



Revision Record Sheet:

Revision	Section number	Page number	Date	Remark(s)	issued by
7	Complete Document	all	23-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
8		1	30-12-2022	History sheet added	AG

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1 Introduction

This document is meant as a quick reference guide for applicants, where identifying, the subjects to be delivered by applicant for European PPE certificates issued under the PPE scheme.

2 Overview of subjects to be delivered by applicant.

An application must consist of at least the information as listed in the “subject” column.

Where applicable is a document I.D. given as example to help the applicant.

Subject	Submission by applicant	Document I.D.
General Application Form	X	RF_101/ RF_102
Letter of authorization	X ²	RF_161
Internal Photos	X	RF_103
External Photos	X	RF_103
Material specification	X	RF_103
Assembly drawings (exploded view)	X	
Scaled technical drawings	X	
Test Report(s)	X ¹	
Consumer sales packaging sample	X	
Product label sample	X	
Description of the product	X	RF_103
User's manual	X	
Risk assessment of the product	X	RX_111
Production plant indication (Only Category III products)	X	
Declaration of Conformity	X	RF_060
Declaration of Identity	X ³	RF_062

2.1 Required format

To be able to deliver the requested type certification within the shortest timeframe, the (compressed) application packages containing the requested exhibits should be uploaded in the requested format to the customer specified account accessible at <https://clientportal.kiwa.info> (client portal).

Application information may be submitted in the following formats:

PDF / JPEG Image / Microsoft Excel or in Microsoft Word.

Files submitted in Acrobat PDF format are preferred. In case the files are in a different format please contact Kiwa. Remark: In case of information submission, it should be send in a single file per subject, e.g. five internal photos in 1 file.

2.2 Details

In case of submission of information please read first document **RD_110 “Conformity assessment procedures for Personal Protective Equipment in Europe or RD_111_01 Conformity assessment procedures for the Personal Protective Equipment Scheme** This can be downloaded from our web site.

¹ In case TASS International or Kiwa does not perform the testing

² In case applicant is different from approval holder/manufacturer

³ In case of applying for OEM products (100% equal to a main type)