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 9, for imaging 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. 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 public 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-bribery management system (mandate 2.3.1)

An ISO 37001 certificate(s) is attached, or a booked date for the self-assessment questionnaire (SAQ) and follow-up interview. (yes/no)	
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)	
The responsibly sourced minerals template is completed and submitted to TCO Certified Portal before the brand owner annual due date stated on the portal. (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 9, for imaging 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 Supply chain responsibility (mandate 2.1.1)

The supply chain identification template is completed and submitted before the due date stated on TCO Certified Portal (yes/no)	

11.2.2 Process chemicals management (mandate 2.5.1)

A copy of the ISO 45001 certificate is submitted before the due date stated on TCO Certified Portal (yes/no)	
The Process Chemical Data Collection (PCDC) Tool is completed and submitted l before the due date stated on TCO Certified Portal. (yes/no) The PCDC Tool,can be downloaded at tcocertified.com	
Process chemicals management mandate is fulfilled (yes/no)	

11.2.3 Environmental management system (mandate 3.1.1)

A copy of the ISO 14001 certificate is submitted before the due date stated on TCO Certified Portal (yes/no)	

11.2.4 Energy efficiency indicators (mandate 3.2.1)

Total energy consumption for the factory. (KWh/Year)	
Percentage of renewable energy consumed by the factory (%)	
Energy improvements compared to previous year (%)	

11.2.5 Energy management system (mandate 3.3.1)

A copy of the ISO 50001 certificate is submitted before the due date stated on TCO Certified Portal (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 9, for imaging equipment.

.....	.....
Factory name	Factory address
.....	.....
Applicant	Name and title in block capitals
.....	.....
Signature	Date

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)

Mandate fulfilled through (A.1, A.2 or A.3): A. 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: 1. As a separate printed or digital document. 2. Included in a printed or digital user manual. 3. 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.	
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	
Total weight of the typical product configuration and power supply (kg)	
A copy of the marking label is attached (yes/no)	
Product specification mandate is fulfilled (yes/no)	

11.3.3 Sustainability performance indicators (mandate 1.3.1)

Sustainability performance mandate is fulfilled (yes/no)	

11.3.4 Non-mandatory sustainability performance indicators (mandate 1.3.1)

(SPIs marked with Z in criterion 1.3)
To achieve a higher classification on the following SPIs, additional information and evaluation is required. The submissions and additional evaluations are optional. By submitting and performing an evaluation, the product will always receive a higher classification than if no evaluation is conducted.

3.5 Documentation on PCF methodology is submitted (yes/no)	
3.5 Documentation regarding PCF availability is submitted (yes/no)	

6.1 Documentation on extended warranty availability is attached (yes/no)	
6.1 Documentation on public repair policy is attached (yes/no)	
6.2 Should the SPI “Classification of fasteners and connectors” be evaluated? (yes/no)	
6.2 Should the SPI “Necessary tools for repair/upgrade)” be evaluated? (yes/no)	
6.2 Should the SPI “Classification of availability of spare parts by target group” be evaluated? (yes/no)	
6.2 Should the SPI “Classification of availability of spare parts by duration of availability” be evaluated? (yes/no)	
6.2 Should the SPI “Classification of availability of comprehensive information” be evaluated? (yes/no)	
6.2 Should the SPI “Capability to use remanufactured cartridges and containers” be evaluated? (yes/no)	
6.2 Should the SPI “Functionality allowing firmware updates to be rolled back to previously installed versions” be evaluated? (yes/no)	
8.2 Documentation showing the brand owner involvement in multi-stakeholder initiatives working towards solving the problems connected to e-waste is submitted (yes/no)	
8.2 Documentation on ratio of compensated versus manufactured products is submitted (yes/no)	

11.3.5 Post-consumer recycled content (mandate 3.4)

TCO Certified PCR template may be used for submission for this criterion

Documentation on weight of post consumer recycled plastic parts is attached (yes/no)	
Documentation on weight of all plastic parts is attached (yes/no)	
Documentation on weight of post consumer recycled non-plastic parts is attached (yes/no)	
Post-consumer recycled content mandate is fulfilled (yes/no)	

11.3.6 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)	

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 Hazardous substances

7.1.1 Heavy metals mandate is fulfilled (yes/no)	
7.2.1 Halogens mandate is fulfilled (yes/no)	
7.2.3 A copy of the test report(s) from a laboratory accredited according to ISO 17025 is attached (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 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 9, for imaging 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.
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)

Information about the minimum product warranty period for the product is attached (yes/no)	
Product warranty - brand owner mandate is fulfilled (yes/no)	

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 E-waste management (mandate 8.2.1)

E-waste management 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 9, for imaging equipment.

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