applicant and the brand owner. Each mandate includes a description of the proof that must be submitted to the verifier, and to TCO Development together with the application form. This may be a test report or a verification report:

1. A test report presents the results from tests conducted by a test facility accredited to ISO 17025, and is issued by that same facility.
2. A verification report is issued by a verifier approved by TCO Development and includes a summary and a result (pass or fail) based on either:
  - a test report issued by the same test facility,
  - a test report issued by a different test facility, or
  - certificates or other proof from the company or brand owner applying for the certificate.

### Editions of TCO Certified

When we publish a new generation of TCO Certified, our ambition is always to maintain criteria levels until the next generation of TCO Certified is launched, which typically happens after three years. Several editions of the criteria document may be released, but will be considered only as updates within the eighth generation, with improved precision of the mandates, test methods and clarifications. To ensure that all currently certified products complies with the new edition of the criteria document, the criteria levels are never raised within a generation

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# 1 Product and sustainability information

## **TCO Certified – sustainability certification in accordance with ISO 14024**

TCO Certified is a third-party certification that meets the requirements of ISO 14024 Ecolabel Type 1. The certification has been assessed and approved by the Global Ecolabelling Network, as part of the GENICES peer review process. The ISO 14024 standard establishes the principles and procedures for third-party ecolabels, ensuring that consumers and professional purchasers are given accurate and comparable information. Criteria must cover the product life cycle and be based on scientific principles. Compliance with criteria must be verified by an independent party.

## **Data gathering in TCO Certified**

To measure the impact of TCO Certified and the sustainability benefits of certified products, TCO Development continually collects data based on the use of the certification. The collected data is used in several ways:

- For TCO Development, the data is crucial for the continuous development of TCO Certified. It is used to ensure that criteria are set at reasonable levels and that the most relevant sustainability challenges are being addressed, throughout the product's life cycle.
- Manufacturers and brand owners use the data to verify their performance in various sustainability areas, and compare with their peers.
- Other stakeholders, such as purchasing organizations, use the data as key performance indicators to determine the sustainability benefits for their organization by asking for TCO Certified, and to track this over time.

# 1.1 Information to end users

## Background

End users must clearly be able to identify which products are certified and what sustainability features the product fulfills.

## Applicability

All product categories.

## References

The license agreement between TCO Development and the applicant/brand owner.

### 1.1.1 Mandate

1. The information document for end users must be written in English or in the local language of the country where the product is to be sold. It must accompany the product in at least one of the following ways:
  - As a separate printed or digital document.
  - Included in a printed or digital user manual.
  - As a separate digital document that is hosted on the brand owner's website. A direct link to the document must be included in the printed or digital user manual mentioned above.
2. The product and its packaging must be labeled with the TCO Certified logo. See clarifications for details.

#### Submit the following to an approved verifier:

- A completed and signed product form (chapter 11.3).

#### Submit the following together with the application to TCO Development:

A copy of the verification report(s) from a verifier approved by TCO Development.

### 1.1.2 Clarification

Products that are designed to be installed in a rack (supporting framework to hold hardware modules, typically servers, data storage products and networking equipment) are excluded from "Part 2 - labeling of the product and packaging".

#### Part 1 - information document for end users

No editorial changes to the information document for end users are accepted without consent from TCO Development. The information document for end users is available at [tcocertified.com](https://tcocertified.com).

If the applicant is separate from the brand owner, the applicant must ensure that the brand owner agrees to fulfill their part of this requirement.

#### The mandate is fulfilled in one of the following ways:

1. As a separate printed or digital document



The information document for end users in print or on digital media is placed together with the product in the packaging.

2. In a printed or digital user manual

The information document for end users is included in a printed or digital user manual that accompanies the product when it is distributed to the end user. The content of the document, with the headline "TCO Certified", must be a separate chapter of the user manual and be included in the table of contents.

3. As a separate digital document that is hosted on the brand owner's website.

The information document for end users is placed on the brand owner's website. A direct link to the information document is placed in the printed or digital user manual that accompanies the product when it is distributed to the end user. TCO Certified must be a separate headline in the user manual. The headline must be visible in the table of contents.

## **Part 2 - labeling of the product and packaging**

### **The TCO Certified logo must be displayed in one of the following ways:**

#### **Alternative A**

On a permanent or temporary label. Temporary labels must be affixed to the product with an adhesive or cling-type application.

- a. The logo must be visible on the top or front of the product. (The front of the product is defined as the surface seen when viewing the product from the front and may include the stand. The top is defined as the surface that is seen from the top and the back is the surface that is seen from the back.)
- b. The minimum size of the logo is 16mm in width and 10mm in height.
- c. If the logo is to be placed alongside other logos or graphic elements, a minimum of 2,5mm padding must be used on all sides of the TCO Certified logo.

#### **Exception**

If the top and front of the product don't have a contiguous and coplanar area (area used for display or touch input are excluded) which is at least 16mm in width or 10mm in height, then the logo may be placed on the backside of the product.

#### **Alternative B**

Via electronic labeling displayed on the screen in one of the below ways:

- a. During the startup of the product:  
The logo must cover at least 1% of the screen but the text "certified" in the logo must be legible. The logo must be in color, black, or white and must automatically (without the need of interaction) appear at system start-up, and must be displayed for a minimum of 0,5 seconds.
- b. Via a shortcut on the desktop screen of the product.  
The shortcut must have an icon in the form of the TCO Certified logo in color and it shall link to "the information document for end-users" which may be published on the brand owner's homepage. The document is available at [tcocertified.com](https://tcocertified.com).
- c. TCO Certified logo as a part of the product picture

The TCO Certified logo is shown on the first product picture where the product is marketed on the brand owners web site. In the product specification on this page, TCO Certified is also listed with a link to the "information to end-user document" which is the document required under mandate 1.1 point 1.

TCO Development will consider alternative proposals for electronic labeling on a case-by-case basis.

**The retail packaging of the product must be labeled with the TCO Certified logo:**

- a. The minimum size of the logo must be 16mm in width, and 10mm in height.
- b. If the logo is to be placed alongside other logos or graphic elements, a minimum of 2,5mm padding must be used on all sides of the TCO Certified logo.

The certificate owner and brand owner must also conform with all the other logo rules on color, design, marketing, etc., that are specified in the TCO Certified license agreement appendix 2. The following two paragraphs (§2.2 and §2.5 in appendix 2 of the license agreement) are replaced by the rules listed above if a conflict occurs:

**Paragraphs that may be replaced:**

§2.5 The TCO Certified logo must at all time be reproduced in a quality that allows the text of the TCO Certified logo to be read under normal circumstances. Recommended minimum size for the trademarks TCO Certified and TCO Certified Edge can be found in "Using the TCO Certified brand" guide available at [tcocertified.com](http://tcocertified.com). If there are limitations and a smaller or different type of logo is used this must first be agreed on in writing with TCO Development.

## 1.2 Product specification

### Background

It is important to ensure that each product to be certified corresponds exactly to the product specification. Therefore, a physical sample of each product to be certified must be sent to an approved verifier, that examines it carefully to ensure that product marking and physical aspects conform with the reported information from the applicant or brand owner.

### Definition

The marking label is a label with the product's electrical rating (voltage, frequency, current), the manufacturer's name, trademark or identification mark, and the manufacturer's model or type reference according to IEC 60 950:1 clause 1.7.1.

### Applicability

All product categories.

### References

1.1.

#### 1.2.1 Mandate

A product specification and marking label must be provided for the product.

#### Submit the following to an approved verifier:

1. A copy of the marking label, for the product and all external power supplies.
2. A completed and signed product form (chapter 11.3).

#### Submit the following together with the application to TCO Development:

1. A copy of the verification report(s) from a verifier approved by TCO Development.

#### 1.2.2 Clarification

The template must be completed with the requested information about the product. A type key that includes an asterisk (\*) for unidentified characters, if any, in the model name and for other identification names must be submitted to the verifier. Only two \* may be used in the model type key and each \* must include two or more options.

# 1.3 Sustainability performance

## Background

Sustainability is a long term goal and therefore a responsible way to work with sustainability is through a long term strategy. Improvements must often be phased in gradually and requires planning and preparation to not affect the business negatively. The sustainable performance indicators will help us follow the development of products and brand owners, enabling us to set criteria that are challenging but yet reasonable, and that cover the most relevant parts of the product life cycle.

The published sustainability performance indicators help determine the sustainability benefits that the certified products create, and track this over time. A purchasing organization can use the published sustainability performance indicators in sustainability reporting and, for example, implement climate compensation or other sustainability related measures connected to the sustainability impact of the product.

All sustainability performance indicators criteria are beyond the scope of TCO Certified and it is not necessary to conform with any of them to qualify for TCO Certified.

## Applicability

Network equipment.

## Definitions

Brand owner: The company or organization owning or controlling the brand name.

TCO Certified Portal: An online system to apply for TCO Certified, administer, and view certificates.

Recycled plastic is post-consumer recycled plastic that has been used in products.

Final assembly factory: A Final assembly factory is where the final assembly of the certified product is taking place and is defined as the whole operation covered by a business license, and thereby the employment agreements of the factory workers.

### 1.3.1 Mandate

- By the end of April each year, information on the previous calendar year's global production volume of the product must be reported in TCO Certified Portal (this applies until the year after a certificate has expired).
- Complete all fields for the sustainability performance indicators in chapter 11.3.

#### Submit the following to an approved verifier:

A completed and signed product form (chapter 11.3)

#### Submit the following together with the application to TCO Development:

- A copy of a verification report from a verifier approved by TCO Development.
- All results of the sustainability performance indicators must be reported in TCO Certified Portal.

## 1.3.2 Clarification

### Production volumes of certified products

- The production volumes may be reported directly by the brand owner or through an intermediate industry association.
- Reporting of production volumes can be done by combining all certified products within each product category.

### The published sustainability performance indicators

The published sustainability performance indicators are parameters that are considered extra important in order for purchasers to determine the sustainability benefits of certified products. In this generation of TCO Certified, the published sustainability performance indicators are:

1. Total product weight is an indication of the amount of potential e-waste at end-of-life. By decreasing the total product weight, e-waste can be reduced.
  - Total weight of the product and power supply (without packaging) in kg.
2. Use of recycled plastics lowers the environmental impact, including up to 80 percent lower energy consumption in manufacturing compared to virgin plastics. Less raw materials are required to produce recycled plastics, which can lead to a reduced carbon footprint. Every metric ton of recycled plastic produced can result in up to 1-3 metric tons of carbon dioxide savings, compared to virgin plastics.
  - Percentage of post-consumer recycled plastic by weight of total weight of all product parts made out of plastic. (Except panels, electronic components, cables, connectors, PWBs, insulating mylar sheets and labels)

## **The sustainability performance indicators**

All certified products must be evaluated against the sustainability performance indicators in this chapter, but it is not necessary to conform with any of them to qualify for TCO Certified.

The verifier must issue a test report covering all the criteria and upload the results to TCO Certified Portal at the time of application. The published sustainability performance indicators in the form are marked with \* and will be published by TCO Development and printed on the certificate. The rest of the data will be kept confidential and collected by TCO Development for the purpose of developing future criteria and measure the impact of TCO Certified. Compiled data may be published in an anonymous format in for example annual sustainability reports by TCO Development.

## **New applications**

Before a product is certified according to TCO Certified, conformity is verified by a verifier approved by TCO Development. When all tests have been carried out, the verifier submits answers to the questions in the sustainability performance indicators form. Additional tests are carried out if needed in order to answer the questions. Finally, a test report for sustainability performance indicators is issued by the verifier and the results are reported to TCO Certified Portal.

## **Reassessments**

Changes made to the product or its manufacturing may affect the sustainability performance indicators. The applicant can choose to do a re-assessment or not. To do a re-assessment, the necessary documentation (and in some cases the product) must be sent to a verifier that issues a test report for the sustainability performance indicators and report the new data to TCO Certified Portal.

## **Quoting sustainability performance indicators in the marketing of a product**

The following guidelines apply to all communications about sustainability performance indicators. Quoting or referring to the sustainability performance indicators in conjunction with the brand name TCO Certified is not allowed unless a written agreement to do so is made with TCO Development.

## **“Worst case” reporting**

If the verifier has conducted a “worst case” testing and accepts a number of similar configurations of the product in the issued test report based on these tests, the sustainability performance indicators may also be the same for all accepted configurations.

# Sustainability performance indicators

## 1.3.3 Public factory list

Does the brand owner have a public list of all final assembly factories for certified products?

**if yes, then the following proof must be confirmed by an approved verifier:**

A link to the public list of all final assembly factories on the brand owners website.

### Clarifications

A list of final assembly factories (including own and ODM factories) that at least include those registered by the brand owner in TCO certified Portal must be made public on the brand owner website under the heading Supply Chain or similar. The factory information must show at least the supplier name, factory full address and type of products produced at the factory. Additional information on whether the supplier has produced a GRI-based sustainability report is optional.

## 1.3.4 SA8000

Are all final assembly factories manufacturing the certified product SA8000 certified?

**if yes, then the following proof must be confirmed by an approved verifier:**

All final assembly factories manufacturing the certified product must have a valid SA8000 certificates uploaded to TCO Certified Portal.

## 1.3.5 Replaceable components

Is it possible to replace all of the critical parts listed in the “Replaceable components” criteria (6.2), without the use of heat or other tools than those intended to turn, slotted (ISO 2380), cross-recessed (Phillips® and Pozidriv®, ISO 8764) or hexalobular recess heads (Torx®, ISO 10664)?

**if yes, then the following proof must be confirmed by an approved verifier:**

Documentation proving that the sustainability performance indicator is fulfilled.

### 1.3.6 Halogens

1. Is the halogens criteria (7.2) met for all plastic parts regardless of weight?
2. Is the halogens criteria (7.2) met for the whole product without any excepted parts?

**if yes, then the following proof must be confirmed by an approved verifier:**

A copy of manufacturer's halogen-free implementation specification or similar.

#### Clarifications

Included are all types of plastic in for example panels, internal and external cables, connectors, printed wiring board and substrate laminates, insulating mylar sheets and labels.

The allowed maximum concentration limit is set to 900 ppm by weight for chlorine and bromine individually (maximum 1500 ppm for chlorine + bromine) derived from flame retardant/plasticizer/PVC (including PVC copolymer)/plastic (polymeric) material.

For electronic components other than printed wiring board and substrate laminates, each plastic within the component must contain < 1000 ppm (0.1%) of bromine and < 1000 ppm (0.1%) of chlorine by weight in homogeneous materials (maximum 1500 ppm for chlorine + bromine) derived from flame retardant/plasticizer/PVC (including PVC copolymer)/plastic (polymeric) material.

The limit value of 900 ppm as the maximum content of chlorine or bromine contained in the resin (or 1500 ppm for chlorine + bromine) has been chosen to harmonize with the IEC 61249-2-21 and IPC 4101B standards.

