

# Amendment

# document

MÖBELFAKTA'S  
REQUIREMENTS SPECIFICATION 2021-07-01

# Manual

This amendment document applies to Möbelfakta's updated requirements according to changes in standards from July 1, 2021.

- **Yellow text** meaning new text compared to previous version of the requirements (2021-04-01)
- **Overwrite** (and underscore for **\***) meaning text is removed compared to previous requirements

Only sections containing markings show changes to previous requirements  
Parts not appearing in this document remain the same.

## General information about revision 2021-07-01

### Part 1, Quality

- 1) Requirements updated according to new edition EN 1335-1, new method and chair type introduced.
- 2) New industry requirements regarding surface durability; Kitchen and bathroom fittings:
  - Water against edge, 6 hours instead of 1 hour
  - Inside back cover, only water required 1 hour
  - A new requirement regarding steam against the door and worktop is introduced
  - New requirement regarding impact on surface and edge is introduced

### Part 2, Environment

No changes - New criteria for consultation in connection with the revision of requirements of The National Agency for Public Procurement 2021.

### Part 3, Responsible Supply Chains – Social, Environmental, And Ethical Responsibility

Editorial changes.

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EN 14434:2010	<p>Writing boards for educational institutions - Ergonomic, technical and safety requirements and their test methods</p> <p>When testing whiteboards in accordance with EN 14434:2010 the whiteboards should meet the standard requirements and minimum level 2 should achieved in terms of:</p> <ul style="list-style-type: none"> <li>- 7.2.3 Ability to write and erase</li> <li>- 7.3.2 Scratching</li> <li>- 7.4.2 Staining</li> <li>- 7.5.2 Colour degradation</li> </ul> <p>When testing whiteboards in accordance with EN 14434:2010 the whiteboards should meet the standard requirements and minimum level 2 should achieved in terms of</p> <ul style="list-style-type: none"> <li>- 8.3.3 Ability to write</li> <li>- 8.4.2 Scratching</li> <li>- 8.5.2 Staining</li> <li>- 8.6.2 Colour degradation</li> </ul>
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### 1.1.3 Office environment

#### 1.1.3.1 Office work chairs

This specification sets the requirements for work chairs intended for use in office environments according to the European standards EN 1335-2 and -3. EN 1335-1 is specified in item 1.2. Dimensions

The requirements include work chairs for office environments according to the following definition: An item of seating furniture for a single person with backrest and with or without armrest. The chair includes a revolving seat and adjustable height.

The chairs are divided into three types – **Ax, A, B and C**.

The type is determined by the adjustment possibilities given by dimensions according to EN 1335-1:2020 (see also 1.2 Dimensions) and EN 1335-4. The requirements are based on being used eight hours a day by a person weighing 110 kg. When declaring a work chair, the chair's category must be specified as below.

**Type A: Seat – revolving, more adjustable height, adjustable seating-depth compared to Type A and adjustable leaning.**

Type A: Seat – revolving, adjustable height, adjustable seating-depth and adjustable leaning.

Type B: Seat – revolving, adjustable height, fixed/adjustable seating-depth and fixed/adjustable leaning.

Type C: Seat – revolving, adjustable height, fixed/ adjustable seating-depth, fixed/ adjustable leaning. Backrest – fixed height.

EN 1335-2:2018*	Office furniture – office work chair – Part 2: Safety requirements
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\* Tests performed according to EN 1335-2:2009 are accepted until 2021-12-31.

## 1.2 Dimensions

Dimensions can be attributed to two groups of standards; safety/function and ergonomics. The standards related to safety are found in item 1.1 Safety/function. They are relevant when testing furniture of the respective type of furniture.

### 1.2.1 Office furniture

The following standards set the requirements for the types of furniture that have separate standards with requirements for ergonomics. That is work chairs, work tables and screens, all in the office environment use class.

#### 1.2.1.1 Office work chairs

The following standards set the requirements for work chairs intended for use in office environments with respect to dimensions.

Work chairs for offices can be divided into three categories – **Ax, A, B and C**.

The categorisation is determined by the chair's adjustment possibilities that are determined in the dimensional requirements in EN 1335-1:2020 and CEN/TR 1335-4. The requirements are based on being used eight hours a day by a person weighing 110 kg. When declaring a work chair, the chair's category must be specified as below.

**Type A: Seat – revolving, more adjustable height and adjustable seating-depth compared to Type A and adjustable leaning.**

Type A: Seat – revolving, adjustable height, adjustable seating-depth and adjustable leaning.

