

IMPORTANT - This guideline is for information purposes only and does not constitute legal advice. This guide is for communicating compliance to Directive 2011/65 EU “RoHS Directive” within the supply chain and should not be misconstrued with the requirement for Declarations of Conformity (“DoC”). The DoC guidance can be found within Annex VI of the RoHS Directive.

1. On Company Letterhead
 - a. Needs to indicate that the declaration is an official company communication of the employee making the declaration.
2. Includes the proper RoHS Directive legislative reference
 - a. Actual Legislation Title: Directive 2011/65/EU of the European Parliament and of the Council of 8 June 2011 on the restriction of the use of certain hazardous substances in electrical and electronic equipment (“RoHS Directive”).
 - i. Directive 2011/65/EU
 - ii. EU Directive 2011/65/EU
 - iii. The RoHS Directive 2011/65/EU
3. Includes unique reference to parts or products being covered by the declaration.
4. Declares Compliance Status
 - a. States that it complies with or meets the requirements of the RoHS Directive; or
 - b. States that it does not comply with or does not meet the requirements of the RoHS Directive
 - i. Must identify the substance or substances creating the non-compliance per part or product
5. Declares Exemption (if applicable)
 - a. If any parts of products are using an exemption identified in Annex III or Annex IV of the RoHS Directive, they MUST be disclosed per part or product utilizing the exemption
6. Signed by appropriate individual
 - a. Name, contact details, and position must be included
 - b. Must be an employee of the company issuing the declaration
 - c. Position/Job Title should indicate a degree of familiarity with materials or product adequate to stating compliance status
 - i. Eg. Engineering, Quality, Materials, Compliance Manager
7. Dated
 - a. Declaration should be no more than two (2) years old unless
 - i. there has been a change to the exemption status being applied in the declaration
 - ii. new substances have been added to the RoHS Directive, or
 - iii. if your industry often changes materials in the production of parts covered in this declaration, it should be updated upon material change.