The limit value for electronic components (< 1000 ppm (0.1%) of bromine and < 1000 ppm (0.1%) of chlorine by weight in homogeneous materials derived from flame retardant/plasticizer/PVC (including PVC copolymer)/plastic (polymeric) material) has been chosen to harmonize with the iNEMI Definition of "Low Halogen" Electronics.

A "manufacturers halogen-free implementation specification or similar" is for example an implementation plan on how and when the brand owner is shifting towards halogen-free alternatives and for which products.



### 1.3.7 Non-halogenated substances

1. Is the non-halogenated substances criteria (7.3) met with no substances used with a GreenScreen® benchmark lower than 3?
2. Do all plastic parts regardless of weight fulfill the non-halogenated substances criteria (7.3)?

**if yes, then the following proof must be confirmed by an approved verifier:**

Documentation proving that the sustainability performance indicator is fulfilled.

### 1.3.8 Final assembly renewable energy consumption

Do all final assembly factories manufacturing the certified product use at least 20% renewable energy?

**if yes, then the following proof must be confirmed by an approved verifier:**

A copy of final assembly factories renewable energy purchases or similar documents.

### 1.3.9 Thermal operating range

Is the product communicated as having an ASHRAE classification?

**if yes, then the following proof must be confirmed by an approved verifier:**

1. The highest ASHRAE classification the product can achieve (A1, A2, A3, A4)
2. Documentation proving how the classification has been determined.
3. The ambient temperature limit that must be adhered to in order to ensure proper cooling and to avoid excess processor throttling, which may impact system performance.

## 2 Socially responsible manufacturing

### **Human rights and social responsibility in the IT supply chain**

Market competition and the constant push for new technologies have increased pressure on the IT industry to deliver new product models faster and at a lower cost. With these pressures comes the continued social risk throughout the supply chain. Problems remain with human rights and working conditions, including forced labor, working hours, wages, discrimination and unsafe work environments. From more responsible mineral supply chains, to safer factory conditions and protection of worker rights, a sustainable approach to IT products requires attention to these social responsibility issues as well as environmental factors.

IT buyers are increasingly focused on supply chain responsibility and human rights, and rely on TCO Certified as verification of product conformity.

### **TCO Certified – driving worker safety, human rights and closing non-conformities**

Chapter 2 in TCO Certified, generation 8, aims to drive more socially responsible manufacturing in the final assembly factories and throughout the supply chains. Brand owner companies and their suppliers are required to conform with criteria that cover responsible minerals sourcing, anti-corruption management and responsible manufacturing practices of the certified product, designed to increase transparency, protect worker rights and reduce exposure to hazards during the manufacturing phase.

The criteria are categorized into five main areas:

- Supply chain responsibility
- Supply chain transparency
- Anti-corruption management system
- Responsibly sourced minerals
- Process chemicals

Verification of conformity of supply chain responsibility uses a risk-based factory assessment model. Continued follow up verification is conducted for all areas in TCO Certified and is vital for monitoring that any non-conformities are corrected and closed. New criteria in this generation require that brand owners have a global policy for responsible mineral sourcing for the certified product, an anti-corruption management system covering all business of the certified product, and are taking steps to eliminate worker exposure to hazardous chemicals in the final assembly factories and the supply chains of the certified product.

## 2.1 Supply chain responsibility

### Background

Supply chains of IT products are complex and spread all over the world. The most basic aspect of socially responsible manufacturing in the supply chains is to define the responsibility. After this is done, the level of conformity and the implementation in the supply chains need to be defined. Finally, to get required results, verification is crucial. Without verification there are no considerable results. The contribution of TCO Certified is to:

- Place the responsibility on the brand owner which is on the top of the product value chain.
- Define a minimum level of the brand owner code of conduct covering the manufacturing of the certified product.
- Provide a control system to ensure that the brand owner takes the responsibility in the final assembly factories and supply chains of the certified product and works in a structured way in accordance with the code of conduct.
- Create an incentive for the brand owner to work proactively.

### Definitions

**Brand owner:** The company or organization owning or controlling the brand name of the product.

**Final assembly factory:** A Final assembly factory is where the final assembly of the certified product is taking place and is defined as the whole operation covered by a business license, and thereby the employment agreements of the factory workers.

**Corrective action plan (CAP):** A list of actions and an associated timetable detailing the remedial process to address a specific problem.

### Applicability

All product categories.

### References

2.1, 2.2, 2.3.

#### 2.1.1 Mandate

By signing this mandate, the brand owner agrees to the (1.) Commitment and agrees to conduct the (2.) Structured work. Additionally TCO Development requires that the brand owner shows (3.) Proof of the commitment and the structured work by allowing random inspections in the final assembly factories and the supply chains of the certified product, by sharing audit reports and CAPs, and by providing other documented proof described below.

##### 1. Commitment

- The brand owner must have a code of conduct for the manufacture of certified products, that is considered consistent with the following:
  - ILO's eight core conventions: 29, 87\*, 98\*, 100, 105, 111, 138 and 182.
  - UN Convention on the Rights of the Child, Article 32.

- All applicable local and national health and safety and labor laws effective in the country of manufacture and a 60 hour working week including overtime\*.

\*See clarifications 2.1.2

## 2. Structured work

- The brand owner must report the final assembly factories for each certified product model in TCO Certified Portal in the application for a new certificate.
- For each final assembly factory listed in TCO Certified Portal that the brand owner is using for the certified product, the brand owner must supervise the implementation of the code of conduct.
- In each final assembly factories and the supply chain of the certified product, the brand owner must ensure that CAPs are developed and fulfilled within reasonable time for all non-conformities against their code of conduct that the brand owner is made aware of.

## 3. Proof

1. TCO Development may conduct / commission random factory inspections (spot checks) at any final assembly factory manufacturing of the certified product and may require full audit reports during the certification period in order to assess social commitment and advancement.
2. TCO Development may also require seeing audit reports and CAPs from factories further down the supply chains of the certified product to ensure that corrective actions have been successfully implemented.
3. TCO Development additionally requires the documentation below to be verified by an independent verifier approved by TCO Development:

### Submit the following to an approved verifier:

Once a year at the SMR interview:

- The most recent version of the brand owner's code of conduct covering the final assembly factories and the supply chains of the certified product (the code of conduct must be considered consistent with the TCO Certified mandate).
- Information on the routines of how management and workers in the final assembly factories and the supply chains of the certified product have been informed about the brand owner's code of conduct.
- A completed and signed brand owner form covering the certified product (chapter 11.1).

For each application:


- Name and address of all final assembly factories manufacturing the certified product. If any factory is used that is not on the TCO Certified accepted factory list then the factory identification template must be submitted for this factory.

For each final assembly factory of the certified product

- The most recent independent audit and a CAP for each non-conformity. The audit interval is determined by the risk category of the factory. The risk category is determined by the verifier according to the mandate.

### Submit the following, together with the application to TCO Development:

- A copy of a verification report from a verifier approved by TCO Development.
- A copy of the code of conduct covering the final assembly factories and the supply chains of the certified product in English must be uploaded to TCO Certified Portal.

- All final assembly factories manufacturing the certified product must be reported in TCO Certified Portal.
  - An independent audit and a CAP for each non-conformity must be reported in TCO Certified Portal at an interval determined by the risk category of the factory for all final assembly factories manufacturing the certified product.
- 

## 2.1.2 Clarification

### General Clarifications

The mandate is a social performance mandate and criteria are based on the eight ILO (International Labour Organization) core conventions and local legislation. The mandate requires that the brand owner is in conformity with the minimum standards for code of conduct, inspection and corrective action engagement, regarding the situation at their own and/or their supplier factories manufacturing certified products.

\* Collective bargaining and freedom of association: All workers must have the right to form, join and organize trade unions of their choice and to have them bargain collectively on their behalf with employers. In situations where this is restricted under law, employers must allow workers to freely and democratically elect their own representative(s) for the purpose of defending the rights and interests of workers.

\* Local labor law clarifications:

The limit and enforcement of local law regarding working hours differs tremendously across the world. To harmonize with other initiatives and to find a reasonable level for the industry, the criteria in TCO Certified sets a maximum 60 hour working week, including overtime, as a global requirement regardless of the local law.

The criteria in TCO Certified sets a global limit for weekly working hours that includes overtime based on ILO convention 1 (56 hours per working week including overtime) and an additional 4 hours per working week is given to harmonize with SAI and RBA. Therefore, working weeks including overtime are not to exceed a total of 60 hours. A working week is considered 1 day of every 6 consecutive work days.

To monitor continued conformity during an agreed period of time, when considered necessary the factory will be required to submit working week data to TCO Development using the working week template. The template to be used will be shared with the brand owner or factory owner by TCO Development.

## **The verification process**

Proof documentation must be submitted to an independent verifier approved by TCO Development. It is the verifier's responsibility to request any additional documents necessary for the review. The verifier will evaluate the information received from the brand owner according to the following principles.

### **1. The code of conduct**

The brand owner must have their code of conduct covering the final assembly factories and the supply chains of the certified product reviewed annually by an approved verifier. This is done at the annual SMR interview as part of the verified self assessment questionnaire. If the code of conduct has not changed since the previous annual review then the brand owner does not have to submit it again. In this instance, the senior management representative for supply chain responsibility must report this to an approved verifier.

- The code of conduct must be considered consistent with:
  - ILO's eight core conventions: 29, 87\*, 98\*, 100, 105, 111, 138 and 182.
  - UN Convention on the Rights of the Child, article 32.
  - All applicable local and national health and safety and labor laws effective in the country of manufacture and a 60 hour working week including overtime\*.

\* See local labor law clarifications 2.1.2.

- The contents of the code of conduct must have been adopted by the board and addressed by management.
- The code of conduct must relate to the manufacturing of the specific product being certified.

### **2. Proof of the supply chain being informed of the code of conduct.**

The brand owner must annually submit for review by an approved verifier a description of how management and workers at all their final assembly factories of certified products are informed about the code of conduct. This is done at the annual SMR interview as part of the verified self assessment questionnaire. Proof of training classes or other means of worker training and how the factory measures the effectiveness of the worker training must be submitted for review. If there are no changes to the communication routine since the previous annual review, then the brand owner does not have to submit it again. In this instance the senior management representative must report this to an approved verifier.

Examples may be that the brand owner:

- has translated the code of conduct into local languages. This shows that the company has made efforts to inform management and employees about the code's content in their own language.
- has conducted training on the code for employees and / or management at final assembly factories or factories further down in the supply chains of the certified product.
- has made suppliers of the certified product complete a questionnaire (self-assessment) on their understanding of, and conformity with, the code of conduct.

### **3. Signed brand owner form**

The brand owner signs that the mandate is fulfilled for one or all products to be certified.

### **4. Identification of final assembly factories**

For each certified product, all final assembly factories the brand owner is using to manufacture the certified product must be identified. The approved verifier will ensure that all these factories are listed on the TCO Certified accepted factory list.

- For new final assembly factories that are not already on the TCO Certified accepted factory list the factory must be added. This is done by submitting the factory identification template with the factory's name, full address and audit information to an approved verifier.
- Each time a final assembly factory is removed, added or updated in any way, the brand owner must ensure that this information is updated in the TCO Certified accepted factory list by contacting an approved verifier.

### **5. Independent social audit reports to TCO Development**

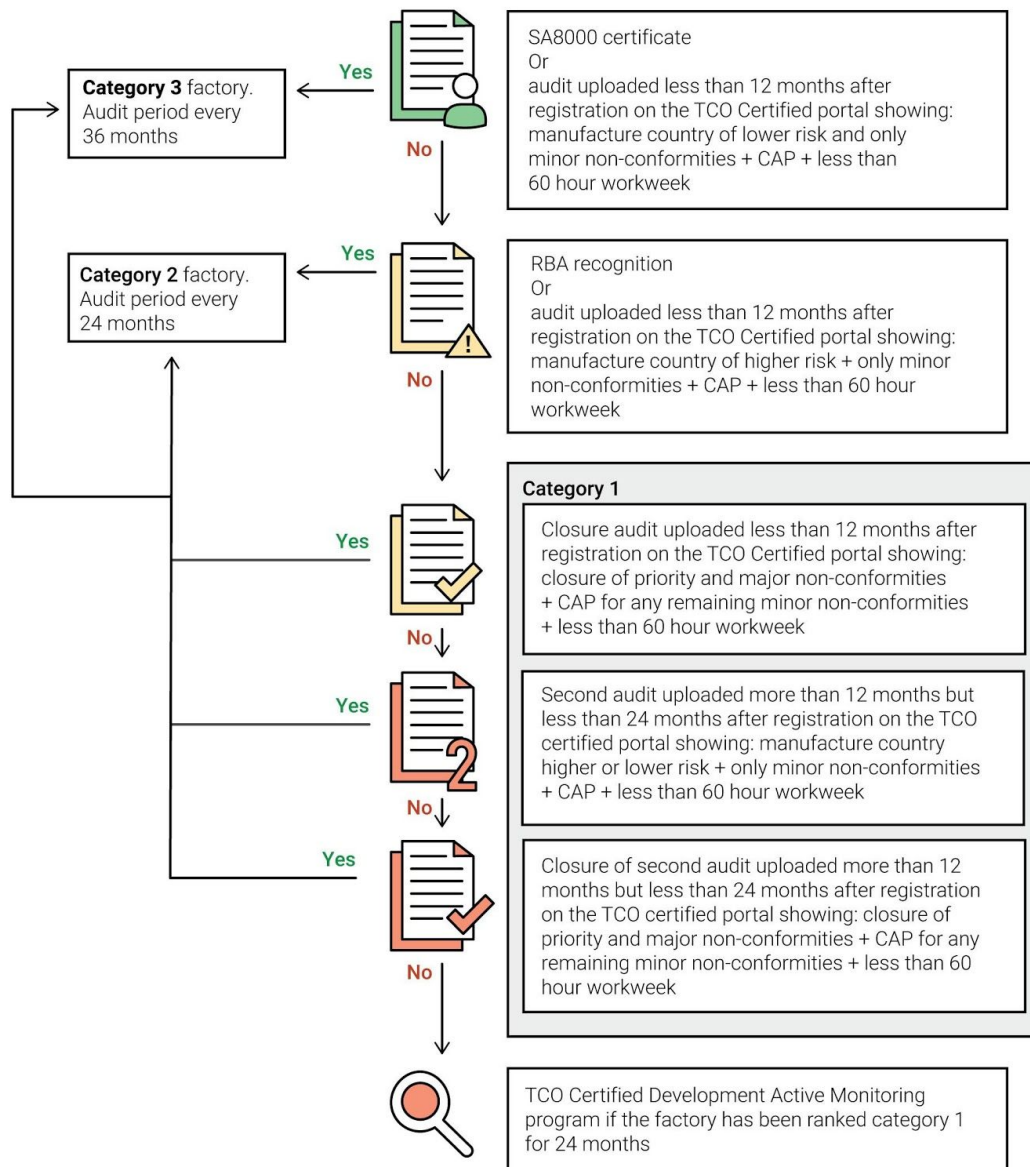
The brand owner must ensure that TCO Certified Portal is continuously updated with the most recent independent initial audit report and CAPs for any non-conformities from all the final assembly factories manufacturing the certified product.

