



Distributor Compliance Protocol PPE Regulation 2016/425

Complying with the obligations of a Distributor under PPE Regulation 2016/425

The obligations of economic operators are described in the PPE Regulation in chapter II (articles 8-13). For distributors article 11 is primarily applicable, though other chapters and articles also apply to specific requirements. Detailed information is also contained in the Regulation annexes and the 'Blue Guide' chapter 3.3 for EU Requirements and the guidance published by Office for Product Safety & Standards for Great Britain & Northern Ireland. These documents can be viewed on the BSIF website:

<https://www.bsif.co.uk/wp-content/uploads/2021/12/Guide-to-ppe-regulations-2018-version-5.pdf>

<https://www.bsif.co.uk/wp-content/uploads/2021/12/Guide-to-ppe-regulations-2018-ni-version-5.pdf>

www.bsif.co.uk/wp-content/uploads/2018/04/PPE-Regulation-EU-2016.425.pdf

As a general principle, the distributor must act with due care, and thus make efforts in a reasonable way in the distribution of PPE in order to avoid causing harm to another person

In order to decide if your company is a distributor or has another 'defined' role (e.g. manufacturer or importer) see the flowchart on our website:

www.bsif.co.uk/wp-content/uploads/2021/01/Who-Am-I-2021.pdf

The following Compliance Protocol will help distributors make sure they fulfil their obligations. For each product you should be able to answer **Yes** or **N/a** (Not Applicable) to every point. If you answer **No**, contact the manufacturer or importer to correct these points before offering and making available the PPE to the market.

You will find answers to most questions either on the PPE, its packaging, or in the documents accompanying the PPE. Other points will have to be considered and included in the (commercial) agreements between the economic operators concerned. It is essential practice to make a copy of the checklist available to Trading Standards, the UK market surveillance authorities, in case there are questions (you are obliged to cooperate with the market surveillance authorities). Copies of all Declaration's of Conformity (DoC's), product instructions, information pertaining to the manufacturer, agreements with the manufacturer and customers, and other relevant documents should also be kept as further evidence of your compliance with the 'Distributor's Responsibilities'.

Statement to Support and Guide UK Commercial Operators from Market Surveillance Authorities

Being a member of the British Safety Industry Federation Registered Safety Supplier Scheme and abiding by its terms and conditions and adhering to the prescribed and Audited Compliance Protocol will provide evidence to Market Surveillance Authorities that you have a due diligence system in place to demonstrate compliance with the Obligations and Responsibilities of economic operators as referenced within the PPE Regulation (EU) 2016/425 and/or Regulation (EU) 2016/425 (as amended and brought into UK law) as pertaining to obligations and responsibilities as an 'Importer' and or a 'Distributor'. It does not necessarily provide a guarantee that all products are compliant.





Distributor Compliance Protocol



Product Description

Product Code

Question	Article No.	Answer
Are the markings on the PPE or it's packaging complete & correct?		
Is the product/packaging CE/UKCA/UKNI marked?	Article 11-2	
In the case of Category III PPE are the numbers of the Notified Body and/or Approved Body next to the appropriate CE/UKCA/UKNI Marks?	Article 17-3	
Is the name and address of the manufacturer and/or their UK Representative (If Relevant) included?	Article 11-2 (Annex II 1-4)	
When applicable, is the name and address of the importer included?	Article 11-2 (Annex II 1-4)	
Are markings legible?	Article 17	
Are markings durable (for the expected service life of the PPE)?	Article 17	
Are the manufacturers instructions and information complete & correct?		
Are the instructions and information available?	Article 11-2 (Annex II 1-4)	
Are the instructions available with the smallest commercial sales unit?	Article 11-2 (Annex II 1-4)	
Are the instructions available in the languages of the countries where I will sell the PPE?	Article 11-2	
is/are the Declaration of Conformity(s) Included? If not, is a link to the internet address where the DoC(s) can be found included, if necessary with an explanation of how to get the DoC(s)?	Article 11-2 (Annex II 1-4)	
Declaration of Conformity(s) complete & correct?		
Is/are the complete DoC(s) available with the PPE? If not, is the link to where the DoC(s) are located available working and can I access it?	Article 11-2 (Annex II 1-4)	
Is/are the DoC(s) available in the languages of the countries where the PPE will be sold?	(Annex II - 1.4)	
Do I know how to store and transport the PPE without damaging the protective properties of the PPE?	Article 11-3	
Do I have a system in place for cases where I have doubts about the protective characteristics of the PPE, including how to check and possible tests to perform?	Article 11-2	
Do I have a system in place to recall or withdraw the PPE from the market in cases where there are safety issues or in cases where I need to, or the manufacturer or importer or market surveillance authorities ask me to do so?	Article 11-4	
Have I documented from whom I buy the PPE (e.g. by keeping invoices) and will I keep this information for 10 years after the last time I sell the PPE?	Article 13	
Have I documented to which other distributors I sell the PPE (e.g. by keeping invoices) and documented that I will keep this information for 10 years after the last time I sell the PPE?	Article 13	

Signed:

Date:
