

DECLARATION FORM

<p>Declaring company:</p> <p><i>The company must hold the intellectual property rights to declare the item.</i></p>	
<p>Name of product:</p>	
<p>Article number, if applicable:</p>	
<p>Name of designer, if applicable:</p>	
<p>Description:</p> <p><i>Specify the different variants of the item of furniture that the declaration covers, e.g. surface treatments, fabrics, types of wood, framing, backrest. All variants must be included in one single test report, with accompanying opinion of safety/behaviour if applicable.</i></p>	
<p>Use class(es)</p> <p><i>Specify one or more of the following classes: Domestic, Non domestic, Office, Education/School, Outdoor. - The item of furniture must be tested for the use class specified.</i></p>	
<p>Category/Categories:</p> <p><i>Specify one or more of the following categories: Seating, Tables, Storage units, Kitchen/Bathroom, Beds/mattresses, Combined seating and beds, Bunk beds/high beds, High chairs, Sofas, Easy chairs, Office work chairs, Office work tables, Office partitions, Sound absorbents, Screens, Writing Boards.</i></p>	



SPACE FOR PRODUCT IMAGE
Attach product sheet/brochure if
possible

Please send the signed declaration form to
mobelfakta@trossa.se

1 QUALITY

The manufacturer of the furniture must be able to provide collective documentation that proves the criteria in Möbelfakta's requirements regarding quality are met, for the correct use class and category of furniture and all the varieties included in the declaration.

1.1 Safety/function

Möbelfakta has requirements according to the fundamental standards of safety, strength and durability, according to section 1.1 of the requirement specifications.				
Is there a test report from an accredited institute/laboratory, that shows that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Test institute/laboratory:				
ID number and date of test report and what it refers to:				
Accompanying statement of opinion (if applicable) and what it refers to:				
For high children's chairs specify which category (active or passive) it refers to:				
For work chairs, specify which category (A, B or C) they refer to:				
For work tables, specify which category (A, B, C or D) they refer to: For work tables, specify if it is for sitting, standing or sit/stand:				

1.2 Dimensions

In section 1.2.1 of Möbelfakta's requirement specifications, all the categories of furniture that have separate standards for ergonomic requirements are declared; work chairs, work tables and partitions - all in office environments.				
Is the criterion applicable to the furniture/product? If 'NO' proceed to 1.3.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid test report from an accredited institute/laboratory, that shows that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Test institute/laboratory:				
ID number and date of test report:				

1.3 Surface resistance

Möbelfakta has requirements on the surface resistance of all varnished surfaces and to foiled or laminated hard surfaces, according to section 1.3 of the requirement specifications.				
Is the criterion applicable to the furniture/product? If 'NO' proceed to 1.4.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid test report from an independent institute/laboratory or in-house laboratory available, that shows that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Test institute/laboratory:				
ID number(s) and date(s) of test report(s) and what it/they refer to:				

1.4 Fire

Möbelfakta has requirements on the ignitability of padded seating furniture, mattresses and reclining furniture, according to section 1.4 of the requirement specifications.				
Are the criteria applicable to the furniture/product? If 'NO' proceed to 1.5.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid test report from an accredited institute/laboratory or an upholstery supplier, that shows that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Test institute/laboratory/company:				
ID number(s) and date(s) of test report(s) or certificate(s) and what it/they refer				

1.5 Upholstery

Möbelfakta has requirements on included upholstery (leather/artificial leather/textile) according to section 1.5 of the requirement specifications.				
Is the criterion applicable to the furniture/product? If 'NO' proceed to 1.6.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid test report from an independent institute/laboratory or in-house laboratory, or a valid certificate from the supplier, that shows that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Test institute/laboratory/company:				
ID number(s) and date(s) of test report(s) or certificate(s) and what it/they refer to:				

1.6 Acoustics

Möbelfakta has requirements on the reporting of the sound-absorption area for sound absorbents according to section 1.6 of the requirement specifications. Reporting the sound-absorption area or screen damping is optional for other categories of furniture.				
Is the criterion applicable to the furniture/product? If 'NO' proceed to 1.7.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is the product declared in Acoustic Facts? If 'YES' proceed to 1.7.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid test report from an independent institute/laboratory or in-house laboratory, where acoustic performance is reported?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Test institute/laboratory/company:				
ID number(s) and date(s) of test report(s) and what it/they refer to:				

1.7 Glass

Glass in furniture must meet the requirements in the respective standard for the applicable category and environment according to section 1.7 in Möbelfakta's requirement specifications.				
Is the criterion applicable to the furniture/product? If 'NO' proceed to section 2. Environment.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid test report from an accredited institute/laboratory, or certificate from the glass supplier that shows that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Test institute/laboratory/company:				
ID number and date of test report or certificate:				

2 ENVIRONMENT

Möbelfakta's environmental requirements are subject to 2.1 Mandatory material requirements and 2.2 Mandatory product requirements.

2.1 Mandatory material requirements

Exemptions from "Mandatory material requirements": Small simple components such as velcro straps, tape, zippers, fabric furniture pads and similar. *The exemption does not apply to parts manufactured in PVC.*

The manufacturer of the furniture must be able to provide collective documentation that proves the criteria in 2.1 of Möbelfakta's requirement specifications are met.

2.1.1 SVHC/ECHA's candidate list

No chemicals in ECHA's candidate list of SVHC may be contained at levels exceeding 0.1% by weight in components, parts or chemicals that are included in or used in the manufacturing of the furniture/product. See <http://echa.europa.eu/en/candidate-list-table>

Is the furniture/product free from SVHC in levels of >0.1% by weight?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.2 Wood and wood-based material

Does the furniture/product include parts made of wood or wood-based materials? If 'NO' proceed to 2.1.3.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.2.1 Origin of wood and wood-based material

Möbelfakta has requirements on the origin of wood-based materials according to section 2.1.2.1 of the requirement specifications.

Documentation/description is available of the routines and systematic work verifying the origin of wood-based material?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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Is there a certificate, agreement or other documentation available showing that the wood-based material meets the requirements of e.g. FSC, PEFC, "Svanen" or equivalent?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.2.2 Formaldehyde in wood-based flat panels

Möbelfakta has requirements on formaldehyde in wood-based flat panels according to section 2.1.2.2 of the requirement specifications.

Does the furniture/product include wood-based flat panels? If 'NO' proceed to 2.1.3.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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Do all included wood-based flat panels meet the requirement?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.3 Textile and leather

Does the furniture/product include textile/leather? If 'NO' proceed to 2.1.4.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.3.1 EU Ecolabel, Oeko-Tex & "Svanen"

Is there a valid certificate available that proves all included <u>textiles</u> comply with EU Ecolabel 2009/567/EC or 2014/350/EU? If 'YES' then the textile requirements are considered to be fulfilled.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid certificate available that proves all <u>textiles/leather</u> complies with Oeko-Tex standard 100 (I, II, III, IV)? If 'YES' then the textiles/leather requirements are considered to be fulfilled.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid certificate available from "Svanen" (Nordic Ecolabelling of textiles, hides/skins and leather ver. 4 or later) for included <u>leather and/or textiles</u> ? If 'YES' then the textiles/leather requirements are considered to be fulfilled.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.1.3.2 Flame retardants in textile/leather

Documentation verifying that included textile/leather meets the requirements on flame retardants according to section 2.1.3.2 in Möbelfakta's requirement specifications must be available.				
Is there documentation that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.1.3.3 Softeners/phthalates in textile/leather

Documentation verifying that included textile/leather meets the requirements on softeners/phthalates according to section 2.1.3.3 in Möbelfakta's requirement specifications must be available.				
Is there documentation that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.1.3.4 Formaldehyde in textile/leather

Documentation verifying that included textile/leather meets the requirements on formaldehyde according to section 2.1.3.4 in Möbelfakta's requirement specifications must be available.				
Is there documentation that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.1.3.5 Dirt- and grease-repelling impregnation textile/leather

Documentation verifying that included textile/leather meets the requirements on dirt and grease repellent properties according to section 2.1.3.5 in Möbelfakta's requirement specifications must be available.				
Is there documentation that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.1.3.6 Colouring agents textile/leather

Documentation verifying that included textile/leather meets the requirements on colouring agents according to section 2.1.3.6 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirements are met?

NO

YES

2.1.3.7 Tanning of leather

Documentation verifying that included leather is not tanned or treated in any way with Chromium VI, Arsenic, Cadmium or Lead according to section 2.1.3.7 in Möbelfakta's requirement specifications must be available.

Does the furniture/product include leather? If 'NO' proceed to 2.1.4.

NO

YES

Is there documentation that verifies that the requirements are met?

NO

YES

2.1.4 Plastic and rubber

Exemptions from mandatory material requirements on “Plastic and rubber”: Small plastic parts (e.g. screws, pins and fittings) or components of plastic which form part of e.g. fittings, hinges and drawer runners.

Does the furniture/product include plastic or rubber? If 'NO' proceed to 2.1.5.

NO

YES

2.1.4.1 Flame retardants in plastic/rubber

Documentation verifying that included plastic/rubber meets the requirements on flame retardant according to section 2.1.4.1 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirements are met?

NO

YES

2.1.4.2 Softeners/phthalates in plastic/rubber

Documentation verifying that included plastic/rubber meets the requirements on softeners/phthalates according to section 2.1.4.2 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirements are met?

NO

YES

2.1.4.3 PVC

Documentation verifying that included plastic parts, including coated fabrics/artificial leather, meets the requirements on PVC (polyvinylchloride), according to section 2.1.4.3 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirement is met?

NO

YES

2.1.4.4 Pigments in plastics/rubber

Documentation verifying that included plastic/rubber meets the requirements on pigments in section 2.1.4.4 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirements are met?

NO

YES

2.1.4.5 Short-Chain Chlorinated Paraffins (SCCPs) in plastic/rubber

Documentation verifying that included plastic/rubber, including coated fabrics/artificial leather meets the requirements on Short-Chain Chlorinated Paraffins (SCCPs) in section 2.1.4.5 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirements are met?

NO

YES

2.1.5 Padding material

Does the item of furniture/product include padding material? If 'NO' proceed to 2.1.6.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.5.1 Flame retardants in padding material

Documentation that verifies the included padding material meets the requirements on flame retardants in section 2.1.5.1 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.5.2 Softeners/phthalates in padding material

Documentation that verifies the included padding material meets the requirements on softeners/phthalates in section 2.1.5.2 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.6 Surface treatment of wood, plastic & metal

Exemptions from the requirements on surface treatment: Small parts like staples, screws, nails, hinges or fittings which in total represent <5% by weight of the total weight of the furniture.

Is the piece of furniture/product surface treated in any way? If 'NO' proceed to 2.1.7.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.6.1 Surface treatment – hazard classification

A safety data sheet (SDS) that verifies that the products used for surface treatment meet the requirements on classification in section 2.1.6.1 in Möbelfakta's requirement specifications must be available.

Is there a safety data sheet (SDS) that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.6.2 Surface treatment – aromatic solvents

A safety data sheet (SDS) that verifies that the products used for surface treatment meet the requirements on aromatic solvents according to section 2.1.6.2 in Möbelfakta's requirement specifications must be available.

Is there a safety data sheet (SDS) that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.6.3 Surface treatment – VOC (volatile organic compounds)

Möbelfakta has requirements on finishing products containing VOC according to section 2.1.6.3 of the requirement specifications.

Is the piece of furniture/product surface treated in any way with lacquer, paint, varnish, oil, stained or any other surface treatment product containing VOC? If 'NO' proceed to 2.1.6.4.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
The furniture/product is intended for domestic environments and meets the requirements on VOC.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
The furniture/product is intended for office, non-domestic or outdoor environments and meets the requirements on VOC.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.1.6.4 Surface treatment – chrome-plating

Documentation verifying that included metal meets the requirements in section 2.1.6.4 in Möbelfakta's requirement specifications must be available.

Does the furniture/product contain chrome-plated metal? If 'NO' proceed to 2.1.7.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there documentation that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.1.7 Metal

Does the furniture/product contain metal? If 'NO' proceed to 2.1.8.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.7.1 Metal – skin contact

Möbelfakta has requirements on metal that will have direct and prolonged contact with skin according to section 2.1.7.1 of the requirement specifications.

Does the included metal meet the requirements?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.8 Adhesives

Does the furniture/product contain adhesive? If 'NO' proceed to 2.2.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.1.8.1 Adhesives

Documentation verifying that the adhesive used in the manufacturing of components and furniture meets the requirements in 2.1.8.1 in Möbelfakta's requirement specifications must be available.

Is there documentation that verifies that the requirements are met?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
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2.2 Mandatory product requirements

2.2.1 Recycling: Marking of plastic parts

Möbelfakta has requirements on the marking of plastic parts according to section 2.2.1 of the requirement specifications.				
Does the furniture/product include plastic parts weighing >50g? If 'NO' proceed to 2.2.2.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Are the included plastic parts marked in accordance with the requirements?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
The furniture/product includes plastic parts weighing >50g but marking is not possible.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.2.2 Traceability Marking

Möbelfakta has requirements on the traceability and marking of products according to section 2.2.2 of the requirement specifications.				
Is the furniture/product marked according to the requirements?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.2.3 Spare parts

Möbelfakta has requirements on spare parts according to section 2.2.3 of the requirement specifications.				
Is the criterion applicable to the furniture/product? If 'NO' proceed to 2.2.4.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Are spare parts available in accordance with the requirements?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.2.4 Product information

Möbelfakta has requirements on clear and appropriately designed product information according to section 2.2.4 of the requirement specifications.				
Is the furniture/product accompanied by assembly information?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is the furniture/product accompanied by directions of use?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is the furniture/product accompanied by care instructions?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

2.2.5 Packaging

Möbelfakta has requirements on packaging according to section 2.2.5 of the requirement specifications.				
Is the criterion applicable to the furniture/product? If 'NO' proceed to section 3. Social responsibility.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
Is there a valid certificate of membership of FTI available?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
If a valid certificate of membership of FTI is not available, is the requirement met with the help of in-house routines?	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

3 RESPONSIBLE SUPPLY CHAINS – SOCIAL, ENVIRONMENTAL, AND ETHICAL RESPONSIBILITY

The requirements are divided into two chapters. Chapter One (3.1) comprises specific requirements in the areas Human Rights, Labour Law, Environment, and Anti-corruption. Chapter Two (3.2) comprises requirements regarding the company's work to systematically identify and manage risks of non-compliance with the requirements stated in Chapter One (3.1).

The requirements apply to the entire supply chain. Supply chain refers to both the company's own operation and the supplier chain. Supplier chain refers to the company's suppliers and subcontractors that are directly connected with extraction of raw materials and production of labelled products.

3.1 Requirements within human rights, labour law, environment, and anti-corruption

Current requirements are found on www.mobelfakta.se.

3.2 Policies and procedures

3.2.1 Policy obligation

Has the company adopted one or more policies that:				
a) at least cover the requirements described in Chapter 3.1,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
b) have been approved at the highest executive level in the company.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

3.2.2 Communicating the policy obligation

Has the company procedures for conveying the policy obligation in its own operation and in the supplier chain, which ensures that the company:				
a) 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,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
b) communicates in writing the requirements described in 3.1 to the suppliers with whom the company has a contractual relation (first-tier suppliers),	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
c) requirements described in 3.1 are communicated from suppliers with whom the company has contractual relations (first-tier), further along the supplier chain.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

3.2.3 Division of responsibility

Has the company:				
a) appointed one or more people at executive level to be ultimately responsible for the requirements described in 3.1,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
b) 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,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
c) made clear what the responsibility entails.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

3.2.4 Risk analysis

Has the company procedures for regularly carrying out risk analyses in its own operation and in the supplier chain, which ensures that the company can:				
a) 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,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
b) show an action plan to increase traceability in the supplier chain in those cases where traceability is low,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
c) show that the staff members who work with risk analyses are allocated the time and the in-service training required for the task,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
d) 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,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
e) show the identified risks in its own operation and in the supplier chain (regarding the products that are included in the labelling),	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
f) show how the company priorities its identified risks in its own operation and in the supplier chain on the basis of degree of severity	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

3.2.5 Follow-up

Has the company procedures in place for systematic follow-up of compliance with the requirements described in 3.1 in its own operation and in the supplier chain. This ensures that the company can:				
a) show which of the identified risks are selected for follow-up in its own operation,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
b) show which suppliers and subcontractors are selected for follow-up in relation to the identified risks,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
c) show when, where, and how often follow-up activities are carried out,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
d) show which follow-up activities have been carried out to manage the identified risks in the company's own operation and in the supplier chain (regarding the products that are included in the labelling),	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

3.2.6 Follow-up

Has the company procedures for non-compliance management relating to compliance with the requirements described in 3.1. This ensures that the company can:				
a) show how systematic non-compliance management takes place in its own business operation and in the supplier chain with regard to the cause, nature, and severity of non-compliance,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
b) show whether any non-compliance with the requirements has occurred in its own business operation and in the supplier chain,	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>
c) show which appropriate actions were immediately taken to correct identified shortcomings in its own business operation and in the supplier chain.	NO	<input type="checkbox"/>	YES	<input type="checkbox"/>

SIGNATURE

We hereby certify that _____ complies with Möbelfakta's requirements on Quality, Environment and Responsible supply chains.

Place

Place

Date

Date

Authorised Möbelfakta declarant

CEO

Print name

Print name

Please send the signed declaration form to mobelfakta@trossa.se