Brand owners or applicants / manufacturers must submit audit reports and CAPs to an approved verifier for upload to TCO Certified Portal. Consistency of these reports are ensured through annual spot-checks by TCO Development.

The audit interval is determined by the risk category of the factory.

1. Independent audits must be conducted by organizations accredited to ISO 17021 and carried out by SA8000, RBA or BSCI certified lead auditors. An independent party is considered to be a person or body that is recognized as being independent of the parties involved, regarding the issue in question.
2. Types of accepted audits are:
  - a. SA8000,
  - b. RBA VAP,
  - c. RBA Non-VAP: full audit with same auditor qualification, audit and report quality as a RBA VAP audit, or
  - d. BSCI: full audit with at least 'C' grade and completed CAP.
  - e. Other audits with evidence that could prove 'equal quality to other approved audits' must include auditor qualification, audit process (e.g. triangulation of non-conformities), audit report and CAP. This option will need to be verified by an approved verifier and accepted by TCO Development before it is used.





Risk category diagram 2.1.2

### Defining the factory risk category and audit intervals

If a newly added final assembly factory is not yet risk categorized then TCO Certified Portal must be updated with either the latest independent audit report (less than 36 months old) , SA8000 certificate or proof of an RBA recognition from the factory. The proof of an RBA recognition must be submitted with an initial audit report showing that working hours are under 60 hours per working week. Initial audit reports must cover at least the TCO Certified mandate and be an accepted type of audit. The factory will then be assessed in accordance with the process shown in the **Risk category diagram 2.1.2** for its level of risk for continued non-conformity. A factory assigned risk category 1, 2 or 3 will reflect the interval, in years, during which a factory must conduct the next initial audit.

Until the brand owner has submitted a factory audit report the factory will automatically be categorized as risk category 1. (See below: audit report and factory risk categorization.) Brand owners that are new to TCO Certified or a product group will need to undergo an additional risk assessment in order for TCO Development to be sure factory audit requirements will be

fulfilled within the given time. If the brand owner is considered a high risk for not fulfilling the initial audit requirements then the brand owner is required to submit an audit report and CAP before the factory can be registered on TCO Certified Portal.

Factories will receive a better risk category categorization if they:

- are situated in lower risk countries,
- are involved in a social conformity certification and surveillance system that requires a minimum level of conformity before approval, or
- have proven a high level of progress in non-conformity closure meaning that all non-minor non-conformities are closed.

### **Lower risk countries**

Some countries are considered as lower risk of social non-conformities in by the SA8000 Country Risk Assessments Process, which is based on World Governance Indicators (WGI). These countries include but are not limited to: EU countries, USA and Japan. A full list is available here: [saasaccreditation.org](https://saasaccreditation.org).

### **TCO Certified accepted factory list**

All brand owners, applicants and verifiers who have access to TCO Certified Portal will have access to see the TCO Certified accepted factory list with the risk category (excluding factories which are directly owned by a brand owner, which can only be accessed by the owner). This is an advantage for those factories that are proactive in closing non-conformities and monitor continued conformity. These factories will be considered a better choice to do business with than risk category 1 factories that do not show progress.

### **Audit report and factory risk categorization**

Initial audits are required regularly, with an audit interval based on the factory risk category.

- An **initial audit** is covering the full scope of the factory and this mandate in TCO Certified.
- A **closure audit** only has to cover the open non-conformities.
- An initial audit is more comprehensive and is accepted as a closure audit.
- Audits older than 12 months are not accepted unless for the initial risk categorization of new factories.

### **Initial risk categorization**

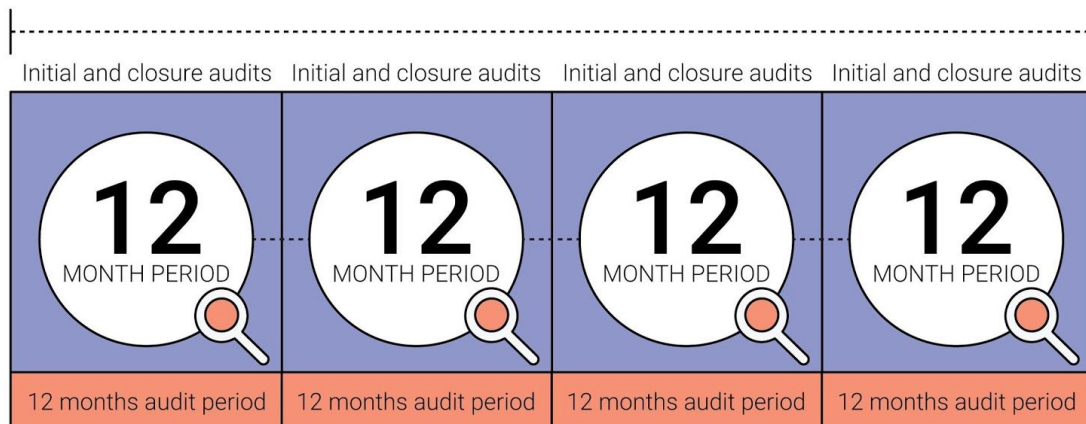
- For all new factories, existing independent audits that are less than 36 months old must be uploaded to TCO Certified Portal for risk categorization. If no such audit exists, then the factory will be classified as risk category 1 by **default**.

## Risk category 1

### Initial audit

- For risk category 1, the factory must be audited every 12 months and a new initial audit must be uploaded to TCO Certified Portal during these 12 months. The start and end date of a new period is always on the date when the factory was first registered in TCO Certified Portal.

## Category 1



## CAP

- When an audit has been uploaded it often has some non-conformities. For each non-conformity to the mandate in TCO Certified a CAP must be uploaded to TCO Certified Portal together with the closure deadline that the audit program allows for the completion of each corrective action.

## Closure audit

- If there are major or priority non-conformities, a closure audit must be submitted within 12 months of the date the factory was registered on TCO Certified Portal. For minor non-conformities the CAP must be completed but it is not necessary to submit the closure audit.

## Re-categorization

- When all non-conformities other than minor are closed, the factory will be categorized as risk category 2. If the factory is also placed in a lower risk country or if it is certified according to SA8000 it is categorized as 3 instead of 2.
- Otherwise the factory will continue to be categorized as risk category 1.

## Final assistance

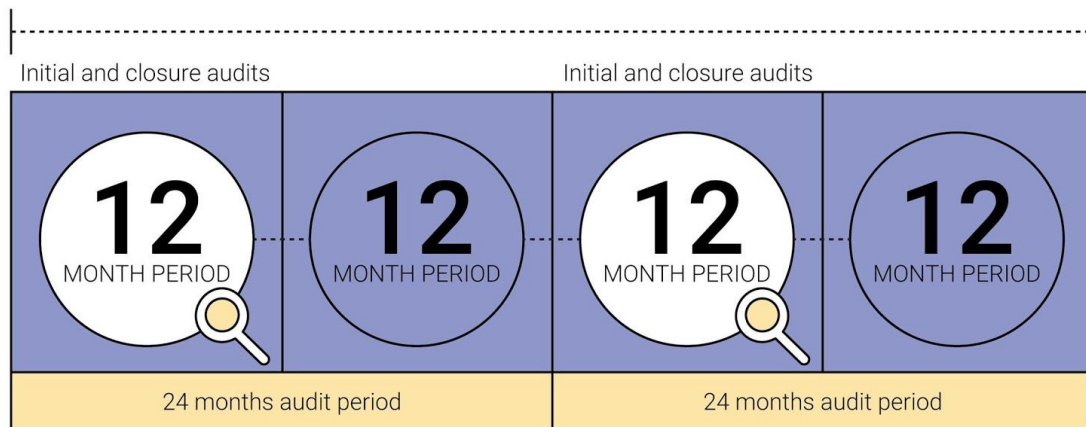
- If the factory has been categorized as a risk category 1 for 24 months, then the factory management will receive final assistance toward conformity through the TCO Certified active monitoring program on [tcocertified.com](http://tcocertified.com).

## Risk category 2

### Initial audit

- For risk category 2, the factory must be audited every 24 months and a new initial audit must be uploaded to TCO Certified Portal during the first 12 months of every audit period. The start and end date of a new period is always on the date when the factory was first registered in TCO Certified Portal.

### Category 2



### CAP

- When an audit has been uploaded it often has some non-conformities. For each non-conformity to the mandate in TCO Certified a CAP must be uploaded to TCO Certified Portal together with the closure deadline that the audit program allows for the completion of each corrective action.

### Closure audit

- If there are major or priority non-conformities, a closure audit must also be uploaded to TCO Certified Portal during the first 12 months of every audit period. If the factory only has minor non-conformities, the CAP must be completed but it is not necessary to upload the closure audit to TCO Certified Portal. The closure of minor non-conformities are verified in the next initial audit.

### ATTENTION

It is recommended to conduct the initial audit early in the first 12 month audit period, to have time to also provide the closure audit during the first 12 months. If the closure audit is provided later than 12 months after the start of the audit period, the factory may be re-categorized. This may happen even if the audit closure deadline in the CAP allows for more time to close the non-conformities.

### Re-categorization

- As long as all non-conformities other than minor are closed within the time specified in the CAP, the factory will continue to be categorized as risk category 2. If it is certified according to SA8000 it is categorized as 3 instead of 2.
- Otherwise, the factory will be categorized as risk category 1.

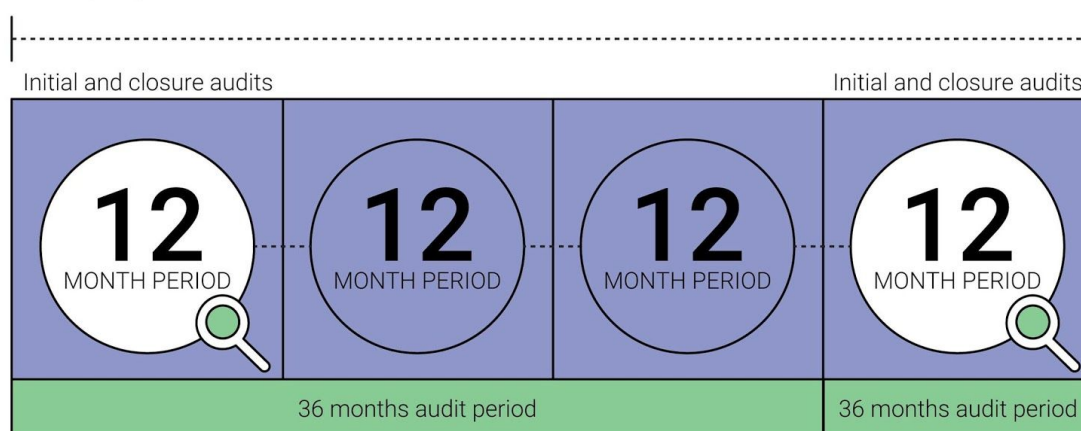
**Conformity option:** As proof of conformity to risk category 2 without the need to upload a closure audit report to TCO Certified Portal, factories that can prove they have received the status of Platinum, Gold or Silver under the RBA recognition program and provide additional proof that working hours are under 60 hours per working week will be categorized risk category 2, or 3 if the factory is placed in a lower risk country. Silver level is only accepted if there are no major non-conformities to the mandate in TCO Certified.

## Risk category 3

### Initial audit

- For risk category 3, the factory must be audited every 36 months and a new initial audit must be uploaded to TCO Certified Portal during the first 12 months of every audit period. The start and end date of a new period is always on the date when the factory was first registered in TCO Certified Portal.

### Category 3



### CAP

- When an audit has been uploaded it often has some non-conformities. For each non-conformity to the mandate in TCO Certified a CAP must be uploaded to TCO Certified Portal together with the closure deadline that the audit program allows for the completion of each corrective action.
  - If the factory is SA8000 certified then the non-conformities are solved in accordance to SA8000 certification procedure.

### Closure audit

- If there are major or priority non-conformities, a closure audit must also be uploaded to TCO Certified Portal during the first 12 months of every audit period. If the factory only has minor non-conformities, the CAP must be completed but it is not necessary to upload the closure audit to TCO Certified Portal. The closure of minor non-conformities are verified in the next initial audit.
  - A valid SA8000 certificate is considered proof that non-minor non-conformities are being monitored and closed during regular intervals by SAAS accredited verifiers.

## **Re-categorization**

- SA8000 factories are categorized as risk category 3. If it is discovered that non-conformities other than minor still occur, the factory will be categorized as risk category 1.
- Factories that are not SA8000 certified but are situated in lower risk countries and have provided a satisfactory closure of all non-minor non-conformity within the first 12 months of the audit period will be considered for risk category 3 status.

## **Additional clarifications that are valid for all risk categories**

- If the audit program and lead auditor accepts an offsite closure audit it is also accepted in TCO Certified.
- Any time proven conditions change, such as non-conformities from a spot check, the risk categorization will be re-assessed.
- Closure of priority findings within the CAP deadline will be monitored in particular by TCO Development through the spot check program.

## **Spot checks of supply chain responsibility**

Spot checks are financed by TCO Development as long as no non-conformities are found. If non-conformities are found and further investigations are necessary the cost for this must be covered by the license holder.

### **Audit reports and CAPs**

Central to the spot check conformity program is the review of the factory audit report and CAP conducted by an approved verifier approved by TCO Development. TCO Development will randomly select audit reports and CAPs in TCO Certified Portal to be spot checked. This is to ensure that the data uploaded in TCO Certified Portal is correct.

During the spot check conformity program the CAP will also be evaluated for effectiveness by the approved verifier. A judgement on the remedial effectiveness and a summary will be given in the verification report issued by the approved verifier. This summary may be shared with the clients of the factory.

### **On-site inspection initiated by TCO Development**

TCO Development reserves the right to require full audit reports and conduct or commission on-site inspections at final assembly factories manufacturing the certified product, to verify that the brand owner is fulfilling the obligations in this mandate. The planning of social audits will be done in cooperation with the senior management representatives appointed by the brand owner.

Social audits initiated by TCO Development will be realized on a judgement sample basis, in each case decided upon and financed by TCO Development. Results from the audits will be shared with the audited factory (both management and worker representatives) and all the brand owners listed as using the audited factory. This is in order to create a combined effort toward implementing the CAP. For TCO Development, the spot checks and all other uploaded reports contain valuable information on social performance, making it possible to translate non-conformities

into metrics and then measure improvements through code of conduct and audit methodology.

### **The verifier approved for supply chain responsibility**

Only an independent verifier approved by TCO Development has the authority to approve the following:

For each brand name

- Code of conduct covering the final assembly factories and the supply chains of certified products.
- Communication of the code of conduct to the final assembly factories and the supply chains of certified products.
- Supporting documentation
- Conduct interview with senior management representative

Other assessments

- Review evidences that could prove that another audit protocol can be considered "equal quality to other approved audit protocols". This includes but is not limited to; auditor qualification, audit process, audit report and CAP.

