



# JYSK SOP

## Declaration of Conformity (DoC)

### Scope

This SOP describes procedures related to Declarations of Conformity / Compliance that must be performed by suppliers of products requiring DoC.

### Change-log

Section	Changes
<a href="#">1.11</a>	Added note about Declaration of Performance for Construction Products.

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## 1 General information

A declaration is required to specific products to declare a products conformity with applicable EU and Moroccan legislation.

Two types of declarations are applicable for products sold to JYSK:

Declaration type	Applicable for
Declaration of Conformity	Products requiring CE-marking or CMim-marking, see <a href="#">JYSK General Requirements</a> Blinds including safety devices, see <a href="#">JYSK 2002</a>
Declaration of Compliance	Declaration of Compliance is the legal term for the declaration required for products covered by <a href="#">JYSK 4001</a>
Declaration of Performance	Products covered by the Construction Products Regulation (CPR) is requiring CE-marking, see <a href="#">JYSK General Requirements</a>
<b>Note:</b> In this document the general term DoC will be used to cover both terms. The full name will be used if a specific requirement only applies to Declaration of Conformity or Compliance. <b>Note:</b> CMim is the <a href="#">Moroccan conformity marking</a> . Legal requirement on <a href="#">Electrical Products</a> and <a href="#">Toy products</a> .	

**Table 1 - Declaration types applicable for JYSK**

### 1.1 General requirements

Below general requirements apply to DoC's sent to JYSK:

- The DoC must be sent to [JYSK C&Q](#) at latest one week before first shipment.
  - Any test reports used to demonstrate compliance in the DoC must be included.
- Declarations must be drawn up correctly and completely.
 

**Note:** [JYSK C&Q](#) has absolute veto power regarding documentation accuracy, completeness, credibility and validity.
- Must comply with documentation and documentation format requirements in [JYSK General Requirements](#).

## 2 DoC templates

An overview of the DoC templates is made available in [Table 2](#).

The templates must be filled out in accordance with [3](#).

Templates	Applicable for
DoC Normal <a href="#">JYSK 10400</a>	Products requiring DoC and not applicable for any DoC templates below
DoC FCM <a href="#">JYSK 10401</a>	Products covered by <a href="#">JYSK 4001</a>
DoC MD <a href="#">JYSK 10402</a>	Products covered by The Machinery Directive (MD), see <a href="#">JYSK 4005</a>
DoC MDR <a href="#">JYSK 10403</a>	Products covered by The Medical Devices Regulation (MDR), see <a href="#">JYSK General Requirements</a>
DoC RED <a href="#">JYSK 10404</a>	Products covered by the Radio Equipment Directive (RED), see <a href="#">JYSK 4005</a>

**Table 2 – DoC's overview**

## 3 Procedure for filling out a DoC

The following requirements for filling out the DoC applies:

- Suppliers must ensure that declaration signatories are suitably competent and of suitable authority.  
**Note:** [JYSK C&Q](#) has absolute veto power regarding choice of signee.
- Relevant and applicable legislations, both harmonized and national, that the product complies with must be stated.
- The template must be correctly filled out, locked and signed digitally.

**Note:** A best practice example of a filled-out DoC is made available as [JYSK 10409](#).

### 3.1 Field content instruction

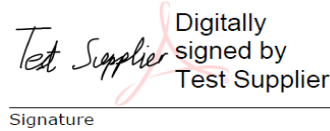
The templates have different fields. The requirement for each field is listed in [Table 3](#).

