



Guide for General Criteria for a Supplier's Declaration of Conformity¹

This standard is issued under the fixed designation E 1904; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

INTRODUCTION

This guide has been prepared by Committee E-36 following the ASTM balloting procedures. This guide is based upon **ISO/IEC Guide 22** (1996) basically unchanged and in its entirety including the paragraph numbering. Deviations from the usual ASTM format are due to an effort to have this guide parallel **ISO/IEC Guide 22** (1996). The 1996 version of **ISO/IEC Guide 22** replaced the previous edition published in 1982 and included numerous improvements. This standard replaces **ANSI Z34.2** Self-Certification by Producer or Supplier.

1. Scope

1.1 This guide specifies general criteria for a supplier's declaration of conformity in cases where it is desirable, or necessary, that conformity of a product, process or service, to normative documents be indicated, irrespective of the sector involved. The supplier then may declare under the supplier's responsibility the conformity to normative documents.

2. Referenced Documents

2.1 ISO/IEC Standards:

ISO/IEC Guide 2 (1996), Standardization and Related Activities—General Vocabulary²

ISO/IEC Guide 22 (1996), General Criteria for Supplier's Declaration²

2.2 ANSI Standard:

ANSI Z34.2 Self-Certification by Producer or Supplier²

3. Terminology

3.1 *Definitions*—For the purpose of this guide, the following definitions, which are contained in **ISO/IEC Guide 2** (1996), apply except for the additional discussion added to 3.4.

3.1.1 *assurance of conformity, n*—activity resulting in a statement giving confidence that a product, process or service fulfills specified requirements.

3.1.1.1 *Discussion*—For a product, the statement may be in the form of a document, a label or other equivalent means. It also may be printed in or applied on a communication, a catalog, an invoice, a user instruction manual, etc., relating to the product.

3.1.2 *normative document, n*—document that provides rules, guidelines or characteristics for activities or their results.

3.1.2.1 *Discussion*—The term **normative document** is a generic term that covers such documents as standards, technical specifications, codes of practice, and regulations. A document is to be understood as any medium with information recorded on or in it. The terms for different kinds of normative documents are defined considering the document and its content as a single entity.

3.1.3 *standard, n*—document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

3.1.3.1 *Discussion*—Standards should be based on the consolidation results of science, technology and experience, and aimed at the promotion of optimum community benefits.

3.1.4 *supplier's declaration, n*—procedure by which a supplier gives written assurance that a product, process, or service conforms to specified requirements.

¹ This guide is under the jurisdiction of ASTM Committee E-36 on Conformity Assessment and is the direct responsibility of Subcommittee E36.20 on Certification/Registration Bodies.

Current edition approved Sept. 10, 1999. Published November 1999. Originally published as E1904-97. Last previous edition E 1904-97

² Available from American National Standards Institute, 11 W. 42nd St., 13th Floor, New York, NY 10036.



3.1.4.1 *Discussion*—The supplier is the party that supplies the product, process, or service and may be a manufacturer, distributor, importer, assembler, service organization, etc. In order to avoid any confusion, the expression *self-certification* should not be used.

4. Objective of the Declaration

4.1 The objective of the declaration is to give assurance that the product, process, or service concerned is in conformity with those normative documents to which the declaration refers and to make clear who is responsible for that conformity.

5. General Requirements

5.1 The supplier shall be responsible for the characteristics of the products, processes, or services covered by the normative documents to which the declaration refers.

5.2 The declaration shall be based on testing or assessment by a first, second, or third party.

5.3 The supplier has the option of indicating in the declaration, for example, whether an accredited laboratory or other conformity assessment activities or programs, or a combination thereof, have been involved or whether any certificates, marks, or registrations have been obtained.