The list of approved verifiers is found at [tcocertified.com](https://tcocertified.com).

## 2.2 Supply chain transparency

### Background

Supply chain transparency includes two vital parts: a) the extent to which information about a company and its sourcing locations is made public to end-users and stakeholders and b) the company's process of taking action through supply chain visibility, to manage it effectively. Companies struggle to achieve supply chain transparency since they lack a solid process and structure to manage risks and monitor behavior in their extended supplier network. Without visibility into their supply chains, brand owners create a blind spot where damage to reputation can emerge.

Transparency toward an independent party provides a company not only with the possibility to measure its own performance in key areas against their peers, but also a way to share and gain knowledge about solutions. Supply chain transparency requires a solid management system, where improvements are achieved by acting on responses to shared information.

### Applicability

All product categories.

#### 2.2.1 Mandate

The brand owner must appoint a Senior Management Representative (SMR) for supply chain responsibility for the certified product, who reports directly to senior management.

Irrespective of other duties, this person must have the authority to ensure that the certified product meets the supply chain criteria in TCO Certified.

The SMR must annually complete the TCO Certified self-assessment questionnaire (SAQ) and complete a follow-up interview with an approved verifier.

#### Submit the following to an approved verifier:

- A completed and signed self-assessment questionnaire (SAQ)
- A completed and signed brand owner form covering the certified product (chapter 11.1)

#### Submit the following together with the application to TCO Development:

- A copy of a verification report from a verifier approved by TCO Development.
- The report from the SMR interview including the verified self-assessment questionnaire (SAQ).



## 2.2.2 Clarifications

### General clarifications

The aim of the mandate is to create transparency between TCO Development and senior management at the brand owner company of the certified product.

### Senior Management Representative (SMR) details

The required details of the SMR must appear in TCO Certified Portal and the SMR must be available for dialogue in English with TCO Development and verifiers throughout the validity of all the brand owner's certificates.

If the appointed SMR is changed, then details of the new SMR must be updated in TCO Certified Portal. TCO Development must be informed immediately.

The SMR must ensure that TCO Certified Portal is up to date covering:

- Name, title, telephone number and email address of the SMR.
- A date, with a period of less than 12 months, of the completed and / or planned SMR interview with the name of the approved verifier.

### SMR interview

The interview with the SMR must be done with one of the verifiers approved by TCO Development. It is booked and paid for by the SMR. The purpose is to ensure that the appointed person has the necessary authority and is working in a structured way to implement the brand owner's code of conduct. Primarily, the interview will cover the self-assessment questionnaire (SAQ) answers about supply chain management.

All questions in the SAQ must be answered and submitted to the verifier prior to the interview. During the part of the interview that covers the SAQ, the SMR will be required to explain in more detail the brand owner's work toward a socially responsible supply chain of the certified product and provide supporting documentation where needed. It is recommended that SMRs involve colleagues in the meeting who can provide necessary expertise in the areas covered by the SAQ.

The interview will likely be an online meeting. If for some reason it is not possible to have an online meeting or if the interview does not obtain an acceptable quality due to language difficulties, then the verifier may require a face to face interview.

The report from this interview is then uploaded to TCO Certified Portal. TCO Development have the right to participate at the interview with the SMR. In this case TCO Development will cover their own expenses.

## **About the self-assessment questionnaire (SAQ) and result benchmarking**

The SAQ is a set of questions aimed at gaining transparency into the brand owner's risk management in the supply chain of the certified product. This includes areas such as child labor, worker representation, unions, ethics and minerals.

The SMR is responsible for answering all questions and providing supporting documentation where needed. The SMR must follow the SAQ guidelines when answering. Each answer must be given according to the following three levels of commitment that can be proven. Answers are color benchmarked for easy reference: invested (green), involved (yellow) or interested (red).

There is no minimum graded level required to be fulfilled, since the SAQ is only intended to gather information on the actual level of social commitment and assist in the development of future generations of TCO Certified criteria. Feedback to the brand owner is given in the form of a report and table that shows the brand owner's final grading (after the interview) in comparison to other certifying brand owners (all brand names will remain anonymous). This will help the brand owner identify areas for improvement and measure their progress within the industry.

Result data will also be used to risk assess factories of the certified product for the spot-check program. In this program, TCO Development orders annual factory audits according to the code of conduct by independent auditors at a number of final assembly factories where certified products are manufactured.

The questionnaire and guidelines for the assessment are public and available for download at [tcocertified.com](https://tcocertified.com).

## 2.3 Anti-corruption management system

### Background

The risk of corruption can never be completely eliminated, but it can be minimized through strict monitoring and enforcement procedures that are in place to prevent it. Organizations have a responsibility to prevent corruption within their businesses and their supply chains. Many organizations rely on their ability to create programs that align with their own risk profiles, but conformity standardization is the best way to verify that business policy, monitoring and enforcement mechanisms are compatible with internationally recognized best practices against corruption.

### Definitions

ICC: International Chamber of Commerce.

ICC rules and guidelines: Good commercial practices for responsible businesses conduct.

Whistleblowing system: A confidential means for whistleblowers to report suspicions and deviations to company policy.

### Applicability

All product categories.

### References

2.4.

#### 2.3.1 Mandate

The brand owner must have internal processes and routines in place to prevent and respond to all forms of corruption covering all business of the certified product including the supply chain that, at a minimum, aligns with the following:

- ICC Rules on Combating Corruption article 10 points a-p.
- ICC Guidelines on Whistleblowing.

#### Submit the following to an approved verifier:

- A completed and signed brand owner form covering the certified product (chapter 11.1)

#### Submit the following together with the application to TCO Development:

- A copy of a verification report from a verifier approved by TCO Development.

### **2.3.2 Clarification**

The brand owner's anti-corruption program must be considered to at least include all of the good practices stated under article 10 of the ICC Rules on Combating Corruption (points a-p) and the ICC Guidelines on Whistleblowing.

A follow-up review of the brand owner program will be in the form of a self-assessment questionnaire (SAQ) and included in the first interview with the assigned Senior Management Representative (SMR) for supply chain responsibility. As long as the process is not changed then the interview does not need to be repeated annually.

## 2.4 Responsibly sourced minerals

### Background

To certify products according to TCO Certified, brand owners must develop a global approach in their understanding, traceability and policies for a responsible mineral supply chain of the certified product. They must also support in-region initiatives working in conflict-affected and high-risk areas supplying minerals for the certified product. Commonly mentioned risk minerals are considered as tantalum, tin, tungsten, gold (3TG conflict minerals) and cobalt, mica, lithium, copper, nickel and rare earth elements.

### Definitions

Conflict-affected and high-risk areas: areas in a state of armed conflict, fragile post-conflict areas, as well as areas witnessing weak or non-existing governance and security, such as failed states. In these areas, there are often widespread and systematic violations of international law, including human rights abuses.

### Applicability

All product categories.

### References

2.5, 2.6, 2.7, 2.8.

### 2.4.1 Mandate

#### The brand owner must:

- Have a strict supply chain policy for responsible minerals sourcing for the certified product that can be considered to cover at least 3TG and cobalt. The policy must be both public and communicated to the supply chain.
- Have a process to identify smelters and refiners of at least 3TG and cobalt for the certified product.
- Be a part of an established multi-stakeholder program that works at supporting responsible sourcing programs for at least 3TG and cobalt for the certified product.

#### Submit the following to an approved verifier:

- The most recent version of the public policy and a description of how it is communicated to the supply chain of the certified product.
- A description of the brand owner's structured work on identifying risk areas in the supply chain of the certified product.
- Proof of participation in an approved multi-stakeholder program covering sourcing of at least 3TG and cobalt for the certified product.
- A completed and signed brand owner form covering the certified product (chapter 11.1)

#### Submit the following together with the application to TCO Development:

- A copy of a verification report from a verifier approved by TCO Development.
- A copy of the policy in English must be uploaded to TCO Certified Portal.
- A list of the approved multi-stakeholder programs the brand owner is participating in.

## 2.4.2 Clarifications

### **Responsibly sourced minerals policy**

The brand owner policy is an essential statement by the brand owner. It reflects the brand owner's commitment toward responsible sourcing of minerals and the expectations of their raw material suppliers regarding the use of these minerals.

### **Verification guidelines**

The verifier must be able to verify that the policy can be considered to cover at least conflict minerals 3TG and cobalt for the certified product, is public and also understand how it is communicated to suppliers.

- "Public" means that the policy is visible on the brand owner website, as part of the brand owner's annual sustainability or responsible minerals report.
- Communicated could be as part of a contract and/or written agreement with suppliers.

### **To verify the level of strictness, the policy must contain at least the following points:**

- Requirement that suppliers conform with the policy.
- That suppliers neither directly nor indirectly finance armed groups in conflict-affected regions.
- That suppliers neither tolerate nor contribute to human rights abuses that include forced labor, child labor and environmental degradation.
- A commitment to supporting responsible sourcing from those regions in which specific mining operations may present risk.

### **Structured work on identifying risk areas**

The brand owner must carry out structured work to identify if at least 3TG and cobalt are present anywhere in the supply chain of the certified product, with the goal to identify the smelters and refiners.

Identifying risk areas is a process that helps map the chain of custody of risk minerals down to the smelters and refiners within the supply chain. This is commonly done by a reporting template such as a conflict minerals reporting template and a cobalt reporting template being systematically sent through the supply chain. This transfer of information facilitates the identification of high-risk smelters and refiners.

### **Verification**

The verifier has been provided a description of how the brand owner identifies risk areas in its supply chain of the certified product. The verifier may also require a copy of the completed template as further evidence of compliance. See below examples:

- Using an established conflict minerals reporting template as part of the brand owner's due diligence process. As a random follow up at the request of TCO Development, completed examples of the template are to be submitted to the verifier.
- A public list of smelters and refiners on the brand owner website is considered verification that the brand owner has identified the list through using a conflict minerals reporting template.

## **Supporting in-region responsible sourcing programs**

Involvement in multi-company coordinated action that supports the development of responsible sourcing initiatives within the conflict-affected and high-risk areas is essential, since they help suppliers meet due diligence requirements, maintain trade and benefit local mining communities, whose livelihoods depend on a legitimate mining trade.

## **Verification**

The verifier is provided with proof of brand owner participation or membership in a multi-stakeholder program considered covering sourcing of at least 3TG and cobalt for the certified product. The following are considered examples of programs that go beyond 3TG or is global:

- European Partnership of Responsible Minerals (EPRM)
- Responsible Mineral Initiative (RMI)
- Responsible Cobalt Initiative (RCI)
- Other initiatives not listed above, but that are verified to be a multi-company program that works to support responsible sourcing programs for conflict minerals and other risk minerals. This is judged on a case by case basis.

## **For more information:**

- The OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas ("the Guidance"). [oecd.org](https://www.oecd.org). Brand owners require suppliers to disclose their sourcing origins of conflict minerals by using a questionnaire template such as the responsible minerals initiative (RMI), conflict minerals reporting template (CMRT) or similar in order to prevent the potential use of risk minerals.
- EPRM: The European Partnership for Responsible Minerals is a multi-stakeholder partnership established with the goal to create better social and economic conditions for mine workers and local mining communities, by increasing the number of mines that adopt responsible mining practices in conflict and high-risk areas.
- Member of the responsible minerals initiative (RMI). Members contribute to a number of tools and resources including the conflict minerals reporting template; supporting in-region sourcing schemes and the Conflict Free Smelter Program (identification of smelters and refiners that source conflict-free minerals).
- Responsible Cobalt Initiative: Chinese Chamber of Commerce for Metals, Minerals & Chemical launched the Responsible Cobalt Initiative (RCI), a multi stakeholder initiative where a number of companies in the supply chain are participating in collective action to address social and environmental risks in the cobalt supply chain.

## 2.5 Process chemicals

### Background

Scientific research shows that exposure to chemical substances used in the manufacture of electronic products is linked to increased rates of cancer, reproductive damage, birth defects and other serious illnesses among workers. Chemicals such as benzene (used as a cleaning agent) and n-hexane (an industrial solvent) have well-documented toxic human health effects. These chemicals need to be phased out of production, and not be replaced with equally hazardous chemicals. To replace chemicals with safer alternatives, process chemicals and their suitable safer alternatives must be identified and assessed. The Personal Protective Equipment (PPE), training and exposure monitoring provided to the workers who risk toxic chemical exposure also need to be reviewed and improved.

This mandate is focused on cleaners and industrial solvents used in final assembly factories.

### Definitions

**Cleaners and solvents:** Liquids used to remove stains, dirt, grease etc from electronics. These products are commonly a mixture of chemicals.

**Process chemicals:** Cleaner and solvent substances used in manufacturing processes during the final assembly of the certified product.

**Process chemical inventory:** A record kept by the factory showing at least the process chemicals used at the factory.

**Safety data sheets:** intended to provide the users of hazardous chemicals with the necessary information to help them protect human health and the environment.

**Final assembly factory:** A Final assembly factory is where the final assembly of the certified product is taking place and is defined as the whole operation covered by a business license, and thereby the employment agreements of the factory workers.

### Applicability

The company or companies that manufacture the product.

### References

2.1, 2.2, 2.9, 2.10, 2.11, 2.12, 2.13.

### 2.5.1 Mandate

#### Each final assembly factory manufacturing the certified product:

- must have a structured health and safety management system in place, that is independently audited.
- must complete the process chemical data template provided by TCO Development.
- must provide exposure controls and personal protective equipment as recommended in section 8 of the 16 section format safety data sheet.

#### Submit the following to an approved verifier:

- A certificate or audit report for each final assembly factory manufacturing the certified product to prove conformity with a structured health and safety management system (OHSAS18001, ISO45001, SA8000, RBA VAP, BSCI).



- A completed process chemical data template for each final assembly factory manufacturing the certified product.
- A completed and signed factory form (chapter 11.2).

**Submit the following together with the application to TCO Development:**

- A copy of a verification report from a verifier approved by TCO Development.
- The process chemical data template must be reported in TCO Certified Portal.

## 2.5.2 Clarification

### Process chemical management

TCO Development requires that each final assembly factory of the certified product provides evidence of a structured health and safety management system and transparency towards TCO Development on cleaners and solvents. They must also provide appropriate training and protection to lower the risk of worker exposure to hazardous substances.

The process chemical data template is intended to help identify chemicals of concern and their suitable safer alternatives. If no safer alternative is available for practical use, then improved worker protective equipment and health monitoring becomes the main priority until a safer alternative is found.

### Proof of health and safety management system conformity

The applicant must upload a valid OHSAS18001, ISO45001 or SA8000 certificate to TCO Certified Portal. The certificate must be issued by a certification body that is accredited to issue the certification. Factories that do not yet have a certified health and safety management system can submit an RBA VAP or BSCI audit that is less than 12 months old, showing that the factory's health and safety management system is audited as being in conformity.