Field name	Field content
JYSK product number(s)	<ul style="list-style-type: none"> <li>JYSK 7-digit product number for the product(s)</li> <li>Separate by comma, when writing multiple numbers</li> </ul>
Name and address of the manufacturer	<ul style="list-style-type: none"> <li>Must match the amfori-ID address.</li> </ul>
Name and address of the authorized representative (if applicable)	<ul style="list-style-type: none"> <li>Name and address of the authorized representative within the European market.</li> </ul>
Name and address of the importer	<ul style="list-style-type: none"> <li>If JYSK imports the article into the European market, use JYSK a/s and Soedalsparken 18, DK-8220 Brabrand.</li> </ul>
Object of the declaration	<ul style="list-style-type: none"> <li>JYSK product description used in the PIF for article creation.</li> <li>A color image which must clearly show only the products(s), for which the DoC is created, on a neutral background (preferably white).</li> </ul>
The object of the declaration described above is in conformity with the relevant Union harmonization legislation	<ul style="list-style-type: none"> <li>List the relevant EU and Moroccan legislation on the EU DoC.</li> <li>Format: Legislation type and number.</li> <li>Example: Directive 2011/65/EU</li> <li>Moroccan legislation numbers: <ul style="list-style-type: none"> <li>Order No. 2573-14 LVD</li> <li>Order No. 2574-14 EMC</li> <li>Order No. 2575-14 Toys</li> </ul> </li> </ul>
References to the relevant harmonized standards used or references to the other technical specifications in relation to which conformity is declared	<ul style="list-style-type: none"> <li>List the relevant ISO, IEC, EN standards.</li> <li>Format example: EN 1388-1:1995</li> <li>Add national standards (e.g. DIN) when relevant.</li> <li>Moroccan relevant standards: <ul style="list-style-type: none"> <li><a href="#">Electrical Products</a></li> <li><a href="#">Toy Products</a></li> </ul> </li> </ul>
Notified body (if applicable)	<ul style="list-style-type: none"> <li>State the notified body – when legislation requires it.</li> </ul>
Description of accessories and components, including software	<ul style="list-style-type: none"> <li>Short description of components and software when relevant</li> </ul>
Additional information	<ul style="list-style-type: none"> <li>Other relevant required information</li> <li>For plastics (when relevant): <ul style="list-style-type: none"> <li>Article limitations (food types and time and temperature limits) <ul style="list-style-type: none"> <li>Only state reasonable limitations</li> <li>Examples: Cooking utensils which can only withstand 80°C, microwave-safety for a plastic mixing bowl.</li> </ul> </li> <li>Surface to volume ratio (dm<sup>2</sup>/L (Standard is 6 dm<sup>2</sup>/L))</li> <li>Substance information and their specific migration limit</li> <li>Confirmation of a functional barrier</li> </ul> </li> </ul>
Place, Date	<ul style="list-style-type: none"> <li>Place and date of signatory.</li> </ul>
Signatory	<ul style="list-style-type: none"> <li>Full name, function, and company of signatory.</li> </ul>
Signature	<ul style="list-style-type: none"> <li>The digital signature must show both a drawn signature and the label stating "Digitally signed by" followed by the full name of the signatory, who must be a duly representative of the company. See example of correct digital signature in <a href="#">Figure 1</a>.</li> </ul>

**Table 3 - DoC templates field content**

### 3.1.1 Guide to create and use a digital signature in Adobe Reader

The digital signature can be created in Adobe reader or similar programs.



**Figure 1 - Example of a digital signature showing a drawn signature, label and full name**

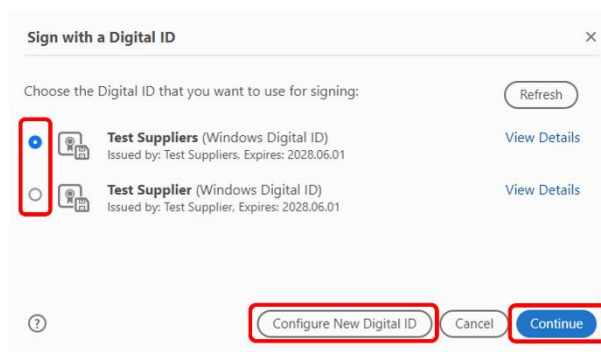
#### **Guide to create Adobe Reader Digital Signature:**

The free program Adobe Acrobat Reader has the signing function where it is possible to create a signature to use when signing.

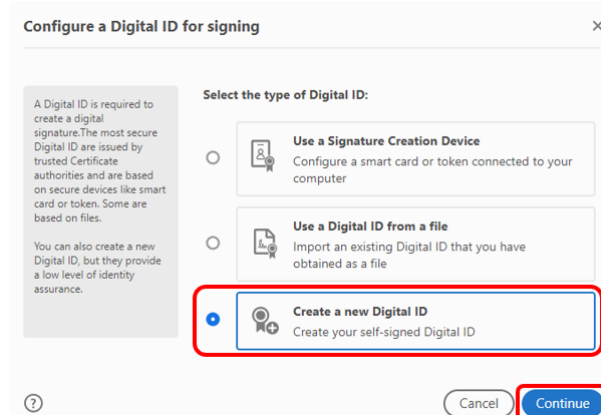
Link to download Adobe reader: <https://get.adobe.com/reader/>

Follow the steps below to make a digital signature:

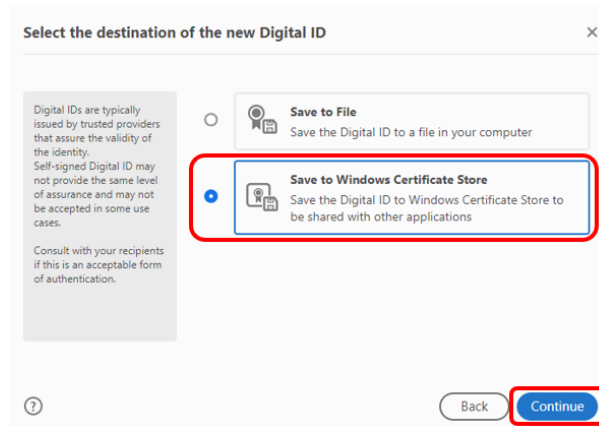
1. Fill out the PDF file according to requirements and click on the signature field in the PDF file. When clicking a pop-up window will open.
2. Choose the Digital ID to use for signing and click 'Continue' (afterwards skip to step 5) or create a new Digital ID to use for signing by clicking 'Configure New Digital ID'



- a. To create a new simple Digital ID click 'Create a new Digital ID' and 'Continue'.

