

Policy: CE Marking

1. Summary

- 1.1. This policy defines WINNS Services CE Marking Policy to ensure it meets requirements.
- 1.2. The Operations Director is responsible for the implementation and management of the CE Marking Policy

Rev.	Date	Nature of Changes	Approved By
1	16th December 2022	Original issue.	C Stebbing
2	27th February 2023	Full review.	Full team

2. POLICY: CE Marking Policy

3. Background

When buying new equipment (including machinery), we are required to check it complies with all relevant supply laws. This means checking it is: CE marked; supplied with a Declaration of Conformity and user instructions in English; and free from any obvious defect (such as missing or damaged guards).

Checking the above can be difficult enough when purchasing from within the EEA (European Economic Area) but everything gets more difficult when sourcing equipment directly from outside of the economic region.

It is for this reason that all WINNS departments are instructed to buy from or through a EEA supplier.

All new equipment and machinery should have CE marking when you buy it. However, CE marking is only a claim by the manufacturer that the equipment is safe and that they have met relevant supply laws. WINNS as the users also has to check if it is safe for our use. Understanding what this means in practice when buying new machinery and equipment, will help to understand the manufacturer's responsibilities

4. Duty of the Supplier

The supplier of equipment within the EEA must ensure that the equipment is compliant with European Legislation; including

- Affixing a CE marking to the equipment to show they have complied with all relevant supply laws.
- Issue a Declaration of Conformity for the equipment/machine.
- Provide WINNS, with instructions in English that explain how to install, use and maintain the machinery safely.

If we purchase directly from outside of the EEA then it will be WINNS' duty to ensure the above are fulfilled.

5. Conformity Assessment

Before placing new products on the market, or bringing them into service, for the first time, the Responsible Person (the manufacturer or his authorised representative, or when we source direct must undertake the conformity assessment procedures that apply to the product. This may include second-hand products "new" to the market such as imports from outside Europe of non-CE marked products, or products so substantially refurbished as to be considered new.

Further information can be found @:
<http://www.hse.gov.uk/work-equipment-machinery/conformity.htm>

6. Is CE marking a guarantee of safety?

By affixing the CE mark, the manufacturer is claiming that the machinery complies with the law. CE marking in itself does not guarantee safety. You still need to check the equipment/machine is safe for use on your site, before it is used.

7. Genuine CE Marks

Genuine CE marking should be of minimum size - at least 5mm tall (unless this is not possible for very small products) and maintain the proportions shown in the example below whatever the size, be attached to the product visibly, legibly and indelibly near the name of the manufacturer or his authorised representative.



If in doubt the "Declaration of Conformity" requested by WINNS whoWINNS will conduct their own reassurance checks to confirm it complies with PUWER.

Signed Date: 27/02/2023

Managing Director