### Process chemical data template

The applicant must complete and upload the process chemical data template to TCO Certified Portal. The template and guidelines on how to complete it can be found on [tcocertified.com/certification-documents](https://tcocertified.com/certification-documents).

- The senior representative whose responsibilities cover chemical management at the factory must assist the applicant in the completion of the process chemical data template.
- All areas of the template must be completed except the GHS and GreenScreen® list translator columns, which are optional as reference use.
- In cases of confidential business information (CBI), it is possible for the chemical supplier to directly submit the chemical information to TCO Development. This must first be agreed upon by the applicant and TCO Development.
- The information must cover all cleaner and solvents and their chemical ingredients used in the final assembly of certified products.
- Upon request, the process chemical inventory at the factory must also be submitted to TCO Development for verification purposes.

- The process chemical data template must be updated every two years, to monitor progress in hazardous chemical substitution and worker protection.
- TCO Development has the right to compile confidential information with CAS numbers. TCO Development reserves the right to publish such compiled, anonymous information, but no information will be presented in such a way that the company or the products in question can be identified.

### **Exposure controls and personal protective equipment**

Each final assembly factory of the certified product must provide personal protection equipment as described in section 8 of the safety data sheet (SDS), that covers exposure controls and personal protection. The SDS must be of a quality that is aligned with the rules of the global harmonised system (GHS), following the 16 part format. This is verified through the social audit required in TCO Certified.

Verification will be a review of the completed process chemical data template by TCO Development and independent factory audits by assessment bodies.

# 3 Environmentally responsible manufacturing

## **Environmental risks in the manufacturing phase**

Of the wide range of environmental risks throughout the IT product life cycle, many of these occur in the manufacturing phase. For example, life cycle assessments confirm that a typical IT product consumes more energy during its manufacture than during its entire usable life. Other problems include the extensive use of natural resources required to manufacture IT products, along with resulting, soil, water and air pollution, and greenhouse gas emissions.

## **TCO Certified — focused on environmental management and energy efficiency in manufacturing**

In chapter 3 of TCO Certified, generation 8, the criteria focus on two main areas designed to create a more environmentally responsible manufacturing environment in the final assembly factories of the certified product:

- Environmental Management System, EMS. With an environmental management system (EMS) in place in the final assembly factories of the certified product, the brand owner can work systematically to continuously improve the environmental performance of the product.
- Energy efficiency indicators - measurement of energy efficiency in the final assembly factories of the certified product.

## 3.1 Environmental management system

### Background

A certified environmental management system helps an organization work in a systematic way with environmental performance, and make continuous environmental improvements. To be efficient, an environmental management system must include independent, external reviews.

### Definitions

**Final assembly factory:** A Final assembly factory is where the final assembly of the certified product is taking place and is defined as the whole operation covered by a business license, and thereby the employment agreements of the factory workers.

### Applicability

All product categories.

The company or companies that manufacture the product.

### References

3.1 and 3.2.

#### 3.1.1 Mandate

Each final assembly factory manufacturing the certified product must be certified in accordance with ISO 14001.

#### Submit the following to an approved verifier:

- A copy of a valid ISO 14001 certificate for every final assembly factory manufacturing certified products.

#### Submit the following together with the application to TCO Development:

A copy of a verification report from a verifier approved by TCO Development.

### 3.1.2 Clarification

The applicant must ensure that a valid ISO 14001 certificate is available on TCO Certified Portal at all times, for every final assembly factory manufacturing certified products.

The certificate(s) or an appendix to the certificate(s) must make it clear what the certification covers.

The applicant may ask for an extended time period of 12 months maximum on behalf of a factory that is not yet certified, by presenting a time plan for achieving the ISO 14001 certification and signing an agreement. TCO Development has the right to deny the applicant an extended period of time if there is a substantial risk that the factory will not be able to achieve ISO 14001 certification within the extended time period.

The certificate must be issued by a certification body that is accredited by an accreditation body covered by the International Accreditation Forum, [iaf.nu](http://iaf.nu), Multilateral Arrangement on Environmental Management Systems.

## 3.2 Energy efficiency indicators

### Background

While IT products become increasingly energy efficient in the use phase, there are still improvements to be made in the manufacturing phase. Life cycle assessments show that many IT products consume more energy during manufacturing than during the use phase.

### Applicability

All product categories.

### 3.2.1 Mandate

Each final assembly factory which manufactures the certified product must report the previous calendar year energy efficiency indicators by the end of August each year. (This applies until the year after a certificate has expired.)

### Submit the following to an approved verifier:

Completed and signed factory form(s) (chapter 11.2)

### Submit the following together with the application to TCO Development:

1. A copy of the verification report(s) from a verifier approved by TCO Development.
2. The energy efficiency indicators must be reported in TCO Certified Portal.

# 4 User health and safety

## **User health and safety – essential for IT product sustainability**

An IT product must be safe to use and should provide the user with the function and comfort needed to support productivity.

Examples of identified safety risks that are relevant to IT products include:

- product overheating, leading to increased fire risk.
- battery volatility, burning or explosion.
- poor electrical safety design, that may give the user an electric shock or cause a fire.

In addition, an ergonomically designed IT product is better positioned to meet the user's needs longer and be a more sustainable product choice.

## **TCO Certified – verifying product safety, protecting the user**

Chapter 4 in TCO Certified includes criteria for product and electrical safety as well as ergonomic design, and user health.

## 4.1 Electrical safety

### Background

IT products must be safe to use. Electrical safety refers to the electrical design of the product. Electrical insulation and other arrangements must be in place to prevent the user from touching live components. Faulty or inadequate electrical insulation can also result in an electrical flashover that may cause a fire or an explosion.

### Applicability

All products with built-in power supplies as well as any external power supply intended to be used together with the product.

### References

4.1.

#### 4.1.1 Mandate

The product and external power supply/supplies must be certified according to EN/IEC 60950 or EN/IEC 60065 or EN/IEC 62368-1.

#### Submit the following to an approved verifier:

- A copy of a valid CB certificate or a national certificate from a CB member (NCB) for the product.

#### Submit the following together with the application to TCO Development:

A copy of the verification report(s) from a verifier approved by TCO Development.



# 5 Product performance

## **Product performance is vital for extended life and user productivity**

Product performance is essential for user satisfaction and productivity. A well-performing product can also likely be used effectively for a longer period of time before being replaced. Products that maintain a high level of performance can also be valuable for re-use, further extending its usable life. Cost savings and reduced environmental impact are also viable outcomes.

To move toward greater sustainability, product performance factors must also be in balance with environmental effects. For example, high product performance should not be at the expense of energy efficiency, which is vital for reducing the climate impact of IT products.

A high performing product should also be comfortable to use. It may improve user productivity and reduce the risk of health and safety problems, such as eyestrain, headache and repetitive strain injuries.

## **TCO Certified — product performance for extended life and lower environmental impact**

In chapter 5 of TCO Certified, generation 8, criteria for product performance are specific to each product category and focus on energy efficiency, display image quality, computer keyboard design as well as volume control and sound quality, where relevant.

## 5.1 Energy efficiency

### Background

Energy production is a large source of greenhouse gas emissions globally. Therefore, one of the most important factors in decreasing the carbon footprint of IT products, is to make sure that they are energy efficient. With an ever-increasing volume of IT equipment in use, the energy efficiency in the production and use phase of each product is vital.

### Definitions

Definitions of Class A and Class B products are given in (CENELEC) EN 55022:2010

"Information Technology Equipment - Radio disturbance characteristics - Limits and methods of measurement"

- Class A products are intended for use in non-residential/non-domestic environments.  
Warning: In domestic environment, this product may cause radio interference in which case the user may be required to take adequate measures.
- Class B products are intended for use in residential/domestic environments but may also be used in non-residential/non-domestic environments.

### Applicability

Large and small network equipment

### References

5.1.

#### 5.1.1 Mandate

##### Class A products

The product must meet the energy efficiency requirements in version 1.0 or newer of ENERGY STAR® program for large network equipment.

##### Class B products

The product must meet the energy efficiency requirements in version 1.0 or newer of ENERGY STAR® program for large network equipment.

or

The product must meet the energy efficiency requirements in version 1.0 or newer of ENERGY STAR® program for small network equipment.

#### Submit the following to an approved verifier:

- A copy of the test report(s) from a laboratory accredited according to ISO 17025

#### Submit the following together with the application to TCO Development:

A copy of the test report(s), and a copy of the verification report(s) from a verifier approved by TCO Development.

### **5.1.2 Clarification**

Definitions for what classifies as small network equipment or large network equipment can be found in either of the ENERGY STAR network equipment programs.

Large network equipment must be tested according to version 1.0 (or a more recent version) ENERGY STAR program for Large network equipment.

Small network equipment must be tested according to version 1.0 (or a more recent version) ENERGY STAR program for Small network equipment.

Class A products must always be tested as Large network equipment.

Class B product must be tested according to their Energy Star classification

Testing is to be carried out at any test facility accredited according to ISO 17025, but the test report must be verified by a verification organization approved by TCO Development

The tests only need to cover the energy consumption requirements and the power supply efficiency requirements of that program. The product does not need to be ENERGY STAR certified to be approved for TCO Certified.

### **Exceptions and special requirements**

TCO Development also accepts all exceptions and special requirements, test methods, etc. that are accepted by ENERGY STAR.

# 6 Product lifetime extension

## **IT products and the circular economy**

The concept of a circular economy is one that moves away from the linear “take, make and dispose” approach to products, to an economy that is more regenerative, and decouples economic activity from the consumption of finite resources. For products, a move to a more circular approach means designing out waste from the product ecosystem, and keeping products and materials in their intended use longer.

Today, too many IT products are discarded prematurely because of components or performance aspects that could have been upgraded or repaired. There is also a growing market for second hand use of IT products, which also allows computers and other electronics to stay in use longer.

The best way to begin taking a more circular approach to the production and consumption of IT products, is extending their usable life. Product reuse is also more resource efficient than remanufacturing and recycling. For the IT industry, this means designing products that are durable, built to last, and upgradeable, making them more attractive for reuse or secondary markets.

## **TCO Certified – extending product life, upgradability, durability**

We believe that a more circular approach to IT products is critical in the drive toward an environmentally and socially responsible life cycle. Therefore, in TCO Certified, generation 8, we have included criteria that enable and promote product lifetime extension.

## 6.1 Product warranty

### Background

By extending product lifetime, natural resources are used more efficiently and the pollution to air and water is reduced. A precondition for an extended product lifetime is that the product is of high quality. A product warranty provides the brand owner with an economic incentive to design a durable product that lasts longer.

### Definitions

Brand owner: The company or organization owning or controlling the brand name.

Brand name: The name or sign, including but not limited to a trademark or company name, used to identify, amongst users and customers, the manufacturer or seller of a product.

Product warranty: Is an agreement where the brand owner offers to repair or replace broken products at no charge.

### Applicability

All product categories.

#### 6.1.1 Mandate

The brand owner must provide a product warranty for at least one year, covering all markets where the product is sold.

#### Submit the following to an approved verifier:

- A completed and signed brand owner product form (chapter 11.4).

#### Submit the following together with the application to TCO Development:

- A copy of the verification report(s) from a verifier approved by TCO Development.

## 6.2 Replaceable components

### Background

Extending the lifetime of IT products is the most effective way to reduce their environmental impact. Components that often break or become outdated may limit the total lifespan of the product and must be replaceable. By making these critical replaceable components available, IT-products can live longer.

### Definitions

CPU: Central processing unit.

GPU: Graphics processing unit.

RAM: Random access memory.

Brand owner: The company or organization owning or controlling the brand name.

Brand name: The name or sign, including but not limited to a trademark or company name, used to identify, amongst users and customers, the manufacturer or seller of a product.

Storage: any computing hardware that is used for storing, porting and extracting data files and objects, including temporarily and permanently storage of information. E.g. (SSD, HDD, RAM).

Display assembly: main display panel.

All batteries: Defined as all batteries installed in the product that has one or more cells.

System board: Also referred to as the motherboard.

Keyboard: built-in keyboard.

External/Internal PSU: The power supply unit used to convert AC to low voltage DC power for the internal components of the product.

Critical replaceable components: Components that are crucial for the functionality of the product. A list of the critical replaceable components as defined by TCO Certified is specified for each product group.

### Applicability

Network equipment, servers and data storage products.

### References

6.1, 6.2.

## 6.2.1 Mandate

- The brand owner must guarantee that, during the validity of the certificate, all critical replaceable components for the product type, that are listed in the clarifications of this criterion;
  - A. are available for anyone to purchase
  - or**
  - B. may be replaced by a service network for repair and maintenance of the certified product on all markets where it is sold.

### **Submit the following to an approved verifier:**

- A completed and signed brand owner form (chapter 11.4).

### **Submit the following together with the application to TCO Development:**

- A copy of the verification report(s) from a verifier approved by TCO Development.

## 6.2.2 Clarifications

### **Replaceable parts management**

A critical replaceable component must be possible to replace with an equivalent component. However, the replacement component does not have to be identical to the original component.

For the required service network for repair and maintenance in option B, the brand owners' own service network can be used to fulfill the criterion.

The critical replaceable components listed in the clarification must only be made available if they are part of the certified product.

External connectivity wires and cables (for example PSU cables and audio cables) must be removable by hand in both ends without cutting the wire or cable unless otherwise required for technical or safety reasons. The critical replaceable components for each product type are listed below:

**Critical replaceable components:**

<b>Servers:</b> System boards(s) Storage (i.e. SSD, HDD) CPU RAM Network device PSU GPU Fan module(s) Connectivity cables Rack rails Cable management arms	<b>Storage products:</b> System board(s) Storage (i.e. SSD, HDD) Storage controller (i.e. RAID controllers) PSU Fan module(s) Batteries Connectivity cables Rack rails Cable management arms
<b>Network equipment</b> System board(s) Storage (i.e. SSD, HDD) PSU Fan module(s) Expansion module(s) I/O module(s) Connectivity cables Rack rails Cable management arms	

If one or more critical replaceable component(s) are part of a controller canister or system board, the controller canister or system board must be treated as the critical component

The critical replaceable components listed in the clarification must only be made available if they are part of the certified product.



## 6.3 Repair manuals

### Background

To extend the usable life of IT products and produce less e-waste, products must be easy to repair. One barrier for this is the lack of clear step-by-step instructions. IT products are often complex, with small components and mixed materials. To prepare the product for reuse through maintenance, upgrades, refurbishment, and recycling, the end-users, technicians and recycling facilities must be provided with repair manuals and sufficient information in order to reduce IT products environmental impact.

### Definitions

CPU: Central processing unit.

RAM: Random access memory.

System board: Also referred to as the motherboard.

Critical replaceable components: Components that are crucial for the functionality of the product. A list of the critical replaceable components is found in criterion (6.2) Replaceable components.

### Applicability

Network equipment, servers and data storage products.