Type B: Seat – revolving, adjustable height, fixed/ adjustable seating-depth, fixed/ adjustable leaning.

Type C: Seat – revolving, adjustable height, fixed/ adjustable seating-depth, fixed/ adjustable leaning. Backrest – fixed height.

EN 1335-1:2000

Office furniture – Office work chair – Part 1: Determination of dimensions.

~~CEN/TR 1335-4:2010~~

~~Office work chair – Part 4: Clarifications to EN 1335-1. (Dimensions)~~

\* Tests performed according to EN 1335-1:2000 are accepted until 2023-12-31.

#### 1.2.1.2 Office work tables

The following standards set the requirements for work tables for use in an office environment with respect to dimensions.

When declaring office work tables, you should also specify the type of table referred to in the declaration, table for **sitting, standing or sit/stand**. You must also specify the degree of adjustability according to one of four categories **A, B, C and D** which are specified in EN 527-1:2011.

Type A: Fully adjustable

Type B: Height selectable

Type C: Fixed height

Type D: Limited adjustability or selectability

EN 527-1:2011

Office furniture – Work tables and desks – Part 1: Dimensions.

#### 1.2.1.3 Office screens

The following standards set the requirements for screens for use in office environments with respect to dimensions. The requirements cover stand-alone screens. Declaring the equivalent sound-absorbing area and screen damping according to section 1.6 Acoustics is optional.

SS-EN 1023-1:1996

Office furniture – Screens – Part 1: Dimensions.



## 1.3 Surface resistance

Requirements for the surfaces of furniture apply to all varnished surfaces and to foiled or laminated hard surfaces. The requirements do not apply to surfaces treated with oil, wax or equivalent. Care and treatment recommendations should be provided with the furniture. Chromed and untreated surfaces are exempt. The requirements apply to all use classes.

### 1.3.1 Use classes – indoor

The following specification sets the requirements for the resistance of surfaces on furniture intended for use in indoor environments.

#### Application

Use class	Furniture surface		Requirements
Domestic	Seating furniture Tables Reclining furniture Storage furniture	Undercarriage - legs and frames Undercarriage - legs and frames Undercarriage - legs and frames Interior surfaces incl. drawer bottoms.	Requirement category 1
	Seating furniture Reclining furniture Storage furniture	Seats, backrests and arm rests Other surfaces excl. bases External surfaces	Requirement category 2
	Tables	Table tops	Requirement category 4
Non-domestic/offices	Seating furniture Tables Reclining furniture Storage furniture	Undercarriage - legs and frames Undercarriage - legs and frames Undercarriage - legs and frames Interior surfaces incl. drawer bottoms.	Requirement category 1
	Seating furniture Reclining furniture Storage furniture	Seats, backrests and arm rests Other surfaces excl. undercarriages External surfaces	Requirement category 2
	Table tops		Requirement category 4
	Table tops	Designed for restaurants, cafés, study environments, etc.	Requirement category 5
Kitchen and bathroom fittings		Interior surfaces and drawer bottoms, excluding shelves and bottoms	Requirement category 1
		Exterior surfaces, shelves and bottoms	Requirement category 3
	Worktop		Requirement category 6

		Requirement category					
		1	2	3	4	5	6
Testing	References						
Water 1)	EN 12720:2009+A1:2013	6 hours <sup>a)</sup>	16 hours	16 hours	24 hours	24 hours	24 hours
Fat 1)	EN 12720:2009+A1:2013	24 hours <sup>b)</sup>	24 hours	24 hours	24 hours	24 hours	24 hours
Fat + scratching 1)	SS 83 91 22: 2017	-	-	-	24 hours + 3 N	24 hours + 5 N	24 hours + 5 N
Scratching	SIS 83 91 17 2) * <sup>c)</sup> alt. EN 15186 3)	-	3 N 1,5 N	3 N 1,5 N	3 N 1,5 N	5 N 3 N	5 N 3 N
Alcohol 1)	EN 12720:2009+A1:2013	-	-	-	1 hour	1 hour	1 hour
Coffee 1)	EN 12720:2009+A1:2013	-	1 hour <sup>d)</sup> **	1 hour	1 hour	1 hour	1 hour
Dry heat 1)	EN 12722:2009+A1:2013	-	-	-	70° C	70° C	180° C
Wet heat 1)	EN 12721:2009+A1:2013	-	-	-	-	-	85° C
Heat to edges 1)	NS 8061: 1983	-	-	-	-	-	85° C
Assessment of edges 1)	SS 83 91 20 :2017	-	-	64 hour <sup>e)</sup> ***	-	-	1 hour
Perspiration– acid and neutral 1) according to EN ISO 105-E04:2013	EN 12720:2009+A1:2013	-	1 hour <sup>f)</sup> ****	-	-	-	-
Impact on surface and edge 1)	SS 83 91 23			25 mm <sup>e)</sup>			25 mm
Steam to edge – doors 1)	SS 83 91 25:2021			55° (±5) <sup>g)</sup>			
Steam to edge – Worktop 1)	SS 83 91 24:2021						55° (±5)



1) = When grading, 4 is the lowest approved score.

