**SAMPLE RED TCF CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Yes** | **No** | **Needed Action** |
| **1** | **Bill of Materials**   * Are there any blanks or No answers in the BOM listing file? * Are confirmation letters/documents included from the respective supplier’s confirming RoHS & REACh status? |  |  |  |
| **2** | **Block Diagram**   * Are all components listed also listed in the BOM |  |  |  |
| **3** | **Operational Concept**   * Is purpose of board documented in User Manual? |  |  |  |
| **4** | **Declaration of Conformity (DoC)**   * Does the listed Model Number match the SAP orderable part number? * Is the listed Directive and Number correct on notified body report, test report and DoC? * Certificate Number matches reference number in the certificate of notified body |  |  |  |
| **5** | **Labeling and Artwork**   * Ensure the photos are legible and not blurry. * No stickers covering specific or assumed marks * Where will the CE mark be placed? |  |  |  |
| **6** | **ISO Certification**   * Verify the certificate dates are current |  |  |  |
| **7** | **Marketing and Design**   * Are there any other third party references or partners listed on the packaging? If yes, show documentation of third party approval. * Is the CE mark included? If so, make sure logo is correct, legible, visible. |  |  |  |
| **8** | **PCB Layout**   * Is the file version controlled? * WEEE Waste Bin Logo present? * Is the applicable manufacturer 94V-0 marking (as per the UL PWB guide) present? |  |  |  |
| **9** | **Product Technical Specifications**   * Is User Manual Published? |  |  |  |
| **10** | **Circuit Diagram**   * Does the Rev # match the other documents |  |  |  |
| **11** | **Subassemblies**   * How do subassemblies link together? * Is the EVM sold with the subassemblies? |  |  |  |
| **12** | **List of Standards**   * This may be included as part of the Test Reports * Do the listed standards match the other provided documents? |  |  |  |
| **13** | **Test Reports**   * Do the test standards listed on the first page match the DoC? * Do all test results show Passing or N/A? * Do the included charts confirm passing results? * Are there photos of the test setups used? Is the setup appropriate? |  |  |  |
| **14** | **User Manual**   * Are the correct T&Cs included | X |  |  |