### References

6.3

#### 6.3.1 Mandate

The brand owner must provide the following information online and free of charge:

- A repair manual describing how to replace at least all critical replaceable components.
- Preparations for reuse and treatment of the product in accordance with Directive 2012/19/EU article 15 of the European Parliament and of the council.

#### Submit the following to an approved verifier:

- A completed and signed brand owner form (chapter 11.4).

#### Submit the following together with the application to TCO Development:

- A copy of the verification report(s) from a verifier approved by TCO Development.

#### Clarifications:

- A. The brand owner must provide a service manual including step-by-step instructions describing how to replace the critical components. If one or more critical replaceable component(s) are part of a controller canister or system board, the controller canister or system board must be treated as the critical component. The service manual must include:
- A list of required tools.
  - Step-by-step instructions of how to access and replace the critical components.
  - The fastening techniques used and how many there are to open the product.
  - Illustrative documentation (example pictures with text, video or other).

- B. If step-by-step instructions on how to replace all critical replaceable components (listed in criteria 6.2 Replaceable components) are included in the user manual, no additional service manual is needed to fulfill the mandate 6.2.1.
- C. Step-by-step instructions on how to replace CPU and RAM does not need to be listed in the service manual (mandate 6.2.1) when CPU or RAM is soldered directly onto the system board.
- D. Instructions on how to replace the critical components must be available online throughout the whole lifetime of the certificate.

## 6.4 Secure data removal from products

### Background

By reusing IT products, their usable life can be extended which is an effective way of reducing their environmental impact. However, fear of confidential data leakage often prevents companies and individuals from making their products available on the second-hand market. By providing software that wipes the storage of the device, the owner can more safely recirculate their product.

### Definitions

Brand owner: The company or organization owning or controlling the brand name.

Brand name: The name or sign, including but not limited to a trademark or company name, used to identify, amongst users and customers, the manufacturer or seller of a product.

Media sanitization: refers to a process that renders access to target data on the media infeasible for a given level of effort.

NIST 800-88 Revision 1: Erasing a hard drive using the NIST 800-88 Revision 1 data sanitization method will prevent all software-based file recovery methods and hardware-based recovery methods from recovering data from the drive.

### Applicability

Notebooks, network equipment, desktops, all-in-one PCs, servers, data storage products, smartphones and tablets.

### Reference

6.7.

### 6.4.1 Mandate

The brand owner must provide a media sanitization solution, either by:

- A. pre-installing it on/in the product before it is shipped.
- B. providing the software for download on their webpage, free of charge.
- C. providing a direct link on their own webpage to an external webpage where the software is available for download, free of charge.
- D. providing a remote secure data removal service upon request, free of charge.
- E. providing an on-site secure data removal service upon request, free of charge.

The selected media sanitization solution must conform with the guidelines of *NIST 800-88 Revision 1*, for the level of "Clear" in accordance with the products storage technology. Users must be able to use it at least once, free of charge.

Pre-installed data encryption technologies that allow for erasure or removal of the encryption keys eliminates the need for media sanitization and can be seen as compliant with this criterion.

### Submit the following to an approved verifier:

- For B or C a link to the media sanitization software on the brand owners website
- A completed and signed product form (chapter 11.3).

**Submit the following together with the application to TCO Development:**

A copy of the verification report from a verifier approved by TCO Development.



### **6.4.2 Clarification**

We accept "enhanced secure erase" as an option for ATA SSDs to comply with the level of "Clear" in NIST 800-88 Revision 1.

# 7 Reduction of hazardous substances

## **Hazardous substances in IT products: A human health and environmental risk**

Chemicals and heavy metals used in IT products present a wide variety of human health and environmental hazards. Throughout the life cycle, products may release dioxins, halogens and other toxins, which can persist in the natural environment and human body.

IT products contain a number of substances that can be categorized as hazardous. These include flame retardants, used to prevent products from catching fire, and plasticizers, that make plastics, especially cables, more flexible.

Risks include worker and environmental exposure in the manufacturing supply chain as well as during end of life handling. In addition, contaminated materials cannot responsibly be used in new products since they include substances that may be banned in the future. These materials risk being incinerated or discarded directly into the waste stream, adding to the problem.

While some hazardous substances have been phased out through legislation or voluntary initiatives, too little is known about the substances being used to replace them. Only a small percentage of chemicals in use today have been evaluated for their environmental and human health risk. Better knowledge and transparency around these chemicals is needed, along with a pathway for making substitutions.

## **TCO Certified – reducing risk, driving a shift to safer substitutes**

### **Criteria in chapter 7 focus on:**

- Further reducing the use of hazardous substances by restricting the use of them in certified products. These substances include heavy metals, halogens and high hazard non-halogens.
- Driving a shift toward transparency and safer substitutes through independent assessment and use of safer alternative substances to non-halogenated flame retardants and plasticizers. The assessed and approved safer alternatives are presented on the TCO Certified Accepted Substance List.

# 7.1 Heavy metals

## Background

Electronic devices contain hazardous substances like heavy metals and brominated flame retardants. The effects of cadmium, mercury, lead and hexavalent chromium are well documented as substances hazardous both to human health and the environment. They may cause problems, both in the manufacturing phase where workers or the environment can be exposed, and at the material recovery, where uncontrolled recycling can cause the release of toxins such as dioxins and furans.

This criterion is harmonized with EU RoHS2 Directive (2015/863/EU), except that TCO Certified does not allow mercury in the display panel backlight. As TCO Certified is a global certification, this also affects products sold outside the EU.

## Applicability

Displays, notebooks, tablets, smartphones, desktops, all-in-one PC's, headsets, servers, network equipment, data storage products.

## References

7.1, 7.2.

### 7.1.1 Mandate

The product must not contain cadmium, mercury, lead and hexavalent chromium

The maximum concentration values tolerated by weight in homogeneous materials are 0.01% for cadmium, 0.1% for mercury, 0.1% for lead and 0.1% for hexavalent chromium according to EU Directive 2015/863/EU (RoHS) and the documents supporting the directive.

The limit value for batteries is 0.0005 % for mercury, 0.002 % for cadmium and 0.004 % lead per listed part, according to EU Directive 2013/56/EC.

#### Submit the following to an approved verifier:

- A completed and signed product form (chapter 11.3).

#### Submit the following together with the application to TCO Development:

- A copy of a verification report from a verifier approved by TCO Development.

## 7.2 Halogens

### Background

Halogenated flame retardants and plasticizers are often persistent and can bio-accumulate in living organisms. They are problematic from both a human health and environmental perspective throughout the product life cycle and should be phased out. Workers may be exposed during manufacturing, and at end of life, the substances risk leaking out into the natural environment. PVC is by far the most common halogen-containing plastic.

### Definitions

Printed wiring board laminate is a printed board that provides point-to-point connections.

Halogens are a group of five chemically related non-metallic elements in the Periodic Table; fluorine, chlorine, bromine, iodine and astatine.

Polybrominated biphenyls (PBB) and Polybrominated diphenyl ethers (PBDE) are restricted in the RoHS directive (2002/95/EC) due to the hazardous properties of these substances.

Hexabromocyclododecane (HBCDD) has been identified as a Substance of Very High Concern in accordance with EU REACH criteria due to PBT (persistent, bio accumulative, toxic) properties.

### Applicability

All product categories.

### References

7.2, 7.3.

#### 7.2.1 Mandate

1. Parts that weigh more than 25 grams (10 g for headsets and 5 g for smartphones) and are made mainly of plastics must not contain flame retardants or plasticizers with halogenated substances or intentionally added halogens as part of the polymer.
  - a. Exempted are printed wiring board laminates, electronic components and all kinds of cable insulation.
2. The product must not contain PBB, PBDE and HBCDD.
  - a. Note: This applies to components, parts and raw materials in all assemblies and sub-assemblies of the product, such as batteries, paint, surface treatment, plastics and electronic components.

#### Submit the following to an approved verifier:

- A completed and signed product form (chapter 11.3)

#### Submit the following together with the application to TCO Development:

- A copy of a verification report from a verifier approved by TCO Development.

### 7.2.2 Clarification

1. The criterion applies to plastic parts in all assemblies and sub-assemblies. LCD panels are included in the requirement.
2. The criterion applies to the whole of the product, including components, parts and raw materials in all assemblies and sub-assemblies, such as batteries, paint, surface treatment, plastics, electronic components and printed wiring boards.

HBCDD has been identified as a Substance of Very High Concern in accordance with EU's REACH criteria. The main application of HBCDD in EEE is a flame retardant in HIPS plastic being used for closures and structural parts of different types of EEE. TCO Development considers that the use of HBCDD in EEE is not deemed essential as technically suitable alternative substances and materials are available and already used extensively today.

Maximum concentration values tolerated for a restricted substance (including decaBDE) is 0.1 % by weight of the material in homogeneous materials.

Fluoroorganic additives, used to modify the dripping behaviour of plastics in fire conditions or to improve the processing behaviour, are exempted provided that they do not exceed 0.5 % by weight of the material in homogeneous materials.



## 7.3 Non-halogenated substances

### Background

The purpose of this criterion is to increase the knowledge of what non-halogenated substances are used in certified products, how hazardous they are to human health and the environment, and to drive a shift towards less hazardous alternatives. Non-halogenated substances may be problematic in the manufacturing and material recovery phases where workers and the environment can be exposed.

This mandate uses the hazard assessment and decision logic framework GreenScreen® for Safer Chemicals, developed by the non-profit organization Clean Production Action (CPA). The GreenScreen criteria are in line with international standards and regulations including the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), OECD testing protocols and the European REACH Regulation. The U.S. EPA's Design for Environment (DfE) Alternatives Assessment is also an important influence for GreenScreen.

### Definitions

Licensed profilers: Toxicology firms licensed by CPA to provide GreenScreen assessment services for a fee to clients.

TCO Certified Accepted Substance List: Public list of independently assessed safer available alternatives considering toxicity and functionality. Go to [tcocertified.com](https://tcocertified.com).

### Applicability

All product categories.

### References

7.4, 7.5, 7.6.

### 7.3.1 Mandate

- Non-halogenated flame retardants used in parts that weigh more than 25 grams (10 g for headsets and 5 g for smartphones) and are made mainly of plastics must have been assigned a GreenScreen benchmark score of 2, 3 or 4 by a licensed GreenScreen Profiler and appear on the public TCO Certified Accepted Substance List. (A benchmark U may only be accepted when the “worst case scenario” for data gaps is considered to be a benchmark 2 or above.)
- All substances of a mixture must be accounted for. Non-accepted substances must not exceed concentration levels of 0.1% by weight of the flame retardant.
- Exempted are printed wiring board laminates, electronic components and all kinds of cable insulation.

#### **Submit the following to an approved verifier:**

- A completed and signed product form (chapter 11.3).

#### **Submit the following together with the application to TCO Development:**

- A copy of a verification report from a verifier approved by TCO Development.
- A copy of the full certified assessment report or a certificate/summary with remote access to the full report issued by a GreenScreen licensed profiler.

### 7.3.2 Clarification

#### **TCO Certified Accepted Substance List**

Non-halogenated flame retardants can be used in certified products once they receive an accepted benchmark and appear on the public TCO Certified Accepted Substance List. The list is dynamic, which allows new substances that have undergone a valid assessment to be added or for accepted substances to come under reassessment in light of new scientific findings. If an accepted substance is reassessed and given a benchmark score lower than 2, TCO Development reserves the right to remove the substance from the TCO Certified Accepted Substance List. The date for removal will be announced at least one year before it is made effective, to give product manufacturers time to switch to safer alternatives. Any spot-checks by TCO Development will include disclosure of relevant flame retardants being used in randomly chosen products. Spot checks are conducted to verify that the obligations according to this mandate are fulfilled and will include the safety data sheet (SDS) and the right to request that a substance undergo further reviews to assess the completeness, quality and validity of a draft benchmark score, such as through a verified GreenScreen assessment.

TCO Development require to review the full certified assessment report. It is acceptable for the applicant to submit a copy of a certificate / summary of the certified assessment result as long as it is issued by a licensed profiler. In this case TCO Development must be given access to the the certified assessment report kept on the service provider's database. Once TCO Development has reviewed the certified assessment report, the substance will be added to the TCO Certified Accepted Substance List available at [tcocertified.com](https://tcocertified.com).

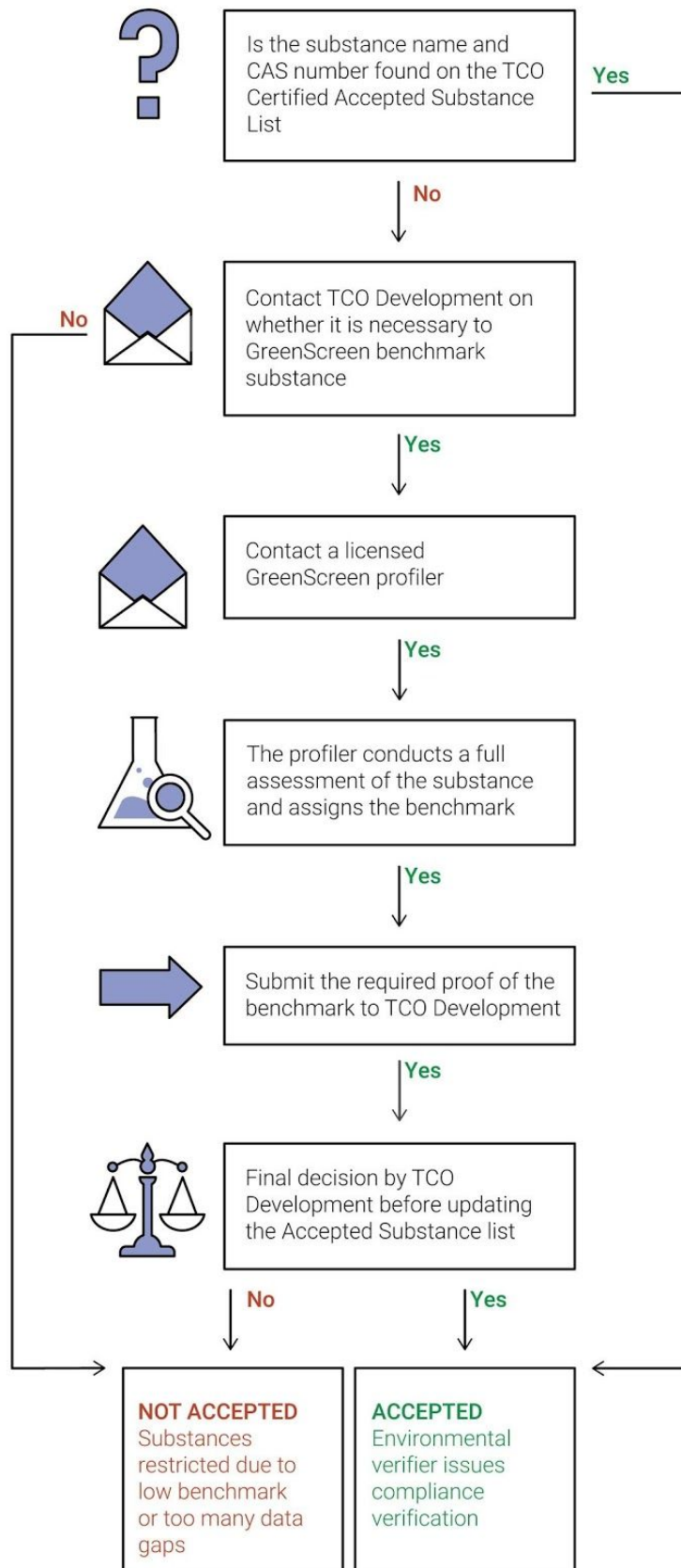
Sites that have GreenScreen assessment reports publicly available are GreenScreen Store ([greenscreenchemicals.org](https://greenscreenchemicals.org)) and Interstate Chemicals Clearinghouse ([theic2.org](https://theic2.org)).

### **Conformity procedure (See also Flow chart 7.3.2)**

- The applicant must contact suppliers such as the plastic and panel manufacturer and ask them to confirm that they only use flame retardants and plasticisers that include substances on TCO Certified Accepted Substance List.
- If all flame retardants and plasticisers only include substances on TCO Certified Accepted Substance List, complete the product form 11.3 and submit it to an approved environmental verifier. When the verifier considers all environmental documentation to be in conformity they will issue an environmental verification to the applicant.
- If any flame retardant or plasticiser is used that contains a substance that is above the threshold level but doesn't appear on TCO Certified Accepted Substance List, then it must be added before approval can be given by an environmental verifier.

### **For this, the procedure is as follows:**

1. Contact TCO Development directly to see if we have any additional information on the substance: Reasons for the substance's absence can be that the substance has received benchmark 1, that no assessment has been conducted or that it has a benchmark score U (unspecified) due to a high number of data gaps.
2. If TCO Development requires the substance to be benchmarked, we recommend that you contact your suppliers and inform them that the substance will need an assessment by a GreenScreen licensed profiler. The list of licensed profilers can be found on the Clean Production Action website at [greenscreenchemicals.org](https://greenscreenchemicals.org).
3. A draft report per substance (not per product) is assembled by the licensed profiler from the available information (literature search, structural similarity comparison, expert judgment).
4. It is the licensed profiler that sets the benchmark score per relevant substance, which is valid for at least three years.
5. Benchmark reports or certificate / summary must be submitted to TCO Development for final approval before a substance is added to the TCO Certified Accepted Substance List.
6. Once a substance is added to the list and the environmental verifier identifies them, then they will issue the environmental verification to the applicant (see above point 1: "If all flame retardants and plasticizers only include substances on the TCO Certified Accepted Substance List the procedure is as follows").



**Flow chart 7.3.2 Conformity procedure TCO Certified Accepted Substance List**

## **Applying for an extended period of time for substances not on the TCO Certified Accepted Substance List**

Applicants signing the mandate have the option to seek an extended period of time in order to complete assessments or substitute substances with unknown hazard levels. Upon request for an extension, the applicant is required to complete a risk assessment questionnaire and submit it to TCO Development. The risk assessment requires the applicant to clarify why an extension is necessary, provide information on the chemical and its substitute in question and include a timeline for the assessment and / or substitution to be completed. If an extension application is not granted the applicant is required to ensure that all used flame retardants or plasticisers only include substances that are on the TCO Certified Accepted Substance List before an environmental verification can be issued for the product model by an environmental verifier. If the agreed extension due date is exceeded without conformity, then the environmental verifier must contact TCO Development and a course of action will be decided after discussing the issue with the applicant.

## 7.4 Plasticizers

### Background

Plasticizers are increasingly associated with negative environmental and human health impacts. RoHs is a restricted substances list that, beginning in 2019, restrict the use of four phthalates. TCO Development is committed to take a much broader approach by identifying and restricting not only these four, but all substances of high concern used in IT products. Our criteria are therefore designed to make sure that replacement substances are independently assessed as safer alternatives, and that transparency increases. The full list of safer alternatives is available on [tcocertified.com](https://tcocertified.com).

This mandate uses the hazard assessment and decision logic framework called GreenScreen® for Safer Chemicals, developed by the non-profit organization Clean Production Action (CPA).

The GreenScreen criteria are in line with international standards and regulations including the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), OECD testing protocols and the European REACH Regulation. The U.S. EPA's Design for Environment (DfE) Alternatives Assessment is also an important influence for GreenScreen.

### Definitions

Plasticizer: An additive to a polymer (plastic), to increase its flexibility, transparency, durability, or longevity.

Phthalates: The most common type of plasticizer in PVC cables.

Licensed profilers: Toxicology firms licensed by CPA to provide GreenScreen assessment services for a fee to clients.

TCO Certified Accepted Substance List: Public list of independently assessed safer available alternatives considering toxicity and functionality. Available at [tcocertified.com](https://tcocertified.com).

### Applicability

All product categories.

### References

7.4, 7.5, 7.6.

### 7.4.1 Mandate

- Plasticizers used in product housing and cable insulations must have been assigned a GreenScreen benchmark score of 2, 3 or 4 by a licensed GreenScreen profiler and appear on the public TCO Certified Accepted Substance List. A benchmark U is only accepted when the “worst case scenario” for data gaps is considered to be a benchmark 2 or above.
- The product must not contain Bis (2-ethylhexyl) phthalate (DEHP), Butyl benzyl phthalate (BBP), Dibutyl phthalate (DBP), and Diisobutyl phthalate (DIBP). No parts of the product are exempted.
- All substances of a plasticizer mixture must be accounted for. Non-accepted ingredients must not exceed concentration levels of 0.1% by weight of the plasticizer.

#### **Submit the following to an approved verifier:**

- A completed and signed product form (chapter 11.3).

#### **Submit the following together with the application to TCO Development:**

- A copy of a verification report from a verifier approved by TCO Development.
- A copy of the full certified assessment report or a certificate/summary with remote access to the full report issued by a GreenScreen licensed profiler.

### 7.4.2 Clarification

TCO Development require to review the full certified assessment report. It is acceptable for the applicant to submit a copy of a certificate / summary of the certified assessment result as long as it is issued by a licensed profiler. In this case TCO Development must be given access to the certified assessment report kept on the service provider's database. Once TCO Development has reviewed the certified assessment report, the substance will be added to the TCO Certified Accepted Substance List available at [tcocertified.com](https://tcocertified.com).

For details on the rules for adding a substance to the TCO Certified Accepted Substance List, refer to clarifications under the mandate non-halogenated substances 7.3 clarifications.

## 7.5 Hazardous substances in product packaging

### Background

The use of hazardous substances in packaging materials is problematic and should be minimized. It poses a risk to human health and the environment, not least because packaging materials have a short lifespan and generate large volumes of waste. Several hazardous substances are regulated in many countries, and the use of them should be phased out.

### Applicability

All product categories.

### References

7.7.

#### 7.5.1 Mandate

The packaging material must not contain lead (Pb), cadmium (Cd), mercury (Hg) or hexavalent chromium (Cr6). Plastic packaging material must not contain organically bound halogens.

#### Submit the following to an approved verifier:

- A completed and signed product form (chapter 11.3).

#### Submit the following together with the application to TCO Development:

- A copy of a verification report from a verifier approved by TCO Development.

#### 7.5.2 Clarification

Limit values are according to Directive 94/62/EC on packaging and packaging waste.



# 8 Material recovery

## **E-waste prevention and recovery of safer materials essential for a sustainable life cycle**

According to the United Nations University, electronic waste is the fastest growing waste stream in the world, with nearly 50 million metric tons generated every year. Today, a large share of e-waste ends up in scrap heaps or is incinerated, causing pollution, human health hazards, and the loss of valuable resources such as copper, gold and rare earth metals.

The amount of e-waste can be reduced if IT products are recovered at their end of life. Product and material recovery should be made easier for three main reasons:

- to conserve natural resources,
- to decrease environmental impact and,
- to encourage material reuse.

Taking back used products and recovering their materials supports a more sustainable, circular approach to the product life cycle. To drive this positive development, products and their packaging must be designed in a way that enables remanufacturing and recycling. To be effective, this approach also requires that products are made using safer materials, that are more attractive for re-use.

IT brand owners must also have systems in place for taking back discarded products and handling them in a responsible way.

## **TCO Certified — supporting take-back and material recovery**

In TCO Certified, chapter 8, the criteria place responsibility on the brand owner for:

- material coding of plastics,
- product packaging and,
- product take back system.

# 8.1 Material coding of plastics

## Background

The best way of reducing IT products' environmental impact is to extend product life through reuse. Once this no longer is possible, the materials must be recycled. By coding the plastic parts, recycling is made easier and the materials can be used in new products.

## Definitions

Plastic parts are parts made mainly of plastics, e.g. the product housing. Parts containing other materials in any significant amounts, e.g. cables with metal conductors, are not included in the definition.

Printed wiring board laminate is a printed board that provides point-to-point connections but not printed components in a predetermined configuration on a common base.

## Applicability

Displays, notebooks, tablets, smartphones, desktops, all-in-one PCs, projectors, servers, network equipment, data storage products.

## References

8.1-8.3.

### 8.1.1 Mandate

- Parts made with a majority of plastics weighing more than 25 grams (5 grams for smartphones) must be material coded in accordance with ISO 11469 and ISO 1043-1, -2, -3, -4.

#### Submit the following to an approved verifier:

- A completed and signed product form (chapter 11.3)

#### The following information must be submitted with the application to TCO

##### Development:

- A copy of a verification report from a verifier approved by TCO Development.

### 8.1.2 Clarification

Printed wiring board laminates are exempted from the mandate.

If the amount of flame retardant exceeds 1 % by weight, the coding must be complemented in accordance with ISO 1043-4.

The requirements also apply to plastics in the LCD panel, however, labeling of the light guide may instead consist of the application of a label in close proximity, for example PLASTIC LIGHT GUIDE:>*plastic type(s)*< or >PLASTIC LIGHT GUIDE:*plastic type(s)*<.

Labeling of plate diffuser (not thin plastic film diffuser) must follow the same rules as for the light guide. The requirement does not cover other thin plastic films in the panel due to difficulties in labeling these.

## 8.2 Product packaging

### Background

Packaging is a well-known environmental problem that is regulated in many countries worldwide. Packaging material has a short lifetime and generates large volumes of waste.

### Applicability

All product categories.

### 8.2.1 Mandate

- Non-reusable packaging components of the certified product weighing more than 25 grams must be possible to separate into single material types without the use of tools.
- Exempted is reusable packaging.

### Submit the following to an approved verifier:

A completed and signed product form (chapter 11.3)

### The following information must be submitted with the application to TCO

#### Development:

A copy of the verification report(s) from a verifier approved by TCO Development.

## 8.3 Take back system

### Background

The vast amount of electronic waste in the world today is a rapidly growing environmental problem. It is therefore important that manufacturers provide mechanisms to take back their products. This is consistent with the principle of individual producer responsibility, wherein each manufacturer must be financially responsible for managing its own branded products at end-of-use. Currently, large amounts of electronic waste is being exported to developing countries where it is managed unsustainably, burdening local communities with this global environmental problem. The Basel Convention governs the export of many types of electronic waste, however it is not properly implemented in all countries. With this mandate, TCO Development aims to influence the expansion of better electronic waste management practices to more countries.

### Definition

Brand owner: The company or organization owning or controlling the brand name.

Brand name: The name or sign, including but not limited to a trademark or company name, used to identify, amongst users and customers, the manufacturer or seller of a product.

Take back system is a system that makes sure that the customer can return used products to be recycled. The system can be with or without a fee.

Environmentally acceptable recycling methods are:

- Product and component reuse
- Material recycling with secured handling of hazardous chemicals and heavy metals
- Pollution-controlled energy recovery of parts of the product

### Applicability

All product categories.

### References

8.4.

### 8.3.1 Mandate

The brand owner (or its representative, associated company or affiliate) must offer their customers the option to return used certified products for environmentally acceptable recycling methods in at least one market where the product is sold and where electronics take back regulation is not in practice at the date of application.

At least one option must be fulfilled:

1. Product is sold only on WEEE legislation markets or similar
2. World-wide product take back
3. One additional market lacking WEEE legislation where product take back is offered

#### **Submit the following to an approved verifier:**

A completed and signed brand owner product form (chapter 11.4)

#### **The following information must be submitted with the application to TCO**

##### **Development:**

A copy of the verification report(s) from a verifier approved by TCO Development.

### 8.3.2 Clarification

If the applicant chooses *option 1* (Product only sold on markets with WEEE legislation or similar) and signs the form, the requirement is fulfilled.

If *option 2* or *3* (World-wide product take back or one additional market lacking WEEE legislation where product take back is offered) is chosen, the form must be signed and the applicant must provide a short description of how the take-back system on that market works. This can also be done by giving a reference (for example a link to a website) to the representative, associated company or affiliate taking care of the take-back system on that market.

In case of *option 3*, the applicant must also provide the name of the market (country) where a take back system is provided.

TCO Development has no requirement on the take-back system being free of charge.

It is important to point out that any recycling and waste export control legislation in countries where the applicant operates must always be met.

# 9 Test conditions for network equipment

## 9.1 General test conditions

### 9.1.1 Definition of a test object

The product that are subject to tests within this product category are defined in the chapter "About this document".

### 9.1.2 Required information about the product

**The applicant must specify:**

- Name(s), type designation(s) and manufacturer of the product.

### 9.1.3 Test conditions

- The product must be delivered to the test facility in test-ready condition and include any required accessories. All necessary information about how to operate and adjust the product must be provided.
- The performance of the tested product must in all aspects be equal to the product that is delivered to the end-user.
- Only equipment that is necessary for the functionality of the product should be connected to external ports such as USB-ports, unless otherwise stated by the manufacturer.
- The product must be tested under nominal conditions of input voltage, current, etc. If sold on different markets, one setup must be chosen by the manufacturer which must represent the conditions of the country where the product must be sold the most.

### 9.1.4 Instruments used for testing

All instruments used for testing must be calibrated and there must be a valid calibration report. Calibration must be done before the tests are carried out. Calibrations must be traceable to national standards.

### 9.1.5 Test report

The test results are valid only for the presentation form(s) and configuration(s) that are included in the test. However, configurations may be accepted by the test facility based on tests of a "worst case" configuration. In this case, it must be clearly specified in the test report which of the configurations that have been tested.

**The test report must include the following information:**

- Any changes to the test methods.
- The manufacturer, brand name, model type and serial number (if available).

- The supply voltage and frequency used during the test and whether it is a CLASS I or CLASS III type. If CLASS III the AC external power supply brand name and model number must also be stated.
- The degree of uncertainty for each given measurement result.
- Photographs of the product showing: front, rear and, if applicable, the external power.

### **9.1.6 Overall uncertainty**

The overall uncertainty of the test facility must be calculated for each measurement procedure in this document and presented in the test report. The uncertainty must be within the required levels for each criterion. All measurement uncertainties claimed for used instruments must be referred to traceable calibration reports.

