

# TEMPLATE FOR THE DECLARATION OF CONFORMITY AND FOR THE DECLARATION OF INCORPORATION TO COMPLY WITH

DIRECTIVE 2006/42/EC  
ON MACHINERY



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INSTRKTIV

USER INSTRUCTIONS

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# Important information before using your template

**Thanks for your interest in INSTRKTIV's Declaration of Conformity Template Method. We at INSTRKTIV help our clients create compliant and user-friendly user instructions (user manuals, online help, operating instructions etc). The nature of our work means that we are often involved in the CE marking process, risk analysis, technical files and also in compiling declarations of conformity.**

I hope that the Declaration of Conformity Template Method will be useful to you. If so, I would appreciate you making a comment on our website or social media share. Do give us a call if we can help you create compliant and user-friendly user instructions.

## **A few points to keep in mind:**

- ✓ Read through and make sure you understand the [full post](#) and the relevant directives before simply using the template(s).
- ✓ As well as the specific requirements on the content, the relevant directives also give requirements whether to [translate](#) the declaration of conformity or not, to deliver the declaration of conformity with the product (or to keep in the technical file only), or to draw up a single declaration of conformity for all applicable directives. Read through and ensure you understand all relevant directives for more information. My [blog post](#) tells you how to search for the relevant articles in the directives.

Best regards,

Ferry Vermeulen, director at [INSTRKTIV](#)



# 1. Contents of the declaration of conformity

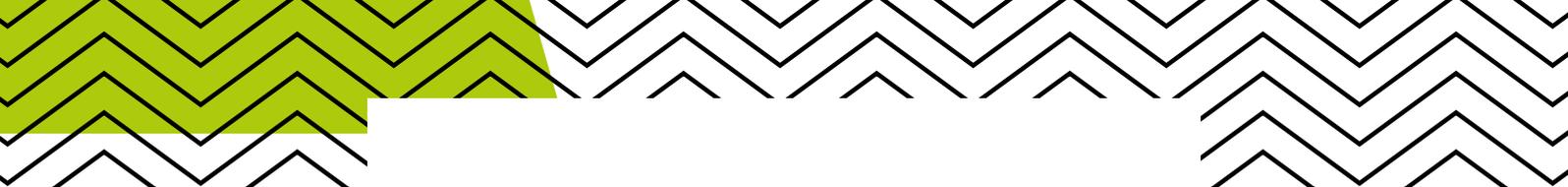
## A. EC DECLARATION OF CONFORMITY OF THE MACHINERY

This declaration and translations thereof must be drawn up under the same conditions as the instructions (see Annex I, section 1.7.4.1(a) and (b)), and must be type-written or else handwritten in capital letters.

This declaration relates exclusively to the machinery in the state in which it was placed on the market, and excludes components which are added and/or operations carried out subsequently by the final user. The EC declaration of conformity must contain the following particulars:

1. business name and full address of the manufacturer and, where appropriate, his authorised representative;
2. name and address of the person authorised to compile the technical file, who must be established in the Community;
3. description and identification of the machinery, including generic denomination, function, model, type, serial number and commercial name;
4. a sentence expressly declaring that the machinery fulfils all the relevant provisions of this Directive and where appropriate, a similar sentence declaring the conformity with other Directives and/or relevant provisions with which the machinery complies. These references must be those of the texts published in the Official Journal of the European Union;



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5. where appropriate, the name, address and identification number of the notified body which carried out the EC type-examination referred to in Annex IX and the number of the EC type-examination certificate;
  6. where appropriate, the name, address and identification number of the notified body which approved the full quality assurance system referred to in Annex X;
  7. where appropriate, a reference to the harmonised standards used, as referred to in Article 7(2);
  8. where appropriate, the reference to other technical standards and specifications used;
  9. the place and date of the declaration; 10. the identity and signature of the person empowered to draw up the declaration on behalf of the manufacturer or his authorised representative.



## DECLARATION OF INCORPORATION OF PARTLY COMPLETED MACHINERY

This declaration and translations thereof must be drawn up under the same conditions as the instructions (see Annex 1, section 1.7.4.1(a) and (b)), and must be typewritten or else handwritten in capital letters.

