

Konformitätsbewertungsstelle, Sektor Explosionsschutz

**Depositing of the Technical Documentation
 of Explosion-Protected Other (Non-electrical)
 Equipment and Components of Categories 2 and M2
 in accordance with Directive 2014/34/EU**

1. Legal Basis

According to Directive 2014/34/EU [1], electrical as well as non-electrical equipment in potentially explosive atmospheres may be placed on the market only if it has passed a suitable conformity assessment procedure and if a declaration of conformity (CE) is issued by the manufacturer.

On request of the manufacturer, the Physikalisch-Technische Bundesanstalt will deposit the technical documentation in accordance with Article 13 number (1) b ii) of Directive 2014/34/EU for equipment and components of groups I and II, categories 2 and M2. The technical documentation shall be retained/deposited by a Notified Body for a period of 10 years after the last device has been sold.

2. Depositing Procedure

The Notified Body offers to retain the technical documentation as shown in Figure 1. The Notified Body does not perform any check of the technical documentation and can, therefore, not confirm conformity with the requirements of the Directive and the relevant standards. It issues a notice of receipt and deposits the technical documentation for the period agreed. Normally, the procedure shown below is followed. The contents of the technical documentation may be composed by the manufacturer. However, only one copy is required. The manufacturer is recommended to mark an identical copy as reference document and to keep it separately from other documents. Participation of the Notified Body is marked in dark grey colour. The responsibilities of the manufacturer are marked in light grey.

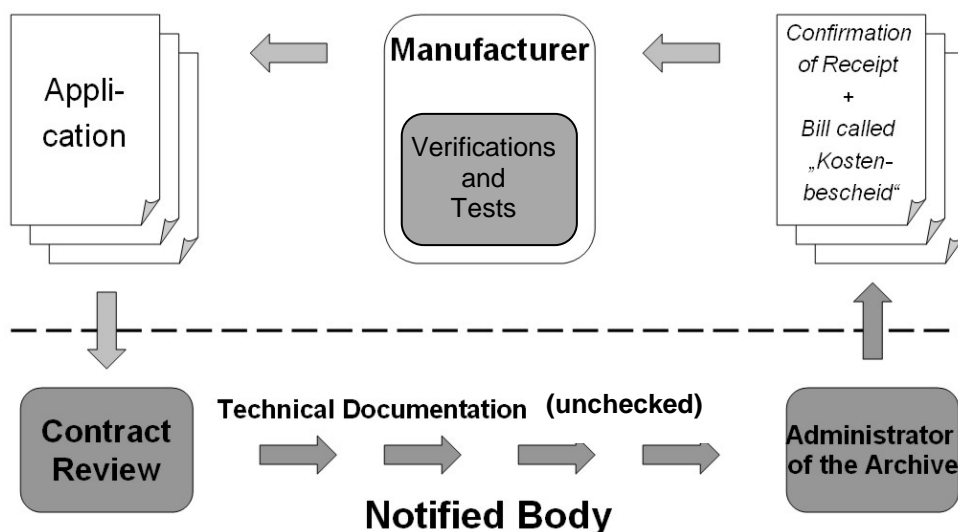


Figure 1: Depositing of the technical documentation

Konformitätsbewertungsstelle, Sektor Explosionsschutz

Procedure

The manufacturer sends the application form to PTB.

PTB assigns a registration number (xx ATEX Dxxx) for the file to which reference shall be made in the case of supplements and extensions.

It is the manufacturer's responsibility to ensure that a suitably long retention period is agreed (10 years after the last product has been manufactured).

It is the manufacturer's responsibility to ensure that PTB will be informed about any change of his company's address so that the valid address for contact will be available.

Changes of product characteristics or operating conditions which are relevant for explosion protection require a re-assessment. Consequently, the retained technical documentation must also be supplemented. An application for retention of the technical documentation as a supplement to the already retained documentation must be filed. Designation of the product type and indication of the registration number will allow the documents to be appropriately assigned.

The manufacturer commits himself:

- To inform PTB about any changes of the address or name of the company or of the name of the owner of the document file;
- If appropriate, to apply for an extension of the retention period (which will be subject to costs) for products which correspond to the deposited documentation and will be placed into circulation after a period of 5 years. In the case of a retention period of 15 years, a device can be put into circulation for 5 years;
- To ask, if desired, to return the documents at the expense of the manufacturer 10 years after the last product has been manufactured, but before expiry of the retention period.

PTB commits itself:

- To retain the document file for 15 years, starting with the date of the acknowledgement of receipt;
- To fix a registration number to which reference can be made in the case of future supplements to the file;
- To retain supplements together with the documents file;
- To destroy the document file after expiry of the retention period in accordance with the data protection regulations, unless an extension or return is applied for.

The contract terms become legally binding by the manufacturer's signature on the application form and by PTB's signature on the acknowledgement of receipt.

Konformitätsbewertungsstelle, Sektor Explosionsschutz

3. Fees

The depositing of the technical documentation of explosion-protected other (non-electrical) equipment and components of Categories 2 and M2 is invoiced on the basis of the "Kostenverordnung für Nutzleistungen" (Regulations Governing Charges for Services Supplied by PTB) in the currently valid version.

- **Fee per basic file** EUR 517.50 (plus VAT) (a basic file comprises a maximum of **2** DIN A4 ring binders/folders with a maximum spine width of 8 cm for 15 years of retention. An **additional full fee** of EUR 517.50 (plus VAT) will be charged each time for up to **2 further** DIN A4 ring binders/folders with a maximum spine width of 8 cm).
- **Fee for each supplement to the basic file** EUR 310.50 (plus VAT) (without change of the retention period); (such a supplement comprises a maximum of **2** DIN A4 ring binders/folders with a maximum spine width of 8 cm. For up to 2 further DIN A4 ring binders/folders with a maximum spine width of 8 cm, **an additional full fee of EUR 310.50** (plus VAT) will be charged each time).
- **Fee for an extension of the retention period** of 5 years (basic file including supplements) EUR 207.00 (plus VAT).

PTB is required to collect value added tax for commercial activities as of 2010-01-01 and will show the value added tax accordingly in the invoices. In principle, the depositing of the technical documentation is subject to value added tax. For detailed information please read the 'Information sheet on value-added tax'.

4. Postal address and contact

Depositing of the technical documentation:

Physikalisch-Technische Bundesanstalt
Department 3.7
Carola Lotz-Förster
Bundesallee 100
38116 Braunschweig
GERMANY
phone: +49 531 592-3701
Email: Carola.Lotz-Foerster@ptb.de

Technical advice:

Physikalisch-Technische Bundesanstalt
Working Group 3.73
Matthias Himstedt
Bundesallee 100
38116 Braunschweig
GERMANY
phone: + 49 531 592-3433
Email: Matthias.Himstedt@ptb.de

Literature

- [1] Directive 2014/34/EU of the European Parliament and of the Council of 26 February 2014 on the approximation of the laws of the Member States concerning equipment and protective systems intended for normal use in potentially explosive atmospheres (recast)