#### **About combining overall uncertainty values during test measurements:**

- Criteria are fulfilled without adding or subtracting the overall measurement uncertainty.
- Report the value shown on the instrument without adding or subtracting the overall measurement uncertainty.
- The overall measurement uncertainty of the test facility must be printed in the test report together with the reported value.
- If a test facility has an overall measurement uncertainty higher than the one allowed by TCO Development for a certain criterion, then the test report for that criterion is not valid for certification and the test result will not be accepted by TCO Development.



# 10 References

International standard organizations referred to and their websites..

- ASTM, American Society for Testing and Materials, <http://www.astm.org/>
- CIE, Commission Internationale de l'Eclairage, International Commission on Illumination, [www.cie.co.at/cie/](http://www.cie.co.at/cie/)
- DIN, Deutsches Institut für Normung e. V., [www2.din.de](http://www2.din.de)
- EBU, European Broadcasting Union, [http://www.ebu.ch/tech\\_info.html](http://www.ebu.ch/tech_info.html)
- IEC, International Electrotechnical Commission, [www.iec.ch](http://www.iec.ch)
- ISO, International Organization for Standardization, <http://www.iso.org/>
- ITU, International Telecommunication Union [www.itu.int/home/index.html](http://www.itu.int/home/index.html)
- SMPTE, Society of Motion Picture Television Engineers, [www.smpthe.org](http://www.smpthe.org)
- VESA, Video Electronics Standards Association, [www.vesa.org](http://www.vesa.org)

1.1 EN 60950-1 (IEC 60950-1). Safety of information technology equipment including business equipment.

- 2.1 Responsible Business Alliance (RBA), <http://www.responsiblebusiness.org/>
- 2.2 SA8000, <http://www.sa-intl.org>
- 2.3 Amfori BSCI, <http://www.amfori.org/>
- 2.4 <https://iccwbo.org/global-issues-trends/responsible-business/combating-corruption/>
- 2.5 <http://www.oecd.org/corporate/mne/mining.htm>
- 2.6 EPRM: <https://europeanpartnership-responsibleminerals.eu/>
- 2.7 RCI <http://en.cccmc.org.cn/news/58372.htm>
- 2.8 RMI <http://www.responsiblemineralsinitiative.org/>
- 2.9 & 3.1 EMAS EU regulation no 761/2001 concerning the voluntary participation of industrial companies in the Union's environmental control and review structure.
- 2.10 ISO 14001 Environmental management systems - Specification with guidance for use
- 2.11 <https://www.bsigroup.com/en-GB/standards/>
- 2.12 <https://www.iso.org/iso-45001-occupational-health-and-safety.html>
- 2.13 <http://www.centerforsustainabilitysolutions.org/clean-electronics/>

3.1 EMAS EU regulation no 761/2001 concerning the voluntary participation of industrial companies in the Union's environmental control and review structure.

3.2 ISO 14001 Environmental management systems - Specification with guidance for use

4.1 EN 60950 (IEC 60950). Safety of information technology equipment including business equipment.

5.1 ENERGY STAR® Program Requirements for Computers

6.1 Tecchio,P., Ardente, F., Marwede, M., Christian, C., Dimitrova, G. and Mathieux, F.,

Analysis of material efficiency aspects of personal computers product group, EUR 28394 EN, Publications Office of the European Union, Luxembourg, 2018, ISBN 978-92-79-64943-1, doi:10.2788/89220, J

6.2 Ben Bridgens, Kersty Hobson, Debra Lilley, Jacquetta Lee, Janet L. Scott, Garrath T. Wilson, Closing the Loop on E-waste: A Multidisciplinary Perspective, Journal of Industrial Ecology, 2017

6.3 (EU Directive 2012/19/EU) Available at:  
<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32012L0019&from=EN>

6.7 Directive 2008/98/EC of the European Parliament and of the Council of 19 November 2008 on waste and repealing certain Directives (Text with EEA relevance) OJ L 312, 22.11.2008, p. 3–30 (BG, ES, CS, DA, DE, ET, EL, EN, FR, IT, LV, LT, HU, MT, NL, PL, PT, RO, SK, SL, FI, SV) Special edition in Croatian: Chapter 15 Volume 034 P. 99 - 126  
<http://eur-lex.europa.eu/legal-content/en/ALL/?uri=CELEX%3A32008L0098>

7.1 EU Directive 2006/66/EC on batteries and accumulators containing certain dangerous substances

7.2 EU Directive 2011/65/EU on the restriction of the use of certain hazardous substances in electrical and electronic equipment

7.3 Regulation concerning Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH), EC 1907/2006

7.4 GovTrack.us. "H.R. 4040--110th Congress (2007): Consumer Product Safety Improvement Act of 2008, GovTrack.us (database of federal legislation) . Retrieved 14 August 2009. -> <https://echa.europa.eu/sv/home> - NEW

7.5 ECHA Website - Proposal for identification of Substances of Very High Concern -> <http://eur-lex.europa.eu/homepage.html> - NEW

7.6 <https://www.greenscreenchemicals.org/>

7.7 Directive 94/62/EC on packaging and packaging waste.

8.1 EU Directive 67/548/EEC on the approximation of laws, regulations and administrative provisions relating to the classification, packaging and labelling of dangerous substances

8.2 ISO 11469:2000 Plastics - Generic identification and marking of plastics products

8.3 ISO 1043-1, -2, -3, -4 Plastics - Symbols and abbreviated terms

8.4 EU Directive 2002/96/EC on waste electrical and electronic equipment (WEEE)

# 11 Forms and signatures for application

*All forms must be completed, signed and sent to a verifier approved by TCO Development.*

The forms in this chapter are for reporting conformity with the mandates in TCO Certified, generation 8, for network equipment and for providing information about the brand owner management systems, the product and its manufacture.

# 11.1 Brand owner form

The information in this form refers to the brand owner. The form may cover several of the brand owner's products.

## 11.1.1 Supply chain responsibility (mandate 2.1.1)

The most recent version of the brand owner's code of conduct is attached (yes/no)	
Information on the routines of how management and workers have been informed about the brand owner's code of conduct is attached (yes/no)	
Supply chain responsibility mandate is fulfilled (yes/no)	

## 11.1.2 Supply chain transparency (mandate 2.2.1)

Name, title, telephone number and email address of the SMR on the TCO Certified portal (yes/no)	
The report from the SMR interview including the verified self-assessment questionnaire (SAQ) is attached (yes/no)	
A date, with a period of less than 12 months, of the planned SMR interview with the name of the approved verifier on the TCO Certified portal (yes/no)	
Supply chain transparency mandate is fulfilled (yes/no)	

## 11.1.3 Anti corruption management system (mandate 2.3.1)

Anti corruption management mandate is fulfilled (yes/no)	
----------------------------------------------------------	--

## 11.1.4 Responsibly sourced minerals (mandate 2.4.1)

The most recent version of the public policy and a description of how it is communicated to the supply chain is attached (yes/no)	
A description of the brand owner's structured work on identifying risk areas in their supply chain is attached (yes/no)	
Proof of participation in an approved multi-stakeholder program is attached (yes/no)	
Responsibly sourced minerals mandate is fulfilled (yes/no)	

The brand owner guarantees that the provided information in chapter 11.1 is correct, and accepts to be bound by the listed mandates as they are fully stated in TCO Certified, generation 8, for network equipment.

.....  
Product brand name

.....  
Model name(s) or "All certified products"

.....  
Signature

.....  
Name and title in block capitals

.....  
Date

.....  
Brand owner company

## 11.2 Factory form

The information in this form refers to the factory where products included in the application are manufactured. The form may cover several of the brand owner's products. A separate copy of the form must be used for each factory.

### 11.2.1 Process chemicals (mandate 2.5.1)

A certificate or audit report for every final assembly factory manufacturing certified products to prove conformity with a structured health and safety management system (OHSAS18001, ISO45001, SA8000, RBA VAP, BSCI) is attached (yes/no)	
A completed process chemical data template for every final assembly factory manufacturing certified products is attached (yes/no)	
Process chemicals mandate is fulfilled (yes/no)	

### 11.2.2 Environmental management system (mandate 3.1.1)

A copy of a valid ISO 14001 certificate or EMAS registration for every final assembly factory manufacturing certified products is attached (yes/no)	
-----------------------------------------------------------------------------------------------------------------------------------------------------	--

### 11.2.3 Energy efficiency indicators (mandate 3.2.1)

Does the factory have an energy management system? (no/which)	
Total energy consumption for the factory. (KWh/Year)	
Percentage of renewable energy consumed by the factory (%)	
Are there cleanroom facilities in house? (no/classification and amount)	
Is compressed air used for handheld tools at the assembly (no/which)	
Is there in house reflow PCB soldering? (yes/no)	

The applicant guarantees that the provided information in chapter 11.2 is correct, and accepts to be bound by the listed mandates as they are fully stated in TCO Certified, generation 8, for network equipment.

.....  
Factory name

.....  
Factory address

.....  
Signature

.....  
Name and title in block capitals

.....  
Date

.....  
Applicant

## 11.3 Product form

The information in this form refers to the product that is included in the application. A separate copy of the form must be used for each product model.

### 11.3.1 Information to end users (mandate 1.1.1)

<b>mandate fulfilled through (A, B or C):</b> <b>A:</b> As a separate printed or digital document. <b>B:</b> Included in a printed or digital user manual. <b>C:</b> As a separate digital document that is hosted on the brand owner's website. A direct link to the document must be included in the printed or digital user manual mentioned above. (A/B/C)	
Information to end users mandate is fulfilled (yes/no)	

### 11.3.2 Product specification (mandate 1.2.1)

Product manufacturer	
Product brand name	
Product brand owner	
Product type/model name	

#### External Power Supplies (if applicable)

Brand name	Model/type	Rating	Class

A copy of the marking label is attached (yes/no)	
Product specification mandate is fulfilled (yes/no)	

### 11.3.3 Sustainability performance (mandate 1.3.1)

Sustainability performance mandate is fulfilled (yes/no)	
----------------------------------------------------------	--

### 11.3.4 Sustainability performance indicators (mandate 1.3.1)

The questions marked with \* are the published sustainability performance indicators, which will be printed on the certificate. The rest of the data may be published anonymously, ensuring that no brand owner can be identified.

*Percentage of recycled plastic by weight of total weight of plastic parts	%	
*Total weight of the product and power supply (without packaging)	Kg	
Does the brand owner have a public list of all final assembly factories for the certified product?	yes/no	
Are all final assembly factories manufacturing the certified product SA8000 certified?	yes/no	
Do all final assembly factories manufacturing the certified product use at least 20% renewable energy?	yes/no	
Is it possible to replace all of the critical parts listed in the "replaceable components" criteria (6.2), without the use of heat or other tools than those intended to turn, slotted (ISO 2380), cross-recessed (Phillips® and Pozidriv®, ISO 8764) or hexalobular recess heads (Torx®, ISO 10664)?	yes/no	
Is the "halogens" criteria met for all plastic parts regardless of weight?	yes/no	
Is the "halogens" criteria met for the whole product without any excepted parts?	yes/no	
Is the "non-halogenated substances" criteria met with no substances used having a GreenScreen® benchmark lower than 3?	yes/no	
Is the "non-halogenated substances" criteria met for all plastic parts regardless of weight?	yes/no	
Is the product communicated as having an ASHRAE classification?	yes/no	
The highest ASHRAE classification the product can achieve.	A1, A2, A3, A4 or N/A	
Ambient temperature limit to ensure proper cooling and to avoid excess processor throttling	°C or N/A	

### 11.3.5 Electrical safety (mandate 4.1.1)

A copy of a valid CB certificate or a national certificate from a CB member (NCB) for the product is attached (yes/no)	
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### 11.3.6 Energy efficiency (mandate 5.1.1)

A copy of the test report(s) from a laboratory accredited according to ISO 17025 is attached (yes/no)	
Energy efficiency mandate is fulfilled (yes/no)	

### 11.3.7 Secure data removal (mandate 6.4.1)

Mandate fulfilled through (A, B, C, D or E)	
For B or C a link to the media sanitization software on the brand owners website is attached (yes/no)	
Secure data removal mandate is fulfilled (yes/no)	

### 11.3.8 Hazardous substances

7.1.1 Heavy metals mandate is fulfilled (yes/no)	
7.2.1 Halogens mandate is fulfilled (yes/no)	
7.3.1 Non- halogenated substances mandate is fulfilled (yes/no)	
7.4.1 Plasticizers mandate is fulfilled (yes/no)	
7.5.1 Hazardous substances in product packaging mandate is fulfilled (yes/no)	

### 11.3.9 Material recovery

8.1.1 Material coding of plastics mandate is fulfilled (yes/no)	
8.2.1 Product packaging mandate is fulfilled (yes/no)	

The applicant guarantee that the provided information in chapter 11.3 is correct, and accepts to be bound by the listed mandates as they are fully stated in TCO Certified, generation 8, for network equipment.

..... Product brand name	..... Model name(s)
..... Signature	..... Name and title in block capitals
..... Date	..... Applicant



## 11.4 Brand owner product form

The information in this form refers to the product that is included in the application. A separate copy of the form must be used for each product model.

### 11.4.1 Product warranty (mandate 6.1.1)

Product warranty - brand owner mandate is fulfilled (yes/no)	
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### 11.4.2 Replaceable components (mandate 6.2.1)

<b>mandate fulfilled through (A or B):</b> All critical replaceable components are: <b>A:</b> Available for anyone to purchase <b>B:</b> May be replaced by a service network for repair and maintenance of the certified product on all markets where it is sold. (A or B)	
Replaceable components mandate is fulfilled (yes/no)	

### 11.4.3 Repair manuals (mandate 6.3.1)

A link to the repair manual on the brand owner website or a pdf of the material that will be published there during the validity of the certificate is attached (yes/no)	
Repair manuals mandate is fulfilled (yes/no)	

### 11.4.4 Take back system (mandate 8.3.1)

Option 1. Product sold on WEEE legislation markets or similar (yes/no)	
Option 2. World-wide product take back reference attached (yes/no)	
Option 3. One additional market lacking WEEE legislation where product take back is offered (yes/no)	
Markets:	
Take back system mandate is fulfilled (yes/no)	

### 11.4.5 Factory identification (mandate 2.1.1)

The final assembly factory/factories that manufacture the certified product are reported at the time of application (yes/no)	
The most recent independent audit and a CAP for each non-conformity was/is provided for the factory (yes/no)	

The brand owner guarantee that the provided information in chapter 11.4 is correct, and accepts to be bound by the listed mandates as they are fully stated in TCO Certified, generation 8, for network equipment.

..... Product brand name	..... Model name(s) or "All products"
..... Signature	..... Name and title in block capitals
..... Date	..... Company

## 11.5 Certification documents

The chemical management template, self-assessment questionnaire and other relevant documents are available on [tcocertified.com/certification-documents](https://tcocertified.com/certification-documents).