The declaration of incorporation must contain the following particulars:

1. business name and full address of the manufacturer of the partly completed machinery and, where appropriate, his authorised representative;
2. name and address of the person authorised to compile the relevant technical documentation, who must be established in the Community;
3. description and identification of the partly completed machinery including generic denomination, function, model, type, serial number and commercial name;
4. a sentence declaring which essential requirements of this Directive are applied and fulfilled and that the relevant technical documentation is compiled in accordance with part B of Annex VII, and, where appropriate, a sentence declaring the conformity of the partly completed machinery with other relevant Directives. These references must be those of the texts published in the Official Journal of the European Union;
5. an undertaking to transmit, in response to a reasoned request by the national authorities, relevant information on the partly completed machinery. This shall include the method of transmission and shall be without prejudice to the intellectual property rights of the manufacturer of the partly completed machinery;
6. a statement that the partly completed machinery must not be put into service until the final machinery into which it is to be incorporated has been declared in conformity with the provisions of this Directive, where appropriate;
7. the place and date of the declaration;
8. the identity and signature of the person empowered to draw up the declaration on behalf of the manufacturer or his authorised representative.



# 2.

## Template for the Declaration of Conformity for machinery

### EC declaration of conformity (DoC) of the machinery

Declaration according to Directive 2006/42/EC, as amended (hereafter called Machinery Directive). This language version of the declaration is verified by the manufacturer (original declaration).

#### We (manufacturer):

Business name: .....  
Address: .....  
Country: .....

#### Declare under our sole responsibility for the following machinery:

Generic denomination: .....  
Function: .....  
Model: .....  
Type: .....  
Serial number: .....  
Commercial Name: .....

**that all the relevant provisions of the Machinery Directive are fulfilled;  
that the machinery also complies with the provisions of the following European Directives:**

✓ (example) DIRECTIVE 2014/30/EU relating to electromagnetic compatibility



**that the machinery is in conformity with the following standards and/or other normative documents:**

- ✓ (example) EN ISO 12100:2010 Safety of machinery - General principles for design - Risk assessment and risk reduction (ISO 12100:2010)
- ✓ (example) EN 349:1993+A1:2008 Safety of machinery - Minimum gaps to avoid crushing of parts of the human body

**and that the following Notified Body performed the intervention as described below and issued the EU-type examination certificate:**

Notified Body name: .....

Address: .....

Country: .....

Identification number: .....

Description of intervention: .....

Number EU-type examination certificate: .....

Date EU-type examination certificate: .....

Duration and conditions of validity of the examination certificate .....

**that the machinery is designed and constructed in accordance with the system of full quality assurance approved by:**

Notify Body name: .....





Address .....  
Country: .....  
Identification number: .....

**that the following natural or legal person established in the Community is mandated in writing to perform all or part of the obligations and formalities connected with the Machinery Directive:**

Business name: .....  
Address: .....  
Country: .....  
Name: .....  
Position: .....

**and that the following natural or legal person established in the Community is authorized to compile the technical file:**

Business name: .....  
Address: .....  
Country: .....  
Name: .....  
Position: .....

Place and date of issue (of this DoC):  
.....

Signed by or for the manufacturer:  
.....

Name: .....  
Title: .....



# 3.

## Template for the Declaration of Incorporation of partly completed machinery

### EC declaration of incorporation (DoI) of the partly completed machinery

Declaration according to Directive 2006/42/EC, as amended (hereafter called Machinery Directive). This language version of the declaration is verified by the manufacturer (original declaration).

#### We (manufacturer):

Business name: .....

Address: .....

Country: .....

#### Declare under our sole responsibility for the following partly completed machinery:

Generic denomination: .....

Function: .....

Model: .....

Type: .....

Serial number: .....

Commercial Name:

**that the essential health and safety requirements of the Machinery Directive indicated on the next page are applied and fulfilled;**

**that the relevant technical documentation is compiled in accordance with Annex VII, part B;**





**that in response to a reasoned request by the national authorities, the relevant information will be transmitted;**

**that the partly completed machinery must not be put into service until the final machinery into which it is to be incorporated has been declared in conformity with the provisions of this Directive**

**and that the following natural or legal person established in the Community is authorized to compile the technical documentation:**

Business name: .....  
Address: .....  
Country: .....  
Name: .....  
Position: .....

Place and date of issue (of this DoI):  
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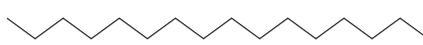
Signed by or for the manufacturer:  
.....

Name: .....  
Title: .....





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