2) = Max. scratch width 0.5 mm. Penetration of varnishing coating not acceptable.

3) = Max. scratch width 0.3 mm.

For laminates, requirements and testing according to EN 438-2, -3 are also accepted., should also include clauses 10, 16, 20, 25 and 26 with the same fluids as in the table above and wet heat according to EN 12721:2009. VGS is accepted for requirement category 1–5 level and level HGS is required for requirement category 6, level and testing of edge of finished board.

For melamine-faced boards, requirements and testing according to EN 14322:2017 are also accepted with fluids according the Table above.

a) For the inside back of kitchen fittings, 1 hour applies.

b) For the inside back of the kitchen fittings, Grease 24 h

c) Testing according to SS 83 91 17 is accepted until further notice

d) Applies to storage furniture - external horizontal surfaces

e) Applies to doors and drawer pieces in kitchens and bathrooms

f) Applies to arm rests

g) Applies to doors in kitchens and bathrooms

~~\*Testing according to SS 83 91 17 are accepted until further notice~~

~~\*\* Applies to storage furniture – exterior horizontal surfaces~~

~~\*\*\* Applies to doors and draw fronts~~

~~\*\*\*\* Applies to armrests~~

### 3.1.4 Anti-corruption

Anti-corruption refers to compliance with the UN Convention Against Corruption\* and the bribery legislation that applies in Sweden, in the country in which all or parts of the product are manufactured, and other countries' laws that otherwise govern the company's operation.

- The company must combat all forms of corruption, including blackmail and bribery.
- The company must not, directly or indirectly, offer undue payment or other forms of compensation to any person or organisation with the aim of obtaining, maintaining, or directing business operations, or receive other undue advantages within the framework of its operation.
- The company must not, directly or indirectly, request or accept any form of undue payment or other forms of compensation from a third party that can affect the objectivity of business decisions.

## 3.2 Policies and procedures

To ensure compliance with the requirements described in Chapter 3.1, the company must have a systematic method of working to prevent and manage any non-compliance with the requirements and to ensure continuous improvement.

The requirements below make clear what procedures the company must have in place within the framework of its systematic work. The systematic work and its procedures must be documented and continuously applied in the company's own operation and in the supplier chain. The procedures must be proportional to the risks in the company's own operation and in the supplier chain.

For each requirement, guidelines are provided to further clarify the meaning of the requirements and what the company needs to consider in order to comply with the requirements

### 3.2.1 Policy obligation

The company must have adopted one or more policies that:

- at least cover the requirements described in Chapter 3.1,
- have been approved at the highest executive level in the company.

#### 3.2.1.1 Aim and guidelines

The aim of the policy obligation is to ensure that the company is aware of its responsibility, and that its actions respect the requirements described in 3.1 (that is, requirements for human rights, labor law, the environment and anti-corruption). The policy obligation must also ensure that the responsibility is supported in the operation. The policy obligation must also be available to business partners and other stakeholders connected with the company's operation.

A policy obligation is a publicly available declaration of intent (i.e. available for both internal and external actors), that describes the company's responsibilities, obligations, and expectations regarding the requirements described in 3.1. The obligation applies to both the company's own operation and the supplier chain, as well as in other business relations. The company's obligations concerning the requirements described in 3.1 can be expressed in one single policy or in several separate policies. It can also be integrated into one or more of the company's policy documents, such as its own code of conduct and in a code of conduct for suppliers. In order for the policy obligation to be effective within the company's organisation, it must be adopted by the highest executive level.

### 3.2.2 Communicating the policy obligation

The company must have procedures for conveying the policy obligation in its own operation and in the supplier chain, which ensures that the company:

- communicates the policy obligation to employees in the company and ensures that the obligation is generally available, for example at the workplace or on the company's website,
- communicate in writing the requirements described in 3.1 to the suppliers with whom the company has a contractual relation (first-tier suppliers),
- ensure that the requirements described in 3.1 are communicated from suppliers with whom the company has contractual relations (first-tier), further along the supplier chain.