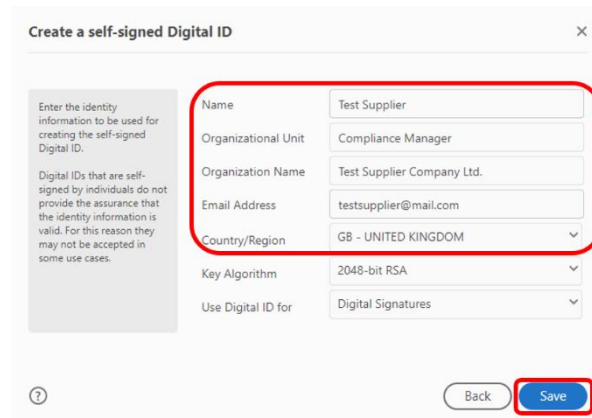


- b. Click on 'Save to Windows Certificate Store' and 'Continue'.



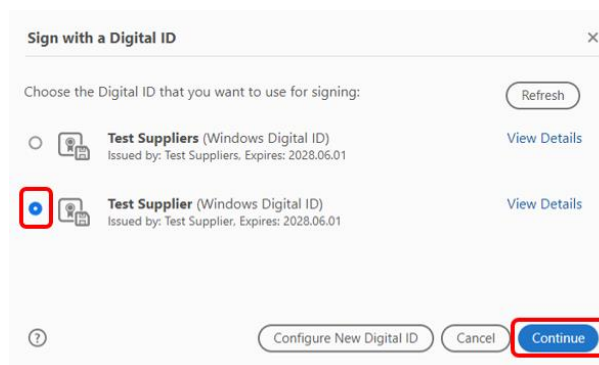
The screenshot shows a dialog box titled "Select the destination of the new Digital ID". On the left, there is a text box explaining that Digital IDs are typically issued by trusted providers and that self-signed Digital IDs may not provide the same level of assurance. On the right, there are two radio button options. The first option is "Save to File" with the description "Save the Digital ID to a file in your computer". The second option, "Save to Windows Certificate Store", is selected and highlighted with a red rectangle; its description is "Save the Digital ID to Windows Certificate Store to be shared with other applications". At the bottom right, there are "Back" and "Continue" buttons, with the "Continue" button highlighted by a red rectangle.

- c. Enter the required information and click 'Save'.



The screenshot shows a dialog box titled "Create a self-signed Digital ID". On the left, there is a text box explaining that self-signed Digital IDs do not provide the same assurance as those from trusted providers. On the right, there is a form with several fields: "Name" (Test Supplier), "Organizational Unit" (Compliance Manager), "Organization Name" (Test Supplier Company Ltd.), "Email Address" (testsupplier@mail.com), "Country/Region" (GB - UNITED KINGDOM), "Key Algorithm" (2048-bit RSA), and "Use Digital ID for" (Digital Signatures). The entire form area is highlighted with a red rectangle. At the bottom right, there are "Back" and "Save" buttons, with the "Save" button highlighted by a red rectangle.

- d. Choose the new ID from the list and click 'Continue'.

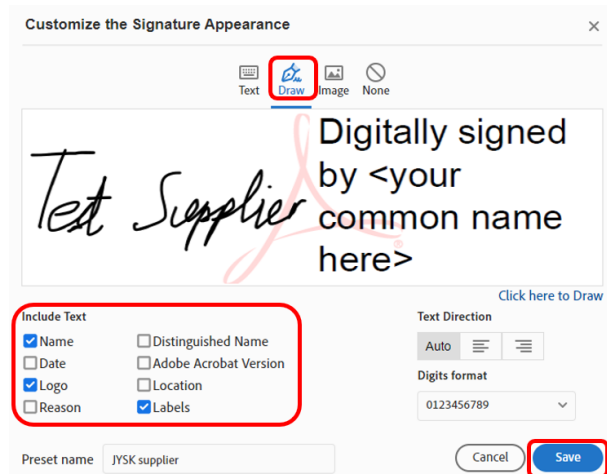


The screenshot shows a dialog box titled "Sign with a Digital ID". It prompts the user to "Choose the Digital ID that you want to use for signing:". There is a "Refresh" button on the right. Below, there is a list of two Digital IDs, both from "Test Suppliers" and expiring on "2028.06.01". The first item is "Test Suppliers (Windows Digital ID)" and the second is "Test Supplier (Windows Digital ID)". The second item is selected and highlighted with a red rectangle. To the right of each item is a "View Details" link. At the bottom, there are "Configure New Digital ID", "Cancel", and "Continue" buttons, with the "Continue" button highlighted by a red rectangle.

3. Click on 'Create' to insert a drawn signature.



4. Customize the signature to show a drawn signature as well as the 'Name', 'Logo' and 'Labels' and click on 'Save'.



5. The box 'Lock document after signing' must be ticked and click 'Sign' to sign the document.

