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## **1 Informative**

For equipment according to Chapter 3 Article 13 Section (1) b) ii) of Directive 2014/34/EU, the Module A (internal production control) shall be applied. It is set out that the product documentation of a non-electrical equipment of the equipment groups I and II, equipment categories M2 and 2 shall be submitted to a notified body such as IBExU Institut für Sicherheitstechnik GmbH (hereinafter referred to as IBExU) and stored there.

The manufacturer and, where applicable, other economic operators in the meaning of Directive 2014/34/EU are responsible for the implementation of the Module A of Directive 2014/34/EU and thus for the deposition of product documentations.

The product documentations intended for deposition may be submitted both as hard copies and in electronic format.

Note:

With respect to the deposition medium used, it must be taken into account that the legibility of the submitted documents is ensured over the entire retention period. The legibility of documents is not under the responsibility of the notified body.

The requirements on the content of product documentations to be submitted are specified in Module A of Directive 2014/34/EU. A product documentation must enable the conformity of the product with the applicable requirements of Directive 2014/34/EU. In the case of damage, the product documentation serves to prove that the economic operator has fulfilled the applicable requirements of Directive 2014/34/EU.

In accordance with Directive 2014/34/EU, the product documentation submitted will be stored by IBExU for a period of ten years after placing of the product on the market.

**Important:**

This means that type- / production series-related documentations must be stored with placing of the first product of this type / production series on the market. The retention period ends only ten years after placing of the last product of this type / production series on the market so that a product documentation to be submitted must generally be stored at IBExU for more than ten years.

IBExU will acknowledge in writing the receipt of the product documentation.

After expiry of the required retention period, the product documentation will be shredded.

## **2 Deposition options**

A product documentation can be retained either related to the order number / serial number or related to the type / production series.

In case of deposition of an order number- / serial number-related product documentation, the required retention period of ten years begins with receipt of the product documentation at IBExU. Further products with reference to the submitted product documentation are not placed on the market. After expiry of the required retention period, the product documentation will be shredded.

A type- / production series-related product documentation is to be submitted for deposition with placing of the first product of this type / production series on the market. However, the required retention period of ten years only begins after IBExU has been informed in writing about the last placing of a product of this type / production series on the market. Without receipt of such information, the deposition will be maintained. From the eleventh year after receipt of the product documentation (initial process), the economic operator will be charged for annual follow-up fees according to the current price list. After expiry of the required retention period, the product documentation will be shredded.

### **3 Appointment of a deposition (initial process)**

For the commissioning of deposition of product documentations, the form “Deposition of a product documentation | Application” published on the website of IBExU should be used ([www.ibexu.de](http://www.ibexu.de)).

The following applies to the product documentation to be submitted:

1. File the documents into a folder or similar or save them on a data medium
2. Seal the folder or similar for example with a company adhesive tape | If possible, do not use paper strips since they can tear during transport
3. Mark the folder or similar with information on the economic operator and the product | These details must comply with the details in the application for deposition of product documentation
4. Pack the sealed product documentation intended for storage into a shipping box or similar and enclose the completed application form
5. Close the shipping box and send it to IBExU

### **4 Appointment of a deposition (addition / amendment)**

Additions / amendments can be made to a product documentation that is already stored. An exchange or return of stored product documentations is not possible.

In the case of additions / amendments, the initial process to which a subsequent documentation should be submitted must be indicated on the application form. The handling is the same as that of the initial process. The product details as specified in the initial process will be taken over in the confirmation of deposition.

### **5 Costs**

The costs are based on the current price list. It is available on request.

If a product documentation must be stored at IBExU for more than ten years, the manufacturer will be charged for annual follow-up fees according to the current price list from the eleventh year after receipt of the product documentation.

After expiry of the required retention period, the product documentation will be shredded by a company commissioned with document destruction.

**Important:**

**A new price list will come into force on 2018-07-01.**