

# 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 notebooks 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. The form must be submitted once a year.

## 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)	
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## 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 notebooks.

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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)	
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### 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 number)	
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 notebooks.	
..... Factory name	..... Factory address
..... Signature	..... Name and title in block capitals
..... Date	..... Applicant






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)	
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### 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	
*Measured energy consumption according to ENERGY STAR®. (This measured value of one sample may differ from values presented in other places due to a batch uncertainty that is added to cover all products leaving the production line.) (Worst case value.)	Short idle (W)	
	Long idle (W)	
	Sleep mode (W)	
	Off mode (W)	
*Total Energy Consumption (TEC) according to ENERGY STAR®. (Worst case value.)	ETEC (kWh)	
	ETEC_MAX (kWh)	
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 in compliance with ENERGY STAR® for computers version 7.0?	yes/no	
Is the main battery of the product replaceable without tools?	yes/no	

### 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 Acoustic noise (mandate 4.2.1)

A copy of the test report(s) from a laboratory accredited according to ISO 17025 is attached (yes no)		
A-weighted sound power level (LWAd)	Operating mode (B)	
	Idle mode (B)	

### 11.3.7 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)	

### 11.3.8 Standardized connectors (mandate 6.3.1)

Standardized connectors mandate is fulfilled (yes/no)	
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### 11.3.9 Product durability (mandate 6.4.1)

A copy of the test report(s) from a laboratory accredited according to ISO 17025 is attached (yes no)		
Drop test	Height in (cm)	
High temperature	Maximum storage temperature (°C)	
	Maximum operational temperature (°C)	
Low temperature	Minimum storage temperature (°C)	
	Minimum operational temperature (°C)	
Product durability mandate is fulfilled (yes/no)		





**11.3.12 Secure data removal (mandate 6.7.1)**

Mandate fulfilled through (A, B or C)	
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)	

**11.3.13 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)	

**11.3.14 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 guarantees 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 notebooks.

..... 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.  
The form may be signed once and cover all products, but a copy of the form must be attached to each application.

### 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)

A link to the service 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)	
Replaceable components mandate is fulfilled (yes/no)	

### 11.4.3 Take back system (mandate 8.3.1)

Option 1. Product is sold only 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)	

### 11.4.4 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 guarantees 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 notebooks.

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