#### 3.2.2.1 Aim and guidelines

The aim of requiring the company to communicate the requirements (policy obligation) described in 3.1 (policy obligation) (that is, requirements for human rights, labor law, the environment and anti-corruption) is to ensure that the obligation is communicated to relevant actors. This applies to both actors who themselves are expected to introduce corresponding obligations in their operations (such as suppliers and subcontractors) and stakeholders who have an interest in the implementation (such as business connections, investors, consumers, and interest organisations).

Communicating the requirements must ensure that employees, stakeholders, suppliers, and subcontractors at different tiers in the supplier chain are made aware of the company's policy obligation to respect the requirements. In addition, they are expected to act in accordance with the requirements.

The policy obligation must also be supported all the way from the highest executive level to relevant employees in the company, who otherwise may take action without being aware of the requirements or without considering them. The obligation may be communicated through relatively simple means, such as publishing it on the company's website or intranet. In addition, the company can provide internal training to increase awareness of the meaning of the policy obligation within its own operation.

The requirements must be communicated to businesses with which the company has contractual relations. It is not sufficient that a policy is available to suppliers; the requirements must be accepted in writing. When required, the requirements must also be translated into local languages. In addition, the company can provide training for suppliers to promote capacity building in the supplier chain with the aim of raising awareness of the requirements in different tiers of the supplier chain.

The risks of non-compliance are often greater in the subcontractor tier. It is therefore important that the company communicates the responsibility, i.e. imposes requirements in these tiers as well. Through agreements, a company can demand that suppliers in turn communicate corresponding requirements in their supply chains.

#### 3.2.3 Division of responsibility

The company must have:

- appointed one or more people at executive level to be ultimately responsible for the requirements described in 3.1,
- appointed one or more persons with operative responsibility to ensure compliance with the requirements described in 3.1 in the company's own operation and in the supplier chain,
- made clear what the responsibility entails.

### 3.2.3.1 Aim and guidelines

The aim of requiring a clear division of responsibility is to ensure that the company has appointed people at executive level to ensure compliance with the requirements described in 3.1 (that is, requirements for human rights, labor law, the environment and anti-corruption).

For a policy obligation to be effective, and to ensure compliance, an internal division of responsibility is required. Ultimately, it is the executive management that is responsible for compliance with the obligation, so someone in the management team must be made responsible. It is also important that the company ensures that individuals with operative responsibility have relevant expertise within each area of responsibility. Naturally, the division of responsibility can vary, depending on the size and structure of the company, but one or more persons in executive positions must have the ultimate responsibility. Day-to-day responsibility can then be delegated within the organisation.

### 3.2.4 Risk analysis

The company must have procedures for regularly carrying out risk analyses in its own operation and in the supplier chain, which ensures that the company can:

- map the supplier chain, at least including the suppliers where furniture and component parts are actually manufactured, in an up-to-date list with names and addresses of these facilities,
- show an action plan to increase traceability in the supplier chain in those cases where traceability is low,
- show that the staff members who work with risk analyses are allocated the time and the in-service training required for the task,
- show how it identifies current and potential risks in its own operation and in the supplier chain regarding compliance with the requirements described in 3.1, on the basis of confirmed information and updated information from credible sources,
- show the identified risks in its own operation and in the supplier chain (regarding the products that are included in the labelling),
- show how the company prioritises its identified risks in its own operation and in the supplier chain on the basis of degree of severity

\* For components, the components listed in Appendix 2 should be included in the company's risk analysis if they are relevant to the labeled furniture. However, the list does not claim to be complete for each individual piece of furniture, but additional components may, if applicable, be subject to risk analysis.

### 3.2.4.1 Aim and guidelines

The requirements linked to traceability are twofold, partly (1) to account for the mapping (with addresses) to suppliers where production of furniture / parts takes place, partly (2) to continuously increase the degree of traceability in the rest of the supply chain (with focus on main raw materials).

The aim of requiring that the company conducts risk analyses is to ensure that the company regularly identifies risks of non-compliance with the requirements described in 3.1 (that is, requirements for human rights, labor law, the environment and anti-corruption).

As risks are constantly changing in response to new business relations, changes in production, new laws, etc., a risk analysis should be carried out at least in conjunction with such changes. Risk refers to both actual and potential negative impact on the basis of the requirements stated.

The risk analysis process comprises both identification and prioritisation of risks. For identifying risks in the supplier chain, it is important that the company also has procedures in place for mapping this. Risk analyses need to be conducted on a regular basis, and must be relevant for the part of the company's operation that involves Möbelfakta-labelled products.

It is important to emphasise that identifying a risk does not, in itself, mean non-compliance with the requirements. It is important to present the risks that actually exist. What is then crucial is that the company in the next stage shows how these risks are managed and counteracted. Procedures for risk analysis can be included in the company's broader risk management system.

## Mapping the supplier chain

To continuously increase their knowledge of the supplier chain is essential for identifying and managing relevant risks of non-compliance with the requirements described in 3.1 (that is, requirements for human rights, labor law, the environment and anti-corruption). The length and complexity of the supplier chain also affects the risk of non-compliance. It is therefore important that the company has information, and continuously increase the knowledge of the supplier chain in order to determine what measures may need to be introduced. It is also important to be aware of the type of operation conducted by the companies in the supplier chain, such as whether they are wholesalers or producers, and where they conduct their operations.

How the company maps the supplier chain can vary, depending on the information to which it has access. If the company has full access regarding where the production takes place, it can conduct a detailed survey with specified information. If the company has limited access regarding where the production takes place, the survey can be conducted partly with specified (actual) information, partly with publicly available information, along with assumptions about where production may be taking place. If the company has very limited information about the supplier chain, which is commonly the case where raw material extraction is involved, the survey can be based entirely on publicly available information, along with assumptions about where production or raw material extraction is taking place. If the company has limited access regarding the chain, it must take the necessary steps to increase access. It can then continuously survey the supplier chain in order to confirm potential risks. A process to increase traceability in the supplier chain therefore comprises a natural part of the procedure for risk analysis.

For raw materials, the company should at least focus its review on the main raw materials for the labelled furniture, such as wood, textiles, and steel.

## Identification of risks

It is important to ensure that all types of risks connected to the requirements described in 3.1 (that is, requirements for human rights, labor law, the environment and anti-corruption) are captured in the risk analysis, both regarding the company's own operation and in the supplier chain. A risk analysis of corruption will, for example, require different sources of information than an analysis of environmental risks. To the company can identify risks of non-compliance with the requirements described in 3.1, it is also important that the company has good awareness of national legislation relating to the requirements.

Risks in the company's own operation should be identified within the framework of the systematic risk management work for each area, for example linked to initiatives on the work environment, staffing, environment, and systematic anti-corruption. The risk analysis should be based on actual knowledge about the company and the prevailing conditions in the operation.

Identification of risks in the supply chain should be based on both the company's own knowledge about the operation and the supplier chain and on reports and analyses from established organisations and expert bodies. These may include UN bodies and organisations such as ICC (International Chamber of Commerce), Amnesty International, International Trade Union Confederation, Freedom House, and Transparency International. Information gathering is crucial for the risk analysis, and the process should be based on internal and independent external expertise, and can involve consultation on tangible risks with individuals, their representatives, and groups that may be impacted. The company should particularly consider vulnerable groups and a broad span of rights holders in the supply chain.

## Prioritisation of risks

After conducting a risk analysis, the company, when necessary, needs to prioritise the risks that must be managed first. Prioritisation should be based on the level of severity of the potential negative impact in accordance with OECD Due Diligence Guidance for Responsible Business Conduct. The more severe the negative impact, the higher the priority the company should assign the issue. In assessing what is a severe negative impact, the company should consider scale (how severe the impact is), scope (the number of individuals impacted), whether it is irrevocable in character (the possibility of rectifying the situation and compensating those affected), and the probability of the risk of a negative impact.

## APPENDIX 2 - Component list

The following components must be included in the risk analysis that must be performed according to the stated requirements. There is no claim for list to be complete, and in certain cases more components can be the subject of risk analysis.

### Legs

Table tops and worktops

Electrical components (large parts, e.g. motors for adjustable-height tables)

Veneer

Spring package for spring mattresses

Foil (Japanese [washi] paper, melamine board, impregnated paper, etc.)

Form-pressed components and parts

Glass

Insulation panels for sound absorbers

Varnish, oil, stain, and paint

Laminate

### Adhesive

Leather, suede, upholstery, artificial leather, etc.

Pressed paperboard, pressed textiles, needle-felt

### Filling material

Large metal components, such as armrests, underframe, stand, etc.

Large plastic parts, such as armrests, seat shells, etc.

### Textiles

Wood-based boards (PB, MDF, HDF, Plywood, EGP, etc.)

### Wood components

Underframe (such as table underframe, chair stretchers, etc.)