

Letter for Manufacturer to send to Suppliers

[Supplier Name]
[Supplier address]

[Date]

Dear [name]

RE: Requirement to comply with EU REACH obligations by joining the BOMcheck substances declarations web database

As soon as the first Candidate List is published in October 2008, Article 33 (1) of the REACH Regulation places a legal obligation on all EU suppliers to inform [Manufacturer name] whether the components or assemblies supplied to us contain any of the REACH Candidate List substances in concentrations > 0.1% w/w. For all components or assemblies which exceed this concentration, the supplier has a legal obligation to provide information to [Manufacturer name] on safe use.

From June 2009, Article 67 of REACH places a legal obligation on all EU suppliers to comply with the substance restrictions listed in Annex XVII when they supply components or sub-assemblies to [Manufacturer name].

In view of these obligations, [Manufacturer name] requires all of our suppliers (including Suppliers on the [Manufacturer name] Approved Supplier Lists) to join the BOMcheck substances declarations web database (www.BOMcheck.net). BOMcheck is an industry-wide initiative which is led by the European trade association COCIR (www.cocir.org) and has been developed by ENVIRON. Membership of the COCIR trade association includes Siemens, Philips, GE, Agfa, Hitachi, Toshiba, IBM, Intel and Canon.

The web database covers REACH, RoHS and other restricted substances legislation. The benefits to suppliers include:

- Guidance on Candidate List substances and substance restrictions to assist suppliers to make their declarations to manufacturers. The on-line forms on BOMcheck highlight where substances are commonly found in electrical and electronic equipment and explain the restrictions and any exemptions that apply.
- For components that contain more than 0.1% w/w of a Candidate List substance, BOMcheck automatically attaches the information on safe use which the supplier is required to provide to the manufacturer.
- Electronic signature arrangements so that the suppliers electronic records on BOMcheck are equivalent to paper records with handwritten signatures. BOMcheck provides the necessary controls so that the suppliers electronic records comply with Title 21 CFR Part 11 of the US Code of Federal Regulations under which the FDA accept “*electronic records and signatures as trustworthy, reliable and equivalent to paper records with handwritten signatures executed in paper*”.
- Keep up-to-date with REACH compliance requirements and RoHS restrictions. ENVIRON provides regular updates to suppliers as more substances require declaration (under REACH Article 33) or become restricted (under proposed amendments to REACH Article 67 and RoHS). Suppliers can update their declarations, submit additional declarations or withdraw part number declarations at any time.
- BOMcheck quality management system processes and procedures are published on www.BOMcheck.net for review by manufacturers. This removes the need for suppliers to develop and maintain their own quality management system for submitting substance declarations to manufacturers.
- Time cost savings from using only one system to provide REACH and RoHS substance declarations to multiple large electronics manufacturers.

In return for these benefits, suppliers pay a low-cost subscription of 300 Euros year in the first year and a reduced annual renewal fee in subsequent years. We believe that this represents excellent value for money.

Once a supplier has joined BOMcheck they can use their membership to demonstrate compliance with REACH obligations to other manufacturing customers. ENVIRON provides a letter that suppliers can send to all their manufacturing customers to:

- Confirm that the supplier is a member of BOMcheck and that the supplier has followed the BOMcheck guidance and procedures to provide its REACH and RoHS substance declarations on www.BOMcheck.net
- Highlight that BOMcheck is free for manufacturers provided they send a letter to their own suppliers to require them to comply with REACH obligations by joining BOMcheck;
- Emphasize that the supplier's electronic records on BOMcheck include electronic signatures so that they are equivalent to paper records with handwritten signatures.

Many suppliers are also manufacturers and have their own supply chains. These suppliers can set up a manufacturer account with BOMcheck to manage receipt of REACH and RoHS substance declarations from their own suppliers.

Please give us notice by returning to us a signed copy of this letter whether you will join BOMcheck. When you join BOMcheck you will conclude a separate contract with ENVIRON by following the instructions at www.BOMcheck.net. Further details are available at www.bomcheck.net/supplier.

We look forward to your cooperation in this important matter.

Yours sincerely

Our company will / will not join BOMcheck (delete as applicable)

Notified by [*supplier name*]

.....
[signature]

.....
[name